



MEETING OF THE PORT PHILLIP CITY COUNCIL

AGENDA

7 MAY 2025



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7 MAY 2025



Welcome

Welcome to this Meeting of the Port Phillip City Council.

Council Meetings are an important way to ensure that your democratically elected representatives are working for you in a fair and transparent way. They also allow the public to be involved in the decision-making process of Council.

About this meeting

There are a few things to know about tonight's meeting. The first page of tonight's Agenda itemises all the different parts to the meeting. Some of the items are administrative and are required by law. In the agenda you will also find a list of all the items to be discussed this evening.

Each report is written by a Council officer outlining the purpose of the report, all relevant information and a recommendation. Council will consider the report and either accept the recommendation or make amendments to it. All decisions of Council are adopted if they receive a majority vote from the Councillors present at the meeting.

Public Question Time and Submissions

Provision is made at the beginning of the meeting for general question time from members of the public.

All contributions from the public will be heard at the start of the meeting during the agenda item 'Public Questions and Submissions.' Members of the public have the option to either participate in person or join the meeting virtually via Teams to ask their questions live during the meeting.

If you would like to address the Council and /or ask a question on any of the items being discussed, please submit a 'Request to Speak form' by 4pm on the day of the meeting via Council's website:

[Request to speak at a Council meeting - City of Port Phillip](#)





MEETING OF THE PORT PHILLIP CITY COUNCIL

To Councillors

Notice is hereby given that a **Meeting of the Port Phillip City Council** will be held in **St Kilda Town Hall and Virtually via Teams** on **Wednesday, 7 May 2025 at 6:30pm**. At their discretion, Councillors may suspend the meeting for short breaks as required.

AGENDA

- 1 **APOLOGIES**
- 2 **MINUTES OF PREVIOUS MEETINGS**
Minutes of the Meeting of the Port Phillip City Council 16 April 2025.
- 3 **DECLARATIONS OF CONFLICTS OF INTEREST**
- 4 **PUBLIC QUESTION TIME AND SUBMISSIONS**
- 5 **COUNCILLOR QUESTION TIME**
- 6 **SEALING SCHEDULE**
Nil
- 7 **PETITIONS AND JOINT LETTERS**
Nil
- 8 **PRESENTATION OF CEO REPORT**
Nil
- 9 **INCLUSIVE PORT PHILLIP**
Nil
- 10 **LIVEABLE PORT PHILLIP**
 - 10.1 *Smith Street Upgrades - Fishermans Bend Primary School 6*
 - 10.2 *Endorsement of Draft Domestic Animal Management Plan (DAMP) 2026 – 2029 22*
- 11 **SUSTAINABLE PORT PHILLIP**
Nil



12 VIBRANT PORT PHILLIP

Nil

13 WELL GOVERNED PORT PHILLIP

13.1	<i>Review of the Road Management Plan 2021</i>	69
13.2	<i>Approach to Melbourne Water's Flood Mapping Update</i>	200
13.3	<i>Victorian Electoral Commission's (VEC) Report on the 2024 City of Port Phillip General Election</i>	212
13.4	<i>Policy and Plan Completion Updates</i>	287
13.5	<i>Appointment of Authorised Officer Pursuant to the Planning and Environment Act 1987</i>	293
13.6	<i>Records of Informal Meetings of Council</i>	298

14 NOTICES OF MOTION

Nil

15 REPORTS BY COUNCILLOR DELEGATES

16 URGENT BUSINESS

17 CONFIDENTIAL MATTERS 323

RECOMMENDATION

That Council resolves to move into confidential to deal with the following matters pursuant to section 66(2) of the *Local Government Act 2020*:

17.1 Infrastructure Civil Maintenance Contract Review

3(1)(e). legal privileged information, being information to which legal professional privilege or client legal privilege applies.

Reason:

This report includes an assessment of contractual and legal options. Disclosure of this information may prejudice Council's ability to achieve a commercial outcome.



1. APOLOGIES

2. MINUTES OF PREVIOUS MEETINGS

RECOMMENDATION:

That the minutes of the Meeting of the Port Phillip City Council held on 16 April 2025 be confirmed.

3. DECLARATIONS OF CONFLICTS OF INTEREST

4. PUBLIC QUESTION TIME AND SUBMISSIONS

5. COUNCILLOR QUESTION TIME

6. SEALING SCHEDULE

Nil

7. PETITIONS AND JOINT LETTERS

Nil

8. PRESENTATION OF CEO REPORT

Nil

9. INCLUSIVE PORT PHILLIP

Nil

10. LIVEABLE PORT PHILLIP

10.1	<i>Smith Street Upgrades - Fishermans Bend Primary School</i>	6
10.2	<i>Endorsement of Draft Domestic Animal Management Plan (DAMP) 2026 – 2029</i>	22

10.1 SMITH STREET UPGRADES - FISHERMANS BEND PRIMARY SCHOOL

EXECUTIVE MEMBER: BRIAN TEE, GENERAL MANAGER, CITY GROWTH AND DEVELOPMENT

PREPARED BY: DANIEL BODEN, SENIOR PROGRAM MANAGER FISHERMANS BEND
DANA PRITCHARD, MANAGER OPEN SPACE RECREATION AND COMMUNITY RESILIENCE
SARAH BUFTON, COORDINATOR OPEN SPACE AND RECREATION PORTFOLIO

1. PURPOSE

1.1 To provide Councillors with an update on the Smith Street streetscape upgrade project, located in Fishermans Bend and seek approval on the design of Stage 1 of the project and note the changes to truck movements.

2. EXECUTIVE SUMMARY



Image 1: Current outlook of Smith Street

- 2.1 The Victorian Government is constructing a new primary school at 229 Williamstown Road (corner of Smith Street) to open Term one of 2026.
- 2.2 This project is being delivered by the Victorian School Building Authority (VSBA).
- 2.3 Council has been working closely with the Department of Transport and Planning (DTP) and the VSBA on upgrades to the southern side of Smith Street to support the safe opening of the school and to implement the longer-term proposals for the street as part of the Fishermans Bend Framework, which is funded through the Development Contributions Plan (DCP).
- 2.4 In November 2024, community engagement was undertaken on a draft concept design for Smith Street. Updates have now been made to the design and delivery approach, in line with community feedback.



2.5 This report outlines delivering of Smith Street in two stages:

Stage 1 (priority for delivery by 2026) generally focuses on the eastern side of the street to address the immediate needs of the school, including providing safe pedestrian connections.

Two design options are presented for Councillor consideration:

- Option 1 – One Way traffic configuration for Smith Street
- Option 2 - Retain Two-Way traffic configuration for Smith Street (Recommended Option)

Stage 2 includes upgrades to remaining section of Smith Street and will occur in the long term, aligning with the future development of commercial properties on the western side. As part of this upgrade, Smith Street will be made one-way southbound to become more pedestrian-friendly street.

- 2.6 Option 2 is recommended as it provides a safe pedestrian environment on the eastern side of Smith Street and an appropriate interface with the proposed school, whilst minimising the impact on businesses on the western side of Smith Street.
- 2.7 Construction of the Stage 1 streetscape works is anticipated to commence in mid-2026.
- 2.8 Alongside these works and to support safe access between the school and established residential and retail areas in Port Melbourne, DTP will also be delivering new Pedestrian Traffic Lights on Williamstown Road near Smith Street. The scope of works includes closure of central median on Williamstown Road which will eliminate right turns in and out of Smith Street to maximise pedestrian safety while helping traffic move efficiently during busy periods.
- 2.9 DTP has plans to upgrade other nearby intersections along Williamstown Road, particularly at Salmon Street and Prohasky Street. These upgrades will be balanced against timing of delivery of other projects.
- 2.10 While there are plans for signal upgrades at these intersections, Officers are concerned around the timing and certainty of delivery, and the impact of the schools placing pressure on the network.
- 2.11 DTP will commence construction works on the traffic lights in September 2025 and are currently consulting on these works with the impacted community and stakeholders.

3. RECOMMENDATION

That Council:

- 3.1 Endorses the staged delivery of Smith Street, with Stage 1 identified as an immediate priority to delivery upgrade works along the school frontage.
- 3.2 Endorses the Option 2 concept design for Stage 1, which retains two-way access along Smith Street, and includes a new footpath, linear park, and pick up drop off zone including new kerb on the eastern side and safer crossing across Smith Street to connect to the new traffic lights.
- 3.3 Advocates to the Department of Transport and Planning (DTP) for priority delivery of the planned nearby intersections along Williamstown Road, including Salmon Street, Prohasky Street, Beacon Road and Graham Street.

- 3.4 Notes the community engagement undertaken and that community feedback has informed both the concept design and delivery approach.
- 3.5 Notes changes to truck movements will be required on Smith Street including time restrictions.

4. KEY POINTS/ISSUES

New Fishermans Bend Primary School and Kindergarten

- 4.1 In May 2024, the Victorian Government advised Council that they had purchased land at 229 Williamstown Road (corner of Smith Street) for the construction of a new primary school and kindergarten.



Image 2: Location of New School

- 4.2 The school will open from Term 1 of 2026 and provide places for up to 650 students from Prep to Grade 6 in the Wirraway Precinct.
- 4.3 The kindergarten will open in 2027 and provide at least 2 kindergarten rooms.
- 4.4 The Victorian School's Building Authority (VSBA) is designing and constructing the school in line with Department of Education (DET) guidelines.
- 4.5 According to the VSBA, the school will include:
 - a 3-storey learning neighbourhood with rooftop terrace
 - a 2-storey learning neighbourhood
 - a community hub with gym, music room and rooftop court
 - a grassed playing field
 - a playground
 - a kindergarten (opening 2027).
- 4.6 The primary access to the school and kindergarten will be from Smith Street.
- 4.7 Further information on the school can be found here: [Fishermans Bend Primary School \(interim name\) | schoolbuildings.vic.gov.au](https://www.schoolbuildings.vic.gov.au/fishermans-bend-primary-school-interim-name) Further information on the kindergarten can be found here: [Fishermans Bend Primary School kindergarten \(interim name\) | schoolbuildings.vic.gov.au](https://www.schoolbuildings.vic.gov.au/fishermans-bend-primary-school-kindergarten-interim-name)

New pedestrian traffic lights on Williamstown Road near Smith Street

- 4.8 DTP are delivering new pedestrian traffic lights to support safe access between the school and established residential and retail areas in Port Melbourne.
- 4.9 As part of these works, additional safety measures include the closure of the central median on Williamstown Road. Williamstown Road is a State Road. This change will restrict right-turn movements in and out of Smith Street to reduce conflict points and improve pedestrian safety.
- 4.10 The works include the installation of electronic 40 km/h school speed zone signs to enforce a reduced speed limit on Williamstown Road on school days between 8.00 am–9.30 am and 2.30 pm–4.00 pm.



Image 3: Location of DTP's proposed pedestrian traffic lights on Williamstown Road

- 4.11 DTP has plans to upgrade other nearby intersections along Williamstown Road, particularly at Salmon Street and Prohasky Street. Further intersection upgrades at Beacon Road and Graham Street, in the vicinity of Port Melbourne Secondary College (PMSC), are also planned for priority delivery. This will need to be considered by the State Government as part of their finalisation of the FB DCP and balanced against timing of delivery of other projects.
- 4.12 While there are plans for signal upgrades at these intersections, Officers are concerned around the timing and certainty of delivery, and the impact of the schools placing pressure on the network.

Existing Conditions

- 4.13 Currently Smith Street has the following characteristics:
- Two-way vehicle access from Williamstown Road (to south), Tarver Street (to west) and Plummer Street (to north).
 - Between Tarver Street and Williamstown Road, on-street parking comprising 34 angle parking spaces on the eastern side and 7 parallel parking spaces on the western side.
 - Four crossovers to the western side, which are used by tenancies at 7-9 Smith Street and 291 Williamstown Road.
 - Numerous street trees, of which two are notable and are worthy of retention. These are shown on the plan below in green.
 - Stormwater main and pits on the western side.



- Overhead power line to the eastern side.
- A footpath to the eastern side and no footpath to the western side
- No designated (on-road or off-road) bike lanes.

- 4.14 Smith Street forms part of gazetted B-double network, permitting its use by heavy vehicles as a through-route.
- 4.15 The site of the school was previously a warehouse, and this section of Smith Street includes several businesses on the Western side, including a mix of retail.
- 4.16 The northern section of Smith Street includes a townhouse development on the eastern side and warehouses on the western side.
- 4.17 The development of the new school represents a broader land use transition along the eastern side of Smith Street, from industrial to mixed-use. This change highlights the need for careful management to balance the competing requirements of different uses.
- 4.18 Traffic surveys along Smith Street, have shown that the weekday average volume of vehicles per day is approximately 2,200. The volume recorded is within the normal range for local streets which range from 500 – 3,000 vehicles per day.
- 4.19 Smith Street is a council-owned and maintained road.

Context and Funding

- 4.20 The Fishermans Bend Framework ('the Framework') is the Victorian Government's plan for transformation of Fishermans Bend. The Framework sets a transformative vision for the area, including a network of parks, schools, roads, transport and community facilities and services to be delivered over the next 30 years.
- 4.21 Smith Street is located in the Wirraway Precinct which is identified in the Framework to be a family friendly, inner-city neighbourhood close to the bay and Westgate Park. The Framework envisions an off-road cycle lane and new public open spaces including integrated stormwater management as part of upgraded Smith Street. Further information on the Framework can be found here - [Fishermans Bend Framework | vic.gov.au](https://www.vic.gov.au/fishermans-bend-framework)
- 4.22 The Smith Street upgrade is also supported by the Government's draft Fishermans Bend Urban Renewal Area Development Contributions Plan (DCP), released in December 2023.
- 4.23 The Draft DCP allocates funding for the upgrade of entire length of Smith Street, scheduled for delivery in the long-term horizon (2046-2055).
- 4.24 However, DTP brought forward the funding for Smith Street to address immediate community safety needs associated with the opening of the new primary school.
- 4.25 To achieve this vision, changes are proposed to Smith Street.
- 4.26 As the project falls within the DCP all project works that are permanent works and which are in line with the long-term planning will be funded through this budget. Council will only need to fund work that is considered temporary. Further information on the DCP can be found here - [Fishermans Bend Urban Renewal Area Development Contributions Plan | Engage Victoria](https://www.vic.gov.au/fishermans-bend-urban-renewal-area-development-contributions-plan)



Concept Plan

- 4.27 A draft concept design was prepared in collaboration with DTP, and released to the community for feedback in November 2024 via Council's Have your Say page: [Upgrading Smith Street](#). The draft concept design was based on the long-term vision for Smith Street as part of the Fishermans Bend Urban Renewal Area, which will be delivered over the next 30 years.
- 4.28 Before preparing the concept design, a number of traffic circulation options were assessed (including both one-way and two-way street) to address the immediate needs of the new primary school, broader network impacts, and to maximise safety for pedestrians and cyclists. The designs also considered long-term objectives, including reducing car dependency and encouraging sustainable transport modes. The designs also considered the Framework's long-term objectives of reducing car dependency and promoting sustainable transport.
- 4.29 A Traffic Impact Assessment (TIA) was undertaken to assess the proposed options. A preferred design was identified that supports safety, accessibility and inclusivity, while aligning with the targeted mode share outcomes for the short term and medium term.
- 4.30 Feedback received from the community through this engagement has led to a review of design and delivery options, resulting in staging of the project.
- **Stage 1:** The immediate priority project is the delivery of upgrade works on the eastern-side of Smith Street along the school frontage and crossing across Smith Street connecting the traffic lights, while enabling the continued operation of existing businesses on the western-side.
 - **Stage 2:** The long-term project includes upgrades to the rest of Smith Street, integrating with Stage 1 and the other projects in this area as identified within the Fishermans Bend **Framework**. As part of the ultimate design of Smith Street, Smith Street will be made one-way southbound to become more pedestrian-friendly street with new footpaths and dedicated bike lanes on western side, to reduce traffic congestion around the school, and support future transport and land use objectives for the area. This will occur in the long term when the existing commercial premises are redeveloped into residential use. **Attachment 1 - Smith Street Long Term Concept Design.**

Smith Street Upgrade Works Delivery - Stage 1

- 4.31 Council is proposing to proceed with the delivery of Stage 1 only.
- 4.32 Within this stage, there are two design options which consider different traffic configurations and define different extent of works to be delivered.
- 4.33 The two options for Stage 1 delivery are detailed in **Attachment 2 - Smith Street Design Options 1&2.**

Option 1: A one-way traffic configuration of Smith Street

- Converts Smith Street to one-way traffic (southbound direction only)
- Changes the access to Williamstown Road, which will become a left out only.
- Scope also includes removal of all on-street car park on the western side and construction of new on-road bi-directional bike lanes including kerbs between existing crossovers (to permit truck manoeuvres).



- Includes the potential for distributed water storage under the bike lane on western side. The distributed storage is a key part of the overall project. We will investigate delivery in stage 1, however if not viable, this will be delivered in stage 2.

Option 2: A two-way traffic configuration of Smith Street (Preferred Option)

- Retains two-way vehicle access on Smith Street as a continuation of the existing traffic configuration.
- Includes the potential for distributed water storage in the nature strip on western side. The distributed storage is a key part of the overall project. We will investigate delivery in stage 1, however if not viable, this will be delivered in stage 2.
- Minimises the impact on property owners and businesses on the western side and is preferred by adjacent businesses.
- Does not include construction of new on-road bi-directional bike lane.

4.34 Both design proposals include:

- Upgrades on the eastern side of the street to address the immediate needs of the school to include new footpath, linear park, pick up/drop off zone, new kerb and increased greening.
- Initiates the delivery of a public realm and green spaces network within Fishermans Bend
- Enable the future full reconfiguration of Smith Street, once existing sites on the western side of the street have been redeveloped as part of Fishermans Bend urban renewal.
- Maintain the current business crossovers or access to properties.
- Require removal of some street parking.
- Integrates sustainability measures including rain and floodwater management through surface water storage
- Will be delivered in partnership with the Department of Transport and Planning (DTP).
- Construction works to tentatively commence in mid to late 2026.

Recommendation

4.35 It is recommended to progress with Option 2, retaining two-way access along Smith Street. As this option:

- provides a safe pedestrian connection on the eastern side and an appropriate interface with the proposed school
- includes works predominantly on the eastern side creating minimum disruptions for Smith Street users
- minimises vehicle access impacts for Smith Street landowners and businesses.

4.36 Conversely, it is considered that option 1 would create additional access issues and conflict points for trucks using the existing crossovers to access businesses on the western side of Smith Street, as well as reducing direct customer access by removal of all on-street parking provision.



Potential Design Additions

4.37 Other options with additional design features have been investigated, however, are not recommended to be included in this scope of works for reasons stated in 4.38. This includes

- Option 2A: Two way including footpath on western side.
- Option 2B: Two way including shared path (bike/pedestrian) on western side

4.38 These options would provide a formal path on the western side of the road, providing options and additional links for pedestrians and bike riders and the bike path would potentially move some bike riders off the road.

4.39 These options have not been included in the recommended design due to the following concerns:

- A path or a shared bike/pedestrian zone on the western side would cross several existing crossovers (which service businesses) creating conflict points and safety concerns including limited setback to the property boundaries.
- To make this option viable (safe) an additional pedestrian crossing point on Smith Street would need to be added mid-block. This is not possible without removing existing crossovers.
- The installation of the footpath is likely to result in the removal of additional trees, due to intrusion into root zones.
- The pathway would not be covered by the DCP funding, as it would be temporary infrastructure. Therefore, would need to be funded by Council.
- Create additional potential disruptions to business operations during construction phase.

Traffic considerations

Truck movements

4.40 Traffic surveys, along Smith Street, have shown that the weekday average volume of trucks per day is approximately 95.

4.41 It will be necessary to consider the ongoing access to trucks on Smith Street, with both child safety and local business requirements to be considered.

4.42 It is proposed that there is a removal of B-double heavy truck access through Smith Street, between Plummer Street and Williamstown Road, due to the location of the new school. This would require Council requesting Smith Street to be removed as a permitted route for non-local heavy vehicles that pass through the area, from the approved National Heavy Vehicle Regulator (NHVR).

Truck Ban

4.43 In addition, it is also proposed to implement a truck ban for Smith Street, between Williamstown Road and Plummer Street, between 8am-9:30am and 2:30pm-4pm to maximise safety for school children at peak pick up and drop off times.

Speed Limit

4.44 It is proposed to reduce the speed limit of Smith Street, between Williamstown Road and Plummer Street, to 40km/h operating at all times, to enable a safe school



environment and align Smith Street with local council roads throughout the municipality. This is in line with Council's objectives for 40km/h speed limits on local roads.

- 4.45 In line with speed zoning guidelines, a 40km/h school zone limit will be in place along Williamstown Road on school days between 8.00-9.30am and 2.30-4.00pm
- 4.46 Traffic surveys along Smith Street have shown that the weekday average volume of vehicles per day is approximately 2,200.
- 4.47 Smith Street will see reduced volumes, with the removal of the median strip along Williamstown Road, implementing a left in, left out only movement.

New pedestrian traffic lights on Williamstown Road near Smith Street

- 4.48 DTP is delivering new pedestrian traffic lights to support safe access between the school and established residential and retail areas to the South of Williamstown Road in Port Melbourne.

Leith Crescent permanent closure

- 4.49 The installation of a new traffic lights is a catalyst to pursue the formal road closure of Leith Crescent located on the south side of Williamstown Road.
- 4.50 Leith Crescent has been temporarily closed since 2004 to protect Council assets from truck damage. Given that the closure has been in place for over 20 years and only two properties require access from Leith Crescent, there are strong strategic and safety benefits of maintaining and formalising the closure as part of this project.
- 4.51 No change is proposed to how residents access their property, and access residential properties in Leith Crescent will still be maintained from Howe Parade.
- 4.52 The footpath and nature strip along Williamstown Road at the current Leith Crescent intersection alongside the pedestrian traffic lights is owned by DTP. The section of Leith Crescent proposed for closure lies within DTP owned land.
- 4.53 It is proposed that DTP will construct the upgrade works to deliver a continuous footpath and nature strip along Williamstown Road.
- 4.54 Leith Crescent is a local road, therefore, if any changes are required to formally close the road, this will be brought back to Council via a separate report to endorse commencement of the road closure process.

5. CONSULTATION AND STAKEHOLDERS

Framework and DCP

- 5.1 The following State Government engagement processes have informed the broader community about the Smith Street upgrade project:
 - Fishermans Bend Framework (Planning Scheme Amendment GC81) – The State government's engagement and planning scheme amendment process occurred in 2017 and 2018;
 - Draft Fishermans Bend Urban Renewal Area Development Contributions Plan (proposed Planning Scheme Amendment GC224) – The State Government's engagement occurred December 2023 to February 2024 and continues through the Precincts Standing Advisory Committee. DTP Precincts advises no submissions objecting to the Smith Street upgrade project,



Concept

- 5.2 Community consultation on the draft Concept Plan was conducted in November 2024.
- 5.3 Consultation included:
- A survey via Councils online [Have Your Say page](#), asking for feedback on the draft Concept Design.
 - Delivery of 1452 postcards to local area to inform the community, explaining the engagement City of Port Phillip.
 - Information about the project and the opportunity to engage was included in the Have Your Say November 2024 newsletter, delivered to 3,300 subscribers.
- 5.4 51 participants provided feedback on the concept design via the online survey and an additional three people via email.
- 5.5 Council and DTP officers have engaged with the landowners and businesses on Smith Street to determine the delivery approach and their preference was for the Option 2 design.
- 5.6 Of the responses received, the following key themes were identified:
- Respondents raised concerns relating to traffic flow and how a one-way street design may cause access challenges for residents and visitors to businesses.
 - Respondents expressed significant concern about traffic safety, particularly the need for safe pedestrian crossings on Williamstown Road, the dangers posed by speeding vehicles, and the overall impact of increased traffic from the new school on local streets.
 - Respondents expressed concerns around how the project would impact local businesses, specifically with the reduction in car parking, traffic implications, truck delivery/access and congestion as the main causes for concern.
 - Respondents highlighted concerns about the impact on local residents, emphasising issues related to restricted access due to proposed traffic changes, increased congestion on surrounding streets, and the potential for greater difficulty in navigating the area, particularly during peak school hours.
 - Respondents opposing the proposed changes cited potential negative impacts on the community, majority due to changes in traffic conditions or loss of parking.
 - Respondents suggested the need for parks, playgrounds, and better bike paths.
 - Of the 51 online survey respondents, 11 were supportive of the bike lanes.
 - Respondents raised issues about how the new school will affect the community and existing infrastructure.
- 5.7 The full community engagement report will be made available following this briefing via Councils [Have Your Say page](#).

Removal of B-double route and Truck Ban

- 5.8 The application for Smith Street to be removed from B-double route includes a 28-day consultation period that is undertaken by the NHVR.



- 5.9 The truck ban process includes community advertising, the timing of which is to be determined.

Pedestrian Traffic Lights

- 5.10 DTP commenced engagement with impacted landowners and the broader community in April 2025 regarding the new pedestrian traffic lights on Williamstown Road.

Leith Crescent Road Closure

- 5.11 Council and DTP officers have engaged with residents along Leith Crescent in early April 2025 to discuss the pedestrian traffic lights and road closure projects.

6. LEGAL AND RISK IMPLICATIONS

- 6.1 Fishermans Bend Urban Renewal Area (FBURA) is experiencing considerable growth which is expected to continue. This is placing demand on infrastructure and services.
- 6.2 The project will increase the provision of public safety within the school area.
- 6.3 The pedestrian crossing will provide safety for pedestrians and other active transport users.

7. FINANCIAL IMPACT

- 7.1 Council has spent \$6,000 on the project to date.
- 7.2 The construction of the Smith Street upgrades will be funded through the Fishermans Bend DCP with supplementary works such as the pedestrian traffic lights, funded by DTP.
- 7.3 Any temporary works, such as the provision of footpaths on the western side of Smith Street (not recommended in this report) would not be eligible for DCP funds and would need to be funded separately by Council.

8. ENVIRONMENTAL IMPACT

- 8.1 The project increases canopy cover and decreases the urban heat island effect through new garden beds and canopy tree planting.
- 8.2 The Project will address integrated water management needs, reducing current and future flooding impacts.
- 8.3 The Project will be subject to environmental audit to address land contamination removal and remediation requirements.

9. COMMUNITY IMPACT

- 9.1 The open space will be a valued local asset, providing passive open space, recreation and greening opportunities for the community.
- 9.2 The project will increase the provision of public safety within the school area.
- 9.3 The pedestrian traffic lights will provide safety and convenience for pedestrians and other active transport users.
- 9.4 This school will help the growing local population get a great education close to home.
- 9.5 Service planning has commenced to understand how to support the needs of the growing community in the FBURA and, following Minister for Planning's consideration and decision on the DCP in mid-2025, Council will be in a better position to identify the specific requirements and determine delivery requirements.



9.6 The redevelopment of Fishermans Bend over the next 30 years into high density residential-led precincts will have impacts for existing businesses and residents. Council will need to consider transitional arrangements particularly in terms of where there is conflict between new and existing land uses.

9.7 By progressing with option 2, the construction process is anticipated to minimise impact on local businesses.

10. GENDER IMPACT ASSESSMENT

10.1 GIAs will be prepared for all projects led by CoPP within FBURA to comply with the legislation requirements.

10.2 A gender impact assessment will be completed by Council through the detailed design phase of the project.

11. ALIGNMENT TO COUNCIL PLAN AND COUNCIL POLICY

11.1 Fishermans Bend Framework

1. **Vision:** A thriving place that is a leading example for environmental sustainability, liveability, connectivity, diversity, and innovation.
2. **Wirraway Precinct Vision:** A predominantly family-friendly inner-city neighbourhood close to the bay and Westgate Park.

11.2 The project aligns with the Council Plan 2025-2031:

1. **Inclusive Port Phillip:** A City that is a place for all members of our community, where people feel supported and comfortable being themselves and expressing their identities. Inclusive Port Phillip, working with the Victorian Government to for schools to support the health and wellbeing of the young people of our city. Part of the Fishermans Bend Program and urban renewal vision to guide land use development, infrastructure, and service delivery until 2050.
2. **Liveable Port Phillip:** A City that is a great place to live, where our community has access to high quality public spaces, development and growth are well-managed, and it is safer and easy to connect and travel within.
3. **Sustainable Port Phillip:** A City that has a sustainable future, where our environmentally aware and active community benefits from living in a bayside city that is greener, cooler, cleaner and climate resilient.
4. **Well-Governed Port Phillip:** A City that is a leading local government authority, where our community and our organisation are in a better place as a result of our collective efforts

11.3 The project also aligns with the following strategies:

- Places for People: Public Space Strategy 2022-32
- Urban Forest Strategy 2024-2040
- Act and Adapt: Sustainable Environment Strategy 2018-28
- Move, Connect, Live: Integrated Transport Strategy 2018-2028
- Fishermans Bend Water Sensitive City Strategy - May 2022



12. IMPLEMENTATION STRATEGY

12.1 TIMELINE for Smith Street

- May 2025 - Detailed design will begin on the adopted design.
- Mid-2026 - Construction to begin in line with VSBA and DTP timelines.

12.2 TIMELINE of associated projects

- Sept 2025 – Commence construction on pedestrian traffic lights (DTP)
- 2026 – New school to open (VSBA) for Term 1 of 2026
- 2027 – New kindergarten to open (VSBA)

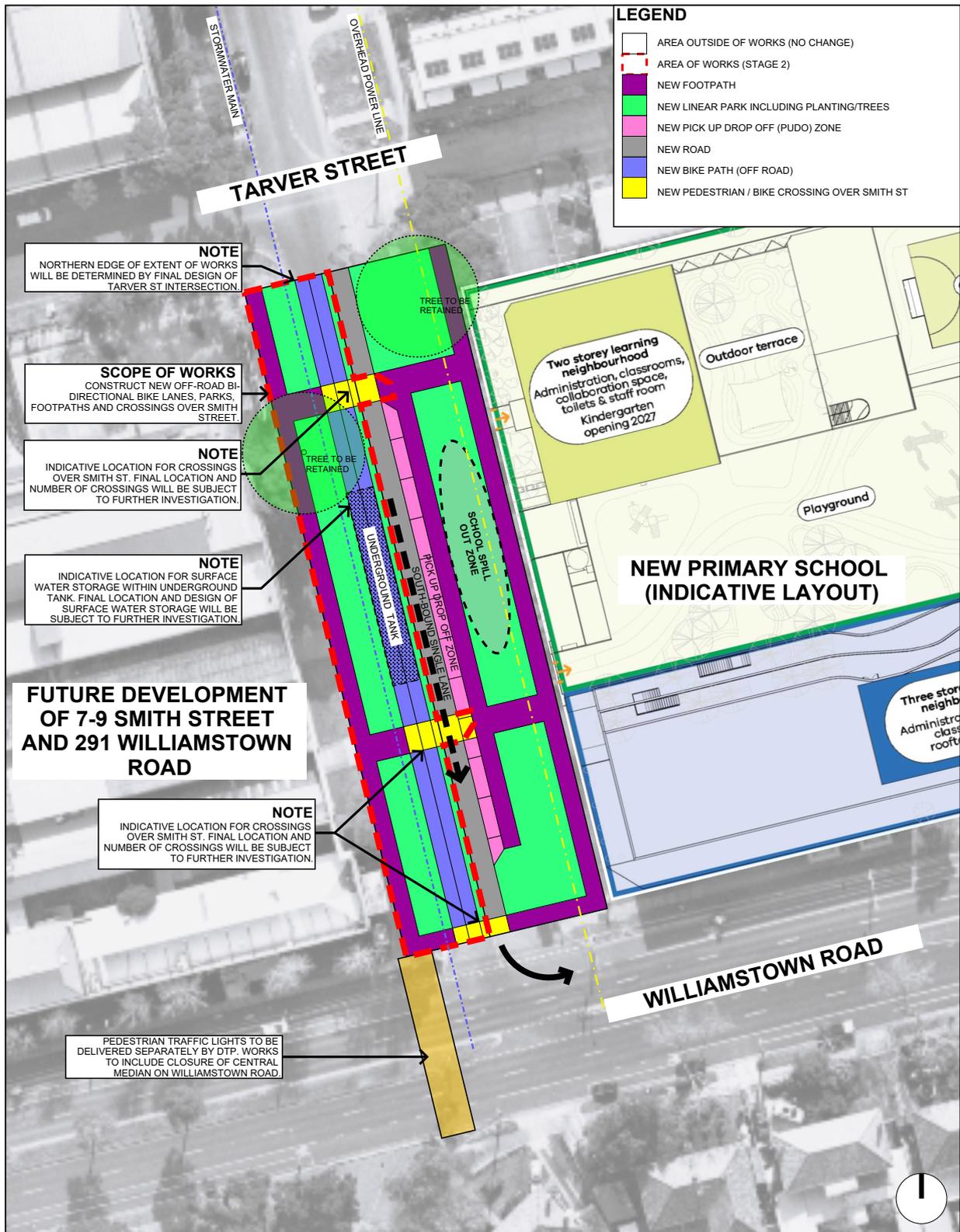
12.3 COMMUNICATION

- The community can stay updated on the project via Council's Have your Say page: [Upgrading Smith Street](#).

13. OFFICER MATERIAL OR GENERAL INTEREST

13.1 No officers involved in the preparation of this report has declared a material or general interest in the matter.

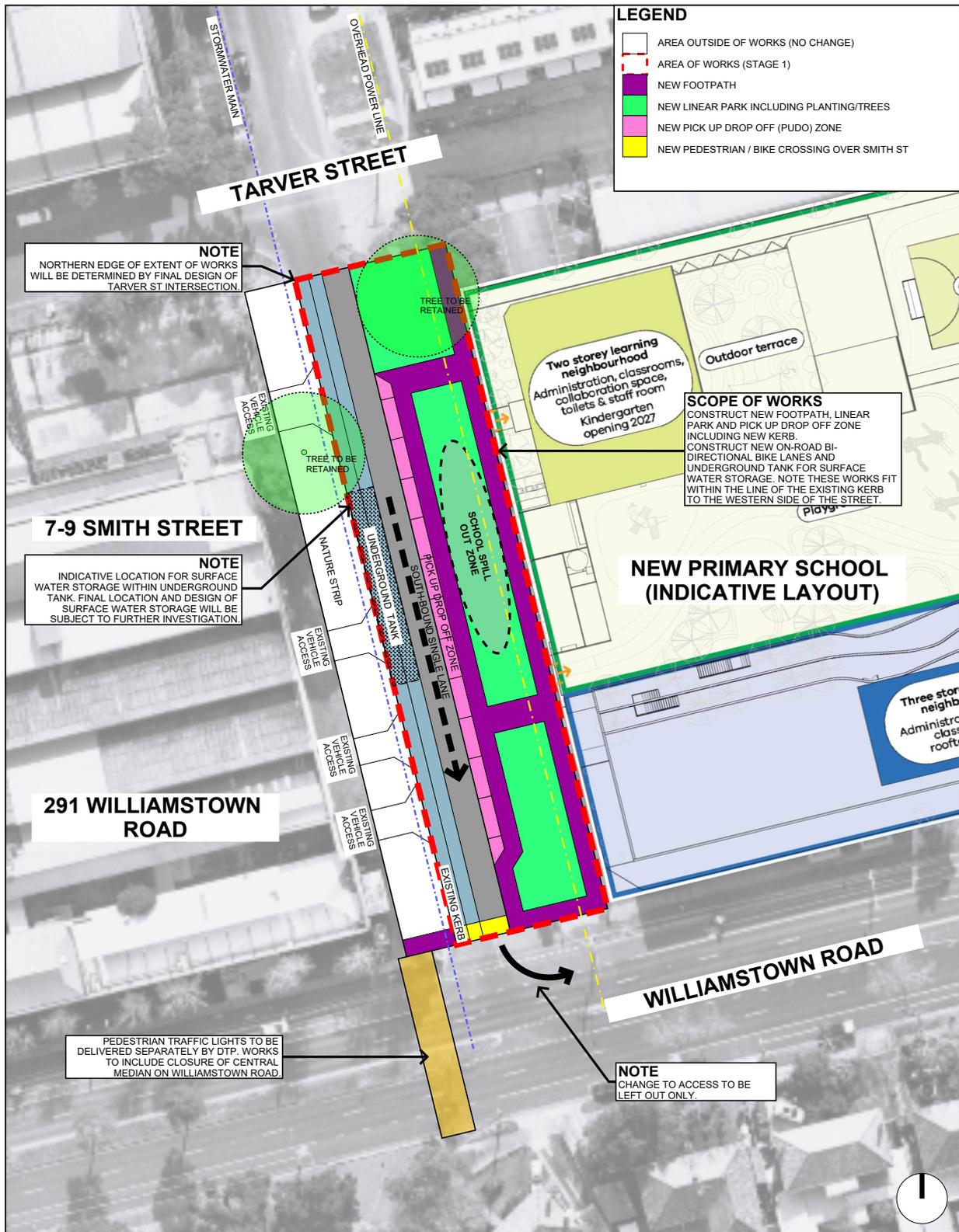
- ATTACHMENTS**
1. Long Term Designs  
 2. Stage 1 Design Options  



LONG TERM CONCEPT DESIGN SMITH STREET UPGRADE

CITY OF PORT PHILLIP

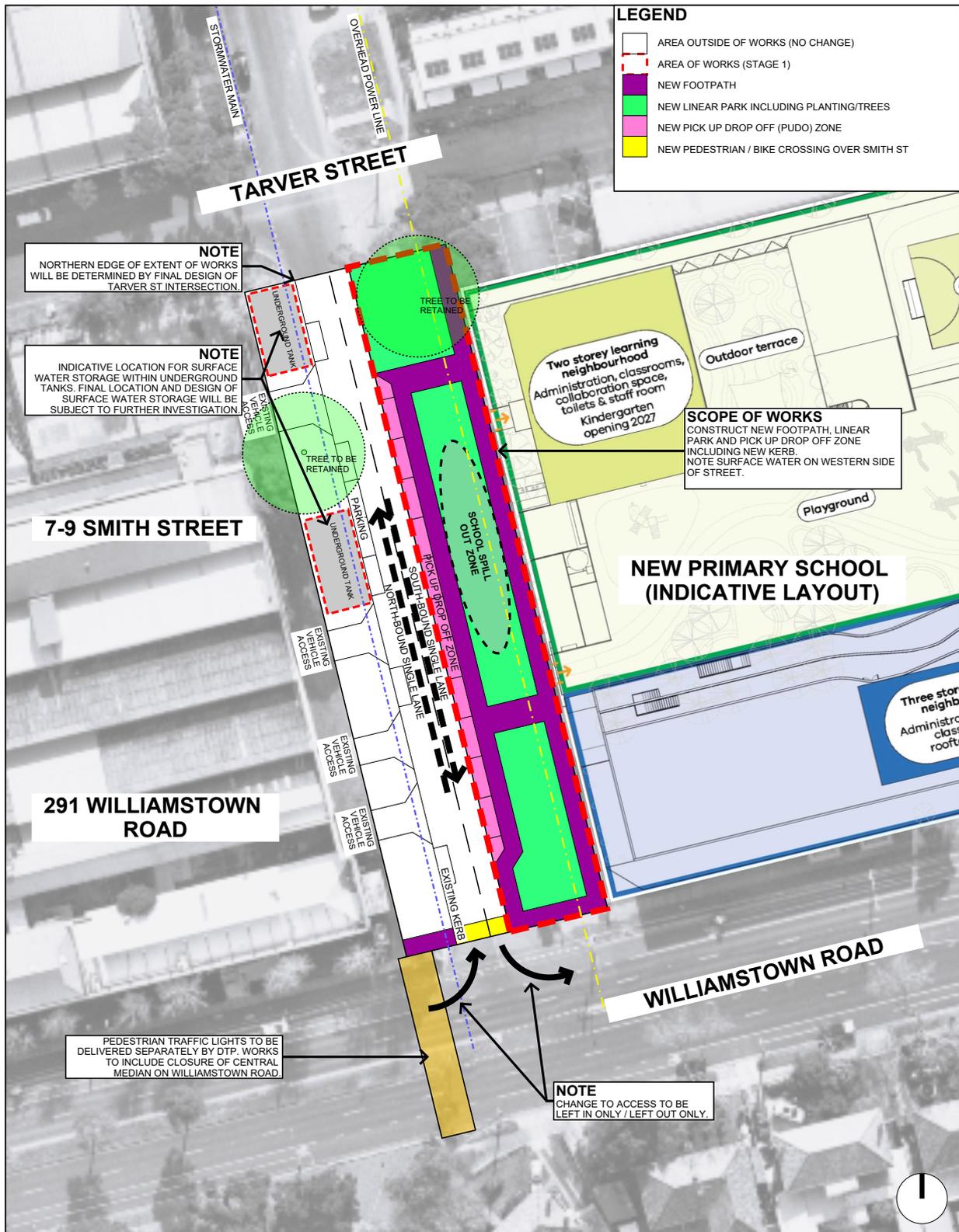
18/03/2025 (REV E)



DESIGN OPTION 1 - (ONE WAY) SMITH STREET UPGRADE - STAGE 1

CITY OF PORT PHILLIP

18/03/2025 (REV E)



DESIGN OPTION 2 - (TWO WAY) SMITH STREET UPGRADE - STAGE 1

CITY OF PORT PHILLIP

18/03/2025 (REV E)



10.2 **ENDORSEMENT OF DRAFT DOMESTIC ANIMAL
MANAGEMENT PLAN (DAMP) 2026 – 2029**

EXECUTIVE MEMBER: **BRIAN TEE, GENERAL MANAGER, CITY GROWTH AND
DEVELOPMENT**

PREPARED BY: **NELLIE MONTAGUE, MANAGER SAFETY AND AMENITY**

1. PURPOSE

1.1 To seek endorsement of the Draft Domestic Animal Management Plan 2026-2029 to proceed to community consultation.

2. EXECUTIVE SUMMARY

- 2.1 The Domestic Animals Act 1994 (the Act) places a statutory obligation on Councils to adopt a Domestic Animal Management Plan (DAMP) every four years which provides Council with a strategic approach and actions to promote responsible pet ownership, ensure the welfare of dogs and cats in the community and the protection of the community and the environment from nuisance dogs and cats.
- 2.2 The draft DAMP 2026-2029 (see Attachment 1.) builds on the current DAMP which expires in 2025 and was developed in consultation with Council's Animal Management Team, and informed by community consultation, research and benchmarking. It seeks to balance community and stakeholder needs, whilst ensuring compliance with requirements of the Act.
- 2.3 The most notable actions in the draft DAMP are:
- 2.3.1 Extend the current cat curfew from 9pm to 6am to 'sunset to sunrise' to support responsible cat ownership and protection of wildlife. Cats' hunting efforts are more effective around dawn and dusk. Extending the cat curfew seeks to further reduce predation of native wildlife.
- 2.3.2 Reduce the number of dogs that can be walked without a permit from six to four – to support dog walkers being able to have effective control of their animals in public places and improve community safety outcomes.
- 2.3.3 Conduct a 12-month dog waste bag trial at selected locations across Port Phillip, in partnership with local groups (traders, sports clubs, dog clubs etc).
- 2.4 The draft DAMP aligns with but does not replicate the City of Port Phillip Dog Off Leash Strategic Guideline 2024 (the Guidelines). The Guidelines outline Council's position on the provision, distribution and management of dog facilities in public open spaces. It is used to guide decisions on dog off-leash areas and parks.
- 2.5 During development of the Guidelines in 2024 discussions were had about the provision of dog waste bags in public places to support people to pick up after their dogs.
- 2.6 At the Council meeting of 21st August 2024 the following motion was supported '*Officers undertake planning to understand costs, scope and timing for a trial of the provision of environmentally-appropriate dog waste bags in dog off-leash areas.*'
- 2.7 Officers investigated the costs, scope and value of a trial and do not recommend progressing due to the cost of implementation and the inability for the provision of bags



to reduce the problem of dog waste being left in public areas (see section 4.1 for details).

- 2.8 Pending Council's endorsement, community consultation on the draft DAMP will be conducted, to enable the community to have their say on the proposed actions in the Plan.
- 2.9 The final DAMP will be presented at an Ordinary Council Meeting in August 2025 for adoption.

3. RECOMMENDATION

That Council:

- 3.1 Endorses the draft Domestic Animal Management Plan 2026-2029 to be released for community consultation.
- 3.2 Notes that consultation on the draft Domestic Animal Management Plan 2026-2029 will occur in May 2025, and that feedback will be considered prior to finalising the Plan.
- 3.3 Notes that findings from consultation will inform the final version of the Domestic Animal Management Plan 2026-2029 which will be presented to Council for adoption in August 2025.
- 3.4 Notes that Council will not proceed with a trial of dog waste bags in public places due to the resources impact and concern that the provision of bags does not appear to reduce the instance of dog waste left in public areas.

4. KEY POINTS/ISSUES

Dog Waste Bag Trial Investigation

- 4.1 During the Dog Off Leash Guidelines development in 2024 concerns were raised from the community about dog waste being left in dog off lead areas such as dog parks, and from customer requests we know there is concern about dog waste left on footpaths, nature strips and foreshore areas.
- 4.2 At the Council meeting of 21st August 2024 the following motion was supported '*Officers undertake planning to understand costs, scope and timing for a trial of the provision of environmentally-appropriate dog waste bags in dog off-leash areas.*'
- 4.3 A 14-month trial in select off-leash areas would cost approximately \$135,000 based on previous costings and require a project manager, infrastructure, the sourcing of suitable environmentally appropriate dog waste bags and resourcing to refill bag distributors and deal with customer requests and complaints.
- 4.4 Provision of bags in all Council's off lead reserves would cost approximately \$195,000 per annum; and provision in all Council managed parks estimated to cost \$500,000 per annum.
- 4.5 Appropriate locations and final costs could be developed through the first phase of the trial with a provisional timeline of a trial from December 2025-February 2026 to cover two peak summer periods.
- 4.6 Thirteen years ago Council ceased the provision of dog waste bags in local parks and along the foreshore due to high costs and inappropriate use of the bags.



- 4.7 At the time, bags were strewn in open space, entered stormwater drains and waterways, and Animal Management Officers observed that there was little reduction in dog waste in off lead areas when bags were available.
- 4.8 It is and would remain a requirement under the Community Amenity Local Law 2023, that dog owners carry bags and pick up after their dogs. Infringements can be issued for those not complying with these requirements.
- 4.9 In discussion with neighbouring Councils that provide dog waste bags they have not seen a reduction in complaints about dog waste in public areas and spend a significant amount of money on refilling dog waste bag provisions and cleaning up bags that are left in public areas.
- 4.10 Based on the above Officers do not recommend progressing with a trial of dog waste bags. Instead, officers propose to support owners to carry a bag when walking dogs and pick up dog waste. This could be helped by providing free dog waste bags at Council events and at Town Halls, similar to those provided for Food Organics Garden Organics (FOGO) already.
- 4.11 All areas in Port Phillip are on-leash except when signed, this assists with dog waste as dogs off-leash are more likely to leave waste behind. All dedicated off-leash areas have public bins close by to encourage correct disposal of dog waste.
- 4.12 An alternative approach considered was a limited 14-month dog waste bag trial in partnership with local groups (e.g. traders, sports clubs, dog clubs etc) at selected locations across Port Phillip. The bag dispensers would be installed by Council and bags provided to partner groups to refill as needed. This would reduce the cost to Council and support community members to dispose of dog waste correctly.

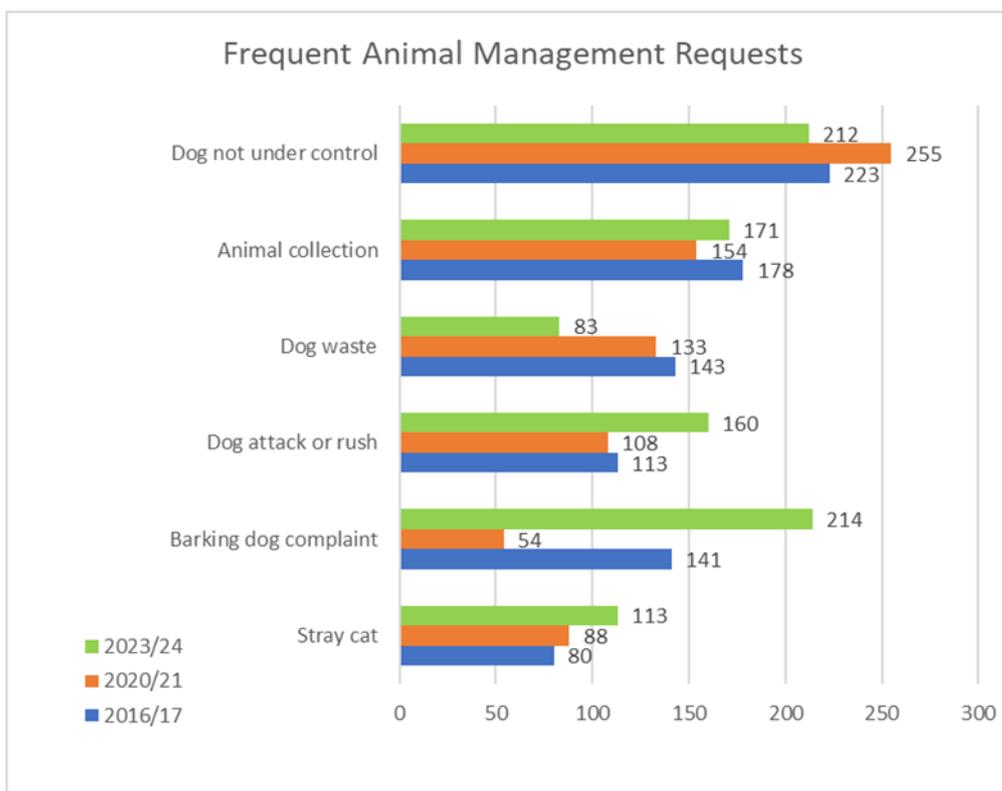
Animal Management Data Summary

Animal Management Data Summary	2016-17	2020-21	2023/24
Human population	100,863	110,903	109,515
Geographic area of municipality	21 km ²		
Registered cats and dogs (total)	10,034	11,560	12,285
Number of requests	3,532	2,643	3,626
FTE Authorised Officers	2.8	3	4
Number of requests per Authorised Officer	1,261	755	906
Number of registered cats and dogs per Authorised Officer	3,584	3,303	3,071
Hours of animal management training per Authorised Officer	33	41	29



Table 1. Animal Management Data across the last three DAMPs

4.13 During the 2023/24 financial year, Animal Management Officers responded to 3,623 requests.



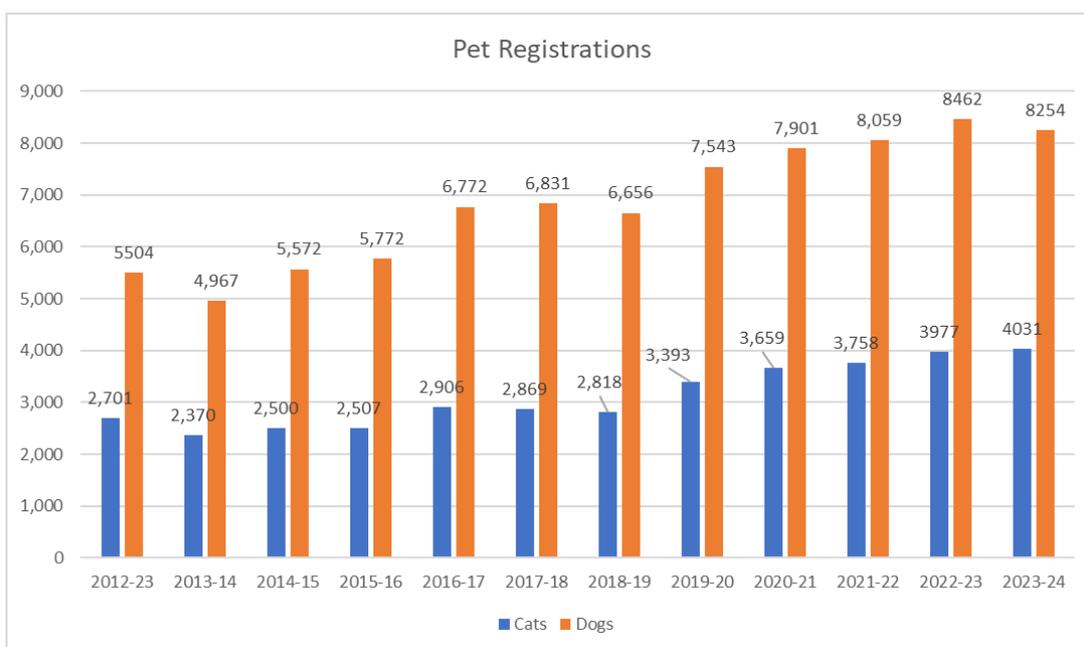
Graph 1. Customer request trends across the last three DAMPs

Request Trends

- 4.14 Barking dogs, dogs not under control and dog attacks are the most prevalent request types and the areas of greatest concern in the community.
- 4.15 Barking dog and dog attack / rush requests are increasing however after initial conversations with complainants about options to remedy issues not all result in an investigation or enforcement action.
- 4.16 Dogs not under control include dogs being off lead in areas not designated as off lead. Council Orders are in place designating areas where owners are able to exercise their dogs off leash. There are also Orders in place prohibiting dogs in certain parks and foreshore areas. Some of these areas are season and time dependent. The Dog Off Leash Guidelines guides the decision on the location of these areas and are outside the scope of the DAMP.
- 4.17 The DAMP outlines the activities to enforce the Orders outlined above, with regular and proactive patrols undertaken, community education and voluntary compliance being critical as only a small portion of public open space areas can be patrolled at a time.
- 4.18 We recognise the opportunity to increase community awareness and level of comfort with the incident reporting process, including assured anonymity (Object 6.1).



4.19 There has been a steady increase in pet registrations from 2013 to 2024, due to Port Phillip’s increased resident population as well as educational programs, incentives to register and a robust registration renewal and reminder system. There is still some work to be done as we are aware that not all pets are registered.



Graph 2. Pet Registrations in Port Phillip

Proposed Actions for Inclusion in the draft DAMP

4.20 Feedback from internal stakeholders, research and analysis have been considered to develop proposed actions for inclusion in the draft DAMP.

Objective 1:

Promote responsible pet ownership through strong and simple messages, delivered through multiple channels.

1	Activity	When	How we will measure
1.1	Review and update communications and education plan targeted towards promoting responsible pet ownership.	Ongoing	Delivery of communications and education materials through multiple channels.
1.2	Advocate to primary schools to participate in free Animal Welfare Victoria dog behaviour education program.	Annual	All Port Phillip primary schools contacted and encouraged to participate.

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1.3	Develop a new Council-specific pet ownership guide that combines all relevant information.	2026	New pet ownership guide is available for new registrations and adoptions.
1.4	Investigate the opportunity to develop a 'Pets of Port Phillip' portal and newsletter.	2027	Investigation completed with recommendations about portal and newsletter
1.5	Investigate opportunities for educational activities at community events (e.g. annual Pet Fest event).	Ongoing	Work together with community associations and organisations to support and attend 4 events per year.

Objective 2

Promote and encourage responsible cat ownership

2	Activity	When	How we will measure
2.1	Review and update communications and education resources that explain the welfare benefits of cat containment and how it can be achieved.	2026	Resources reviewed and updated.
2.2	Investigate ways Council can support the community to build or buy cat enclosures.	2027	Council to investigate grant opportunities and apply, or support organisations to apply, where appropriate.
2.3	Change cat curfew times to 7pm to 7am 'sunset to sunrise' in an effort to further reduce predation. Current cat curfew is 9pm to 6am.	2027	Council Order implemented.

Objective 3

Increase Council's capacity to improve welfare of domestic animals.

3	Activity	When	How we will measure
3.1	Continue to partner with the Lost Dogs' Home to support the Home Together program which focuses on helping owners keep their pets and minimise the number of surrenders. The program	Ongoing	Reduction in surrendered animals.



	supports pet owners to explore options to help them keep their pets.		
3.2	Facilitate pet adoption days in partnership with the Lost Dogs' Home to promote rehoming of pets and reduce the number of animals in the shelter.	2026, ongoing annually	Annual adoption day held.
3.3	Investigate opportunities to reward people who adopt pets from partner shelters.	2027	Investigation completed. Reward opportunities implemented.
3.4	Partner with Pets of the Homeless to help keep vulnerable people and their pets together by alleviating the burden of providing essential pet care during times of hardship.	2026	Partnership implemented.

Objective 4

Animals are microchipped, desexed, registered and wearing tags.

4	Activity	When	How we will measure
4.1	Review and simplify pet registration renewal process.	2027	Process efficiencies implemented.
4.2	Implement staged pro rata pet registration rates.	2027	Additional staged pro rata pet registration rates implemented.
4.3	Promote desexing and microchipping through the Lost Dogs' Home mobile vet clinic.	2026 and ongoing	Program implemented. Number of pets desexed. Customer feedback.
4.4	Work with local providers to develop subsidised or free desexing and microchipping programs.	2026 and ongoing	Concession card holders can access free or subsidised microchipping and desexing.
4.5	Continue microchip audits and audits of animals adopted.	Annual	Audits complete.

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4.6	Partner with shelters, vets, body corporates and breeders to promote Council registration and updating of microchip details.	Annual	Shelters, vets, body corporates and breeders contacted.
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Objective 5

Provide a consistent approach to management of dogs in public spaces across Port Phillip.

5	Activity	When	How we will measure
5.1	Continue to support Council's implementation of the Dog Off-Leash Strategic Guideline 2024.	Ongoing	Work together with Open Space Council team to support implementation.
5.2	Continue to partner with local providers to promote dog training events and activities (e.g. Dogs in the Park dog training event with the Lost Dogs' Home.)	Ongoing	Facilitate four events annually. Feedback from attendees.

Objective 6

Increase patrols, education and enforcement activities.

6	Activity	When	How we will measure
6.1	Review patrol schedule and activities (i.e. customer requests, registrations etc.) to ensure adequate resourcing for patrols, education and enforcement activities during peak periods.	2027	Increased patrols and officer presence.
6.2	Review and improve processes for enforcement regarding animal management including barking dog nuisance, dog attacks, dogs off leash and cat containment.	Annually	Nuisance processes revised and improved.
6.3	Continue to work with apartment buildings to help prevent nuisance by providing registration information /	Ongoing	Reduced complaint numbers regarding dog nuisance in apartment buildings.

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	barking / waste / training information to their residents.		
6.4	Review and seek to improve the way Council collects, measures and reports on domestic animal requests.	2027	Review completed and any improvements implemented.

Objective 7

Continue to deliver best practice in management of dog attacks.

7	Activity	When	How we will measure
7.1	Continue to develop and improve processes in the way Council manages, investigates and prosecutes dog attacks to maintain best practice.	Annually	Review completed. Process improvements implemented where required.
7.2	Promote a strong reporting culture in the community regarding dog attacks (e.g. Council's Dog Attack Report and Prevention Guide).	2026	Delivery of communications and education materials through multiple channels (also see action 1.1).
7.3	Provide a reporting structure for vets (i.e. dog attack form) to encourage reporting.	2026	Reporting structure for vets developed and communicated.
7.4	Assess dogs involved in attacks to determine if a menacing or dangerous dog declaration is warranted.	Ongoing	Assessments undertaken and documented.

Objective 8

Declared dogs in Port Phillip will be identified and appropriately managed.

8	Activity	When	How we will measure
8.1	Conduct declared dog property inspections, ensuring compliance with the Act (e.g. security of fencing, animal housing and signage)	Annually	All declared dog property inspections undertaken annually.
8.2	Continue to identify and declare dogs dangerous and menacing where required.	Ongoing	Dogs who are involved in non-compliance are declared.



Objective 9			
Review Council procedures in relation to dangerous, menacing and restricted breed dogs.			
9	Activity	When	How we will measure
9.1	Review Council procedures in relation to dangerous, menacing and restricted breed dogs.	Annually	Review completed. Process improvements implemented where required.
9.2	Review declaration process and linkage to Court outcomes to improve efficiencies and outcomes.	2026	Review completed. Process improvements implemented where required.
Objective 10			
Domestic Animal Businesses in Port Phillip will be identified and registered.			
10	Activity	When	How we will measure
10.1	Monitor for businesses that should be registered Domestic Animal Businesses by reviewing advertisements, social media, local notice boards, etc and ensure they are compliant with legislation.	Annually	Annual monitoring completed.
Objective 11			
Registered businesses are compliant with current legislation and relevant code of practice.			
11	Activity	When	How we will measure
11.1	Audit Domestic Animal Businesses in Port Phillip for compliance.	Annually	Annual audits completed.
Objective 12			
Reduce community safety risks associated with walking multiple dogs at a time.			
12	Activity	When	How we will measure
12.1	Reduce the number of dogs that can be walked without a permit from six to four – to support dog walkers being able to have effective control	2027	Council Order implemented.



	of their animals in public places and improve community safety outcomes.		
Objective 13			
Ensure that Animal Management Officers have the knowledge and skills to administer their role.			
13	Activity	When	How we will measure
13.1	Support Animal Management Officers to further develop their skills as part of the annual performance development process. Including: Animal handling Animal behaviour Restricted breed identification Customer interactions	Ongoing	Training incorporated into individual employee plans.
13.2	Partner with the Lost Dogs' Home to provide training support and real-life animal handling experience.	2026 and ongoing	Training partnership implemented.
13.3	Animal Management Officer attendance at conferences, industry training and networking.	Ongoing	Attendance / participation at major conferences and training.
13.4	Continue to review and update Animal Management processes.	Annually	Processes reviewed and updated.
Objective 14			
Seek funding opportunities to support domestic animal management programs.			
14	Activity	When	How we will measure
14.1	Investigate opportunities for external funding towards the development of domestic animal management programs.	Ongoing	Grant opportunities identified and, where appropriate, applications submitted.
Objective 15			



Leverage new technology to continuously improve council services.

15	Activity	When	How we will measure
15.1	Investigate and incorporate new technologies to provide improvements in Council's Domestic Animal Management services and communications materials.	Ongoing	Review undertaken and new technologies implemented if appropriate.

5. CONSULTATION AND STAKEHOLDERS

- 5.1 Community engagement on the draft DAMP is proposed to occur 9 May to 6 June 2025 via Council's online portal 'Have Your Say' and in person community consultation opportunities will be facilitated through Council's Neighbourhood Engagement Program. Hard copies of the draft DAMP and surveys will also be available at Port Phillip Customer Service Centres and Libraries.
- 5.2 Key stakeholders will be contacted directly and encouraged to provide feedback. These include, but are not limited to, domestic animal businesses, veterinary clinics, animal shelters, local training groups, rescue/fostering organisations, animal welfare organisations and environmental organisations.
- 5.3 A detailed communication and engagement plan has been developed to coordinate engagement activities. Messaging will include FAQs explaining key changes proposed, social media posts, website, e-newsletters and newspaper advertisements. Consultation feedback will be collated and analysed, with a report of findings prepared. Amendments to the draft DAMP will made with consideration to feedback received.

6. LEGAL AND RISK IMPLICATIONS

- 6.1 All Local Government authorities are required to develop a DAMP in accordance with Section 68A of the *Domestic Animals Act 1994*. Council's current DAMP expires 4 December 2025.

7. FINANCIAL IMPACT

- 7.1 Council's Animal Management Services are funded in the approved Council 2024/25 budget.
- 7.2 No additional budget or resourcing is proposed as part of the draft DAMP 2026-2029
- 7.3 A trial of dog waste bags is not currently included in the 2025 2026 budget. If approved budget would need to be sourced.

8. ENVIRONMENTAL IMPACT

- 8.1 The actions in the draft DAMP are anticipated to have positive impacts on the environment by facilitating responsible pet ownership, thereby protecting the cleanliness, safety and amenity of the municipality

9. COMMUNITY IMPACT

- 9.1 Responsible pet ownership contributes to community safety by reducing dog attacks and safe management of dangerous and restricted dog breeds.



- 9.2 Pet owners and the broader community look to Council for guidance and support to assist them by providing a balanced approach to safe, well maintained open spaces for animals to exercise, play and be trained.
- 9.3 The community expectation is that Council maintains registration systems for cats and dogs, community education, and collection of lost pets whilst balancing the needs of the greater community.
- 9.4 Animal Management Services is committed to providing high quality, responsive and effective services to meet the community’s needs.
- 9.5 The draft DAMP aims to strike the right balance and seek positive social outcomes for both pet owners and non-pet owners.
- 9.6 The draft DAMP provides a sound basis and direction from which Council can plan and make future decisions over the next four years and relates back to the wider Council policy context.

10. GENDER IMPACT ASSESSMENT

- 10.1 A gender impact assessment is underway and will be used to inform the final DAMP.

11. ALIGNMENT TO COUNCIL PLAN AND COUNCIL POLICY

- 11.1 The DAMP is an endorsed major initiative in the City of Port Phillip Council Plan 2021, and a core strategy under the Liveable Port Phillip Strategic Direction.
- 11.2 The DAMP aligns with the City of Port Phillip Dog Off Leash Strategic Guideline 2024. This document outlines Council’s position on the provision, distribution and management of dog facilities in public open spaces. It is used to guide decisions on the planning for all dog off-leash areas and parks.

12. IMPLEMENTATION STRATEGY

- 12.1 TIMELINE - See project milestones below.

MILESTONE	DATE	STATUS
Analysis of animal management data	Dec 2024	Complete
Internal stakeholder engagement	Dec 2024 – Jan 2025	Complete
Targeted benchmarking activities	Jan 2025	Complete
Develop draft DAMP	Feb 2025	Complete
Council briefing on draft DAMP	19 March 2025	Complete
Council meeting to endorse draft DAMP for consultation	7 May 2025	
Community feedback on draft DAMP	9 May to 6 Jun 2025	
Consider feedback / amendments to draft DAMP	Jun 2025	

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Council briefing on consultation outcomes / amended draft DAMP	Jul 2025	
Council meeting to adopt DAMP	Early Aug 2025	
Final date for lodgement of DAMP with State Government	4 Dec 2025	
New DAMP 2026-2029 overrides current DAMP	6 Dec 2025	

Table 2. DAMP milestones

12.2 COMMUNICATION

12.2.1 A dedicated Have Your Say webpage will be developed which will include key messages and frequently asked questions to support understanding and participation in the draft DAMP consultation.

13. OFFICER MATERIAL OR GENERAL INTEREST

13.1 No officers involved in the preparation of this report has declared a material or general interest in the matter.

ATTACHMENTS 1. DRAFT DAMP 2026-2029  

Domestic Animal Management Plan 2026-29 DRAFT



portphillip.vic.gov.au



Plan Governance

Responsible Service / Department:

City Growth and Development; Safety and Amenity

Adoption authorised:

Date of adoption:

Date effective from: 4 December 2025

Content Manager folder:

Content Manager file:

Endorsed CEO or ELT member or department manager to make and approve document editorial amendments:

General Manager City Growth and Development

Manager Safety and Amenity

Annual desktop review date:

2026

Review date:

2028

Completion date:

2029

Version number:

5

Stakeholder review and engagement:

Animal Management and Local Laws, Open Space Recreation and Community Resilience.

Relevant Legislation:

Domestic Animals Act 1994 (Victoria)

Associated Objective:

Liveable Port Phillip

Associated instruments:

Community Amenity Local Law 2023

Dog Off-Leash Guidelines 2025

Public Space Strategy 2022-2032

Council Plan 2021-2031

Supersedes:

Domestic Animal Management Plan 2022-2025

Acknowledgement

Council respectfully acknowledges the Traditional Owners and Custodians of the Kulin Nation. We acknowledge their legacy and spiritual connection to the land and waterways across the City of Port Phillip and pay our heartfelt respect to their Elders, past, present, and future.

Mayor's Message

To be included in final draft.

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DOMESTIC ANIMAL MANAGEMENT PLAN 2026-29 (DRAFT)



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Introduction

Purpose

The DAMP is a four-year Plan that provides a strategic approach to promoting and encouraging responsible pet ownership, the welfare of dogs and cats and the protection of the community and environment from nuisance dogs and cats.

This document explains how Council currently manages programs and sets out actions to improve and grow the ways in which Council delivers domestic animal management programs.

These objectives and guidelines aim to create a place where pets and the community can live together, without adversely impacting on the environment or community amenity.

Statutory Requirement

Under Section 68A of the *Domestic Animals Act 1994 (Act)*, every Victorian local government must prepare a Plan every four years, outlining how it will manage dogs and cats within its municipal boundaries.

Every Council must review its Plan annually and publish an evaluation of its implementation in its Annual Report. The Plan must:

- Set out a method for evaluating whether animal control services provided by Council are adequate to give effect to the requirements of the Act and regulations.
- Outline programs for the training of authorised officers.
- Outline programs, services and strategies to:
 - Promote and encourage responsible ownership of dogs and cats.
 - Ensure that people comply with the Act, regulations and legislation.
 - Minimise risk of attacks by dogs on people and animals.
 - Address over-population and high euthanasia rates for dogs and cats.
 - Encourage registration and identification of dogs and cats.
 - Minimise potential for dogs and cats to create a nuisance.
 - Effectively identify all dangerous, menacing and restricted breed dogs and ensure that these dogs are kept in compliance with Act and regulations.
 - Provide for review of existing orders and Local Laws made under the Act.
 - Provide for review of any other matters related to the management of dogs and cats.

Strategic Alignment

Supporting pet owners to care for their pets and be responsible pet owners enhances the safety and wellbeing of the wider community. This is an endorsed major initiative in the City of Port Phillip Council Plan 2021-31 which also incorporates the Health and Wellbeing Plan.

The DAMP aligns with the City of Port Phillip Dog Off Leash Strategic Guideline 2024. This document outlines Council's position on the provision, distribution and management of dog facilities in public open spaces. It is used to guide decisions on the planning for all dog off-leash areas and parks.

Process

This new DAMP builds on the current DAMP that has successfully guided the delivery of animal management services across Port Phillip.

It was developed in consultation with Council's Animal Management Team, and informed by community consultation, research and benchmarking. It seeks to balance community and stakeholder needs, whilst ensuring compliance with requirements of the Act.

Our Consultation

How we Engaged

To be completed after consultation on draft.

Who we Heard From

To be completed after consultation on draft.

What the Community Told Us

To be completed after consultation on draft.

Port Phillip at a Glance

Community

Port Phillip is located between 2 and 8km from the Melbourne CBD and covers an area of 21km². It has over 178 hectares of public open space available, including 11km of foreshore, 10 hectares of indigenous vegetation, 24 significant parks, 70 neighbourhood parks, 54 playgrounds and 15 sporting ovals. Open spaces are highly valued and highly utilised by pet owners and non-pet owners alike. 91% of the estimated 109,515¹ people live in medium to high density housing.

Port Phillip is home to people from over 163 birthplaces, with our residents speaking 114 different languages. While there is no typical resident, about three in five are aged 18 to 49 years. It is likely our community will continue to feature many people aged 18 to 49 years; however, the largest growth is expected to be in those aged over 60, suggesting many residents will retire and age within our community. Forty-one per cent of households belong to singles and there is a high proportion of renters.

Dogs and Cats in Port Phillip

The following table provides a snapshot of dogs and cats across Port Phillip. Further details are provided in the body of the DAMP.

Key Data	2016-17	2020-21	2023-24
Population	109,523	103,438	109,515
Complaints or requests annually	3,532	2,643	3,626
Registered dogs	6,772	7,901	8,254
Registered declared dogs	0	1	4
Dog attack or rush	100	108	160
Registered cats	2,906	3,659	4,031
Registered Domestic Animal Businesses	12	6	9
Keeping of animals / excess animals permits issued	86	49	8
Number of infringements	121	54	143
Number of successful prosecutions	2	33	13
Dogs impounded	120	69	91
Cats impounded	159	90	134

The Future

Port Phillip's population is forecast to grow by more than 60,000 residents by 2041. Increased resident population has a flow on effect on the number of pets in Port Phillip. This impacts the number of animal registrations, dogs being walked in public open spaces, cats needing to be contained to properties, dogs potentially barking, and much more.

Our parks and waterfront will need to be welcoming to all members of the community, including pet owners, and cater for various and increased use as they become residents' 'backyards'.

¹ ABS resident population 2023.

This includes responding to an increased number of domestic animals residing in the municipality and living in apartments, as well as providing a balanced approach to ensuring that our limited open spaces are well managed and shared between dog owners and non-dog owners.

Liveable environments, and sharing our lives with pets, create a foundation for good health and wellbeing for everyone. This includes well-designed places that have safe access to quality open spaces, amenities and services.

Although mandatory cat desexing and night-time curfew regulations are already in place, unowned and feral cats will continue to be both a nuisance for the community and an environmental problem without adequate management. Council will focus on continued promotion of responsible cat ownership.

Local Laws, Orders and Other Domestic Animal Controls

In addition to The Act, Council enforces the provisions of the City of Port Phillip Community Amenity Local Law 2023 and Council Orders which relate to animal management as outlined below.

Keeping Dogs and Cats

The maximum number of dogs and cats allowed to be kept in houses is three dogs and two cats. However, if you live in a unit, townhouse or flat, the maximum number allowed to be kept is two dogs and two cats.

Animal Housing

Owners are required to ensure that animal housing is appropriate for the number and type of animals, minimises noise and other nuisances, and does not adversely impact the amenity of the area.

Animal Litter

Pet owners are required to both carry a bag and remove their animals' excrement when left in a public place.

Dogs On / Off Leash

Unless designated otherwise, all public areas across Port Phillip are on-leash. There are a number of parks and beaches where dogs are permitted off leash. Some areas change at different times of the day or the year. There are also some areas where dogs are prohibited.

Dogs must also be on lead within twenty metres of an organised sporting event or training; and are prohibited within five metres of any children's playground, public barbeque or exercise equipment.

Commercial Dog Walkers

A person must not, without a permit, walk, exercise or otherwise be in control of seven or more dogs on Council land.

Desexing Cats

Newly registered cats over the age of three months must be desexed. Cats exempt from desexing include:

- Cats that have been registered with Council before 14 April 2022.
- The owner is a registered breeder and meets all the requirements under the legislation.
- The owner is a current member of an applicable organisation and the animal is registered with that organisation.
- The owner of the cat has written veterinary advice that the health of that cat would be impacted if desexed.

Cat Curfew

A Council Order is in place where cats must be confined to the owner's premises from 9pm to 6am.

Current Programs and Activities

Our current domestic animal management programs and activities.

Program	Service Level to Community
Identification and Registration	<ul style="list-style-type: none"> • Annual registration renewal notices and follow up process. • A free initial registration incentive program for owners who register their microchipped pets within 4 weeks of taking ownership. • Refund for owners who paid full fee but have their dog or cat desexed within the first 6 months of registration. • Free transfer of registration when moving registered animals from other Victorian municipalities. • Lifetime registration tags. • Online registration forms and system for both renewals and new registrations. • Periodic cross reference of Central Animal Records (CAR) database with Council's animal registration database. • CAR request to register letter sent to all residents who microchip a new pet. • SMS registration reminders. • Routine registration checks during patrols.
Dog attack (against people or animals)	<ul style="list-style-type: none"> • Immediate response.
Dangerous dog complaints	<ul style="list-style-type: none"> • Response within 24 hours.
Animal Nuisance Complaints (including barking dogs)	<ul style="list-style-type: none"> • Response within 24 hours. • Online help information. • Barking Dog Management Kit. • Online system for lodging complaints.
Patrols	<ul style="list-style-type: none"> • Routine patrols of parks and foreshore areas. • Proactive patrols in focused areas as required. • Extended patrols during peak / summer periods - with particular focus on foreshore areas. • Partnership with Summer Amenity Team to provide presence from 6.30am to 9.00pm. Extends to 11pm on New Year's Eve. • Recording of all patrols in online system and collection of data to determine where resources are focused, and problem areas
Pound Facilities Lost Dogs Home 2 Gracie Street North Melbourne	<ul style="list-style-type: none"> • Lost Dogs Home is open to the public from 10.00am to 6.00pm, Monday to Friday and 9.00am to 12.30pm weekends (closed Christmas Day and Good Friday). • Online 'lost dog' and 'lost cat' search facility. • Community and animal welfare-based outcomes wherever possible –reuniting animals with owners as first priority.
Education and Promotion of Responsible Pet Ownership	<p>Communication plan in place, including a range of activities across the year.</p> <ul style="list-style-type: none"> • Regular social media campaigns. • 'Pets of Port Phillip' flyer in registration renewal notices.

DOMESTIC ANIMAL MANAGEMENT PLAN 2026-29 (DRAFT)

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Program	Service Level to Community
	<ul style="list-style-type: none"> • Registration packs for all new registrations. • Barking Dog Management Guide. • Pet registration guide • Online information on responsible cat and dog ownership through Council website • Dog Attack Reporting and Prevention Guide. • Promotion of 'Safe Cats, Safe Wildlife' campaign • Website information.
After Hours Services (Call 8290 1333)	<ul style="list-style-type: none"> • 24/7 emergency after hours service. • On-call Council Officer.
Animal welfare / cruelty matters	<ul style="list-style-type: none"> • ASAP, but no less than same day response. • Online system for lodging complaints. • Our Officers are not authorised under POCTAA (Protection of Cruelty to Animals Act) and as such we liaise with and report animal welfare / cruelty matters to the RSPCA for their investigation and action.
Wandering Cat Complaints	<ul style="list-style-type: none"> • Cat traps are available for the public to utilise, to confine nuisance, unowned or feral cats. • Strict protocols are in place governing the use of these traps to ensure that the welfare of the confined cats is protected. • Online system for lodging complaints.
Domestic Animal Business Inspections	<ul style="list-style-type: none"> • Annual inspections in accordance with Act legislation. • Issue annual registration certificates. • Respond to and investigate complaints. • Actively seek and identify illegal domestic animal businesses and prosecute where appropriate.
Declared Dogs (Dangerous / Menacing or Restricted Breed)	<ul style="list-style-type: none"> • Annual inspections are undertaken in accordance with the Act legislation.
Prosecutions	<ul style="list-style-type: none"> • Council Officers prosecute breaches of the Act.
Dogs on / off-leash	<ul style="list-style-type: none"> • Orders are in place restricting dogs off-leash to designated areas and times in certain parks and foreshore areas. • Orders are in place prohibiting dogs in certain parks and foreshore areas. • Dogs must be on-leash within twenty metres of an organised sporting event or training. • Dogs are prohibited within five metres of a children's playground, public barbeque or exercise equipment area.

Promote and Encourage Responsible Pet Ownership

Healthy and happy pets can bring life and vibrancy to a family, and community. They provide companionship and improve well-being through supporting physical exercise and mental wellness. These benefits rely on responsible pet ownership. Council promotes an owner onus approach to responsible ownership of dogs and cats through a range of communication and education initiatives.

We understand the increasing demand for Council services to be delivered online, and for engagement through social media and other digital means. However, we also acknowledge the power behind face-to-face interactions and that successful education and communication campaigns require a multi channelled approach.

Responsible pet ownership includes animals being trained and exercised, microchipped, desexed and registered with owners who comply with regulations and signage.

Communication and education campaigns with clear and simple messaging are delivered to support responsible pet ownership, as well as increasing awareness of cat curfew requirements and dog off-leash and dog prohibited areas. Council manages signage for dog-leash regulations in public places through the Strategic Dog Off-Leash Guideline 2024.

What We Currently Do

- Communication plan in place, including a range of activities across the year:
 - Regular social media campaigns.
 - 'Pets of Port Phillip' flyer in registration renewal notices.
 - Registration packs for all new registrations.
 - Barking Dog Management Guide.
 - Dog Attack Reporting and Prevention Guide (online or via ASSIST).
 - Pet registration guide provided to apartment buildings, vets and in mailed correspondence.
 - Website information.
 - Use of QR codes on renewal notices as an information source.
- Proactive patrols of parks and foreshore areas.
- Extended patrols during peak / summer periods - with particular focus on foreshore areas.
- Partnership with Summer Amenity Team to provide additional support during peak times.
- Signage in parks and foreshore areas detailing dog controls.
- Education initiatives aimed at improving community awareness and reducing dog attacks.
- Information provided to promote dog off leash and dog prohibited areas including maps.
- Promotion of 'Safe Cats, Safe Wildlife' campaign to educate owners on their pet's impact on wildlife.

Our Plan 2026-29

Objective 1: Promote responsible pet ownership through strong and simple messages, delivered through multiple channels.			
1	Activity	When	How we will measure
1.1	Review and update communications and education plan targeted towards promoting responsible pet ownership.	Ongoing	Delivery of communications and education materials through multiple channels.
1.2	Advocate to primary schools to participate in free Animal Welfare Victoria dog behaviour education program.	Annual	All Port Phillip primary schools contacted and encouraged to participate.
1.3	Develop a new Council-specific pet ownership guide that combines all relevant information.	2026	New pet ownership guide is available for new registrations and adoptions.
1.4	Investigate the opportunity to develop a 'Pets of Port Phillip' portal and newsletter.	2027	Investigation completed with recommendations about portal and newsletter.
1.5	Investigate opportunities for educational activities at community events (e.g. annual Pet Fest event).	Ongoing	Work together with community associations and organisations to support and attend 4 events per year.

Objective 2 Promote and encourage responsible cat ownership			
2	Activity	When	How we will measure
2.1	Review and update communications and education resources that explain the welfare benefits of cat containment and how it can be achieved.	2026	Resources reviewed and updated.
2.2	Investigate ways Council can support the community to build or buy cat enclosures.	2027	Council to investigate grant opportunities and apply, or support organisations to apply, where appropriate.
2.3	Change cat curfew times to 'sunset to sunrise', in an effort to further reduce predation. Current cat curfew is 9pm to 6am.	2027	Council Order implemented.

Reducing Overpopulation and Euthanasia

Impoundments occur when pets escape from their properties or are dumped or surrendered by owners. Council's priority is to achieve positive community and animal welfare outcomes and return pets to owners from the field wherever possible, without taking them to the Lost Dogs' Home animal shelter. Council has a contract with the Lost Dogs' Home to collect uncontained dogs and cats and assist them in being returned to their owner or where this is not possible - to be rehomed.

Dog and cat impoundments especially litters of cats have increased since the last DAMP was developed. This is likely a reflection of an increased number of surrendered animals – partially due to unwanted COVID 'pet purchases' in 2020-21 and increased cost of living pressures.

The Lost Dogs' Home's goal is to reunite healthy and treatable animals with their owners or adopt them into new homes. They rehome and reunite the majority of dogs and cats that come into their care. Animals are only euthanised as a last resort. "If the health condition is chronic and pain cannot be alleviated or quality of life is acutely impeded, it is considered humane to relieve an animals' suffering with compassionate euthanasia."²

Impoundments	2016-17	2020-21	2023-24
Dogs impounded	111 (1 surrendered)	69 (3 surrendered)	91 (21 surrendered)
Dogs returned to owner	106 (95.5%)	63 (91.3%)	45
Dogs rehomed	3 (2.7%)	2 (2.9%)	19
Dogs euthanised <i>Dogs being assessed at time of report</i>	2 (1.8%)	4 (5.8%)	18 9
Cats impounded	132 (16 surrendered)	90 (2 surrendered)	134 (34 surrendered)
Cats returned to owner	27 (20.5%)	41 (45.5%)	39
Cats rehoused	28 (21.2%)	28 (31.1%)	55
Cats euthanised <i>Cats being assessed at time of report</i>	77 (58.3%)	26 (28.9%)	36 4

It is Council's aim to reduce the euthanasia rates and overpopulation levels by working with the community to increase the number of desexed, microchipped and registered animals in the municipality, with a particular emphasis on cats.

'The Lost Dogs' Home has introduced the Home Together program, which provides support to pet owners seeking alternatives to surrendering their pet. In partnership with the Lost Dogs' Home, surrendering owners are now offered the opportunity to complete a thorough questionnaire to determine any other options to that their pet is appropriately rehomed.

Council does not register pets that are not microchipped and ensures animals are registered prior to releasing them once impounded. When Council becomes aware of an unregistered cat or dog (through field patrols, owner contact to Council etc), follow up is conducted and assistance provided to ensure the pet gets registered.

² [Lost Dogs Home – Our Goals – Alleviating Suffering](#)

What We Currently Do

- Council contracts its animal collection and pound services to The Lost Dogs' Home which is open to the public every day (except Christmas Day and Good Friday).
- Online 'lost dog' and 'lost cat' search facility through the Lost Dogs Home.
- Promotion of pets available for adoption through the Lost Dogs Home.
- Partner with Lost Dogs Home 'Home Together' program to provide support to owners to keep their pets and minimise surrenders; and facilitate the rehoming of pets.
- Council-loaned cat trap system to confine and impound nuisance cats.
- Liaise with and report animal welfare / cruelty matters to the RSPCA for action.
- Enforce Local Law provisions governing the number of animals that can be kept on a property without a permit.
- Enforce Local Law provisions governing the responsible breeding of dogs and cats.
- Enforce Council orders governing:
 - Mandatory desexing of newly registered cats.
 - Requirement for all cats to be contained to owners' premises 9pm to 6am.
- Conduct investigations in response to customer requests.
- Enforcement actions include notices to comply, official warnings, infringements and court prosecutions.

Our Plan 2026-29

Objective 3			
Increase Council's capacity to improve welfare of domestic animals.			
3	Activity	When	How we will measure
3.1	Continue to partner with the Lost Dogs' Home to support the Home Together program which focuses on helping owners keep their pets and minimise the number of surrenders. The program supports pet owners to explore options to help them keep their pets.	Ongoing	Reduction in surrendered animals.
3.2	Facilitate pet adoption days in partnership with the Lost Dogs' Home to promote rehoming of pets and reduce the number of animals in the shelter.	2026, ongoing annually	Annual adoption day held.
3.3	Investigate opportunities to reward people who adopt pets from partner shelters.	2027	Investigation completed. Reward opportunities implemented.
3.4	Partner with Pets of the Homeless to help keep vulnerable people and their pets together by alleviating the burden of providing essential pet care during times of hardship.	2026	Partnership implemented.

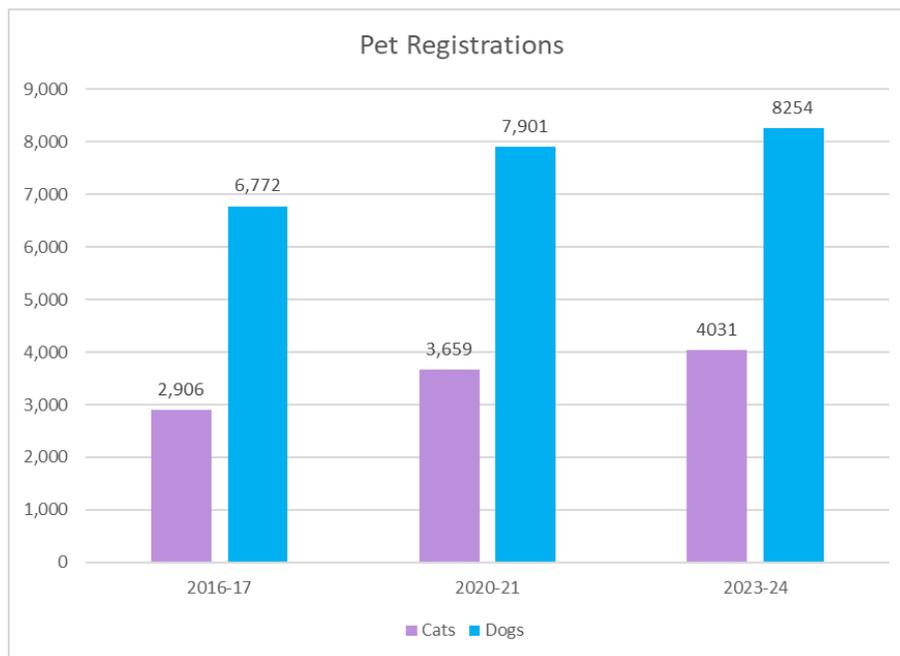
Registration and Identification

The registration and identification of dogs and cats is important in demonstrating responsible pet ownership and in caring for the welfare of animals. As well as being a legal requirement, an animal found with current registration and microchip has a much higher chance of being reunited with its owner.

All dogs and cats three months and over must be microchipped and registered with Council. Newly registered cats are also required to be desexed. Registrations must be renewed annually by 10 April.

A portion of all registration fees charged goes toward funding responsible pet ownership programs, education, supporting the safe return of pets to their owners, as well as the provision dog off leash areas. Information on 'what pet registration fees pay for' is available on Council's website and is also included with animal registration renewal notices.

There has been a steady increase in registrations, showing a possible trend towards increased pet ownership. The increase in registrations can also be attributed to increased resident population and the success of previous DAMP activities which focused on increasing pet registrations in the community.



What We Currently Do

- Annual registration renewal notices and follow up process.
- A free initial registration incentive program for owners who register their pets within 4 weeks of taking ownership.
- Refund for owners who paid full fee but have their dog or cat desexed within the first 6 months of the registration year.



- Free transfer of registration when moving registered animals from other Victorian municipalities.
- Lifetime registration tags.
- Online registration system for both renewals and new registrations.
- Registration packs for all new registrations.
- Periodic cross referencing of Central Animal Records (CAR) microchip database with Council's animal registration database.
- CAR request to register letter sent to all residents who microchip a new pet.
- Council microchipping days.
- Registration door knock activities.
- Registration checks during patrols.
- Animals in the Lost Dogs' Home must be registered prior to release.
- Proactive patrols in the community, where registration is checked and followed up for all interactions officers have with members of the public.
- Partnering with vets to ensure all reunited pets through a vet are reported to Council to ensure they are currently registered.
- Enforcement activities including notices to comply, official warnings, infringements and court prosecution.

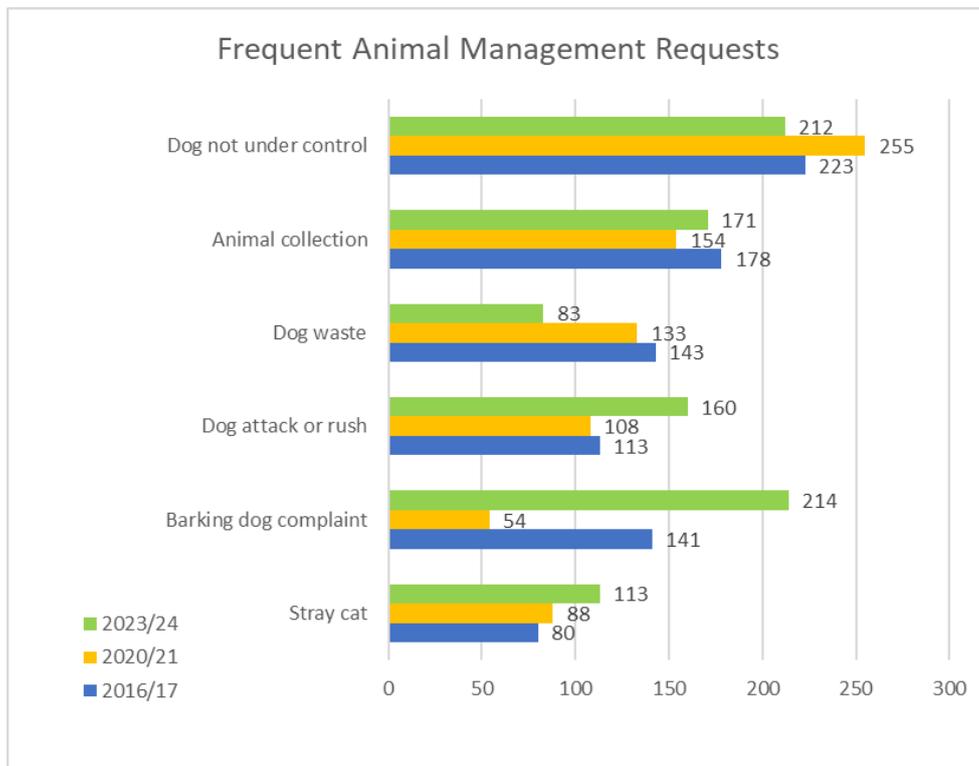
Our Plan 2026-29

Objective 4			
Animals are microchipped, desexed, registered and wearing tags.			
4	Activity	When	How we will measure
4.1	Review and simplify pet registration renewal process.	2027	Process efficiencies implemented
4.2	Implement staged pro rata pet registration rates.	2027	Additional staged pro rata pet registration rates Implemented.
4.3	Promote desexing and microchipping through the Lost Dogs' Home mobile vet clinic.	2026 and ongoing	Program implemented. Number of pets desexed. Customer feedback.
4.4	Work with local providers to develop subsidised or free desexing and microchipping programs.	2026 and ongoing	Concession card holders can access free or subsidised microchipping and desexing.
4.5	Continue microchip audits and audits of animals adopted.	Annual	Audits complete.
4.6	Partner with shelters, vets, body corporates and breeders to promote Council registration and updating of microchip details.	Annual	Shelters, vets, body corporates and breeders contacted.

Nuisance

We hope to encourage people to manage their pets in a way that protects the health and welfare of the animal, maximises the companion benefits of their pet, and minimises potential for nuisance or harm to others.

In 2023-24, Animal Management Officers responded to 3,626 domestic animal requests. The most frequent animal management requests are detailed below.



Barking dogs, dogs not under control and dog attacks are the most prevalent request types and the areas of greatest concern in the community.

Dogs not under control or on lead in areas that are required to be onlead is the other leading request. Although regular and proactive patrols are undertaken, community education and voluntary compliance are critical as only a small portion of public open space areas can be patrolled at a time.

There is an opportunity to increase community awareness and level of comfort with the dog incident reporting process, including assured anonymity.

Our Officers respond to barking dog complaints by working with the dog owner in the first instance to help them identify the root cause of the barking and suggest ways to manage this. We take an educational approach before enforcing as we find dog owners are often willing to resolve the barking issue if they become aware of its impact and are provided tools to manage it. Council has several noise recorders that can be installed, and the recordings professionally assessed to determine the severity of barking dog nuisance and provide workable information to the dog owner

of where they need to make changes. When the owner is unwilling to work with us, we take enforcement action.

Dog waste that is not cleaned up by the owner is also identified as an issue. Previous suggestions to reduce the problem included the provision of dog waste bags/bins, public education and awareness, and better enforcement by Council. The suggestions to provide dog waste bags in parks and shopping strips has been considered during development, including the experiences of neighbouring Councils, and is proposed to be progressed initially as a limited 12-month trial. This is because our research indicates that it does not effectively reduce dog waste in public places, with most waste found in local streets and on nature strips. There are also concerns about the very high costs, generation of litter, theft and vandalism, and the conflict with the principle of responsible pet ownership. Further, it has been tried before in Port Phillip without success and was discontinued.

Stray cats also continue to be a concern. Domesticated cats are currently required to be confined to owners' premises from 9pm to 6am. Unowned and feral cats will continue to be both a nuisance for the community and a negative environmental impact without adequate management into the future. Council will focus on responsible cat ownership.

What We Currently Do

- Proactive patrols of parks and foreshore areas. Reactive patrols in focused areas as required.
- Extended patrols during peak / summer periods - with particular focus on foreshore areas.
- Increased patrols and attendance at events.
- Partnership with City Amenity Team to provide additional patrols.
- Partnership with the Lost Dogs' Home to run Dogs in the Park dog training events.
- Signage in parks and foreshore areas detailing dog controls
- Signage in parks and foreshore areas notifying that there's wildlife in the area, and to take care.
- Promotion of 'Safe Cats, Safe Wildlife' campaign increase education and awareness amongst pet owners on the potential impacts their cats and dogs can have upon wildlife.
- Cat traps available for the public to utilise to contain nuisance cats.
- Information provided to reduce nuisance and promote dog friendly spaces:
 - Dog off leash and dog prohibited area maps
 - Pets of Port Phillip flyer
 - Barking dog management guide
 - Dog attack reporting and prevention guide
 - Online resources
- Enforce Local Law provisions governing the number of animals that can be kept on a property without a permit.
- Enforce Council orders governing:
 - Mandatory desexing of newly registered cats.
 - Requirement for all cats to be contained to owners' premises 9pm to 6am.
- Conduct investigations in response to customer requests regarding nuisance associated with dogs and cats.

- Enforcement activities including notices to comply, official warnings, infringements and court prosecution.

Our Plan 2026-29

Objective 5 Provide a consistent approach to management of dogs in public spaces across Port Phillip.			
5	Activity	When	How we will measure
5.1	Continue to support Council's implementation of the Dog Off-Leash Strategic Guideline 2024.	Ongoing	Work together with Open Space Council team to support implementation.
5.2	Continue to partner with local providers to promote dog training events and activities (e.g. Dogs in the Park dog training event with the Lost Dogs' Home).	Ongoing	Facilitate four events annually. Feedback from attendees.

Objective 6 Increase patrols, education and enforcement activities.			
6	Activity	When	How we will measure
6.1	Review patrol schedule and activities (i.e. customer requests, registrations etc) to ensure adequate resourcing for patrols, education and enforcement activities during peak periods.	2027	Increased patrols and officer presence.
6.2	Review and improve processes for enforcement regarding animal management including barking dog nuisance, dog attacks, dogs off leash and cat containment.	Annually	Nuisance processes revised and improved.
6.3	Continue to work with apartment buildings to help prevent nuisance by providing registration information / barking / waste / training information to their residents.	Ongoing	Reduced complaint numbers regarding dog nuisance in apartment buildings.
6.4	Review and seek to improve the way Council collects, measures and reports on domestic animal requests (including identification of 'hotspots').	2027	Review completed and any improvements implemented.

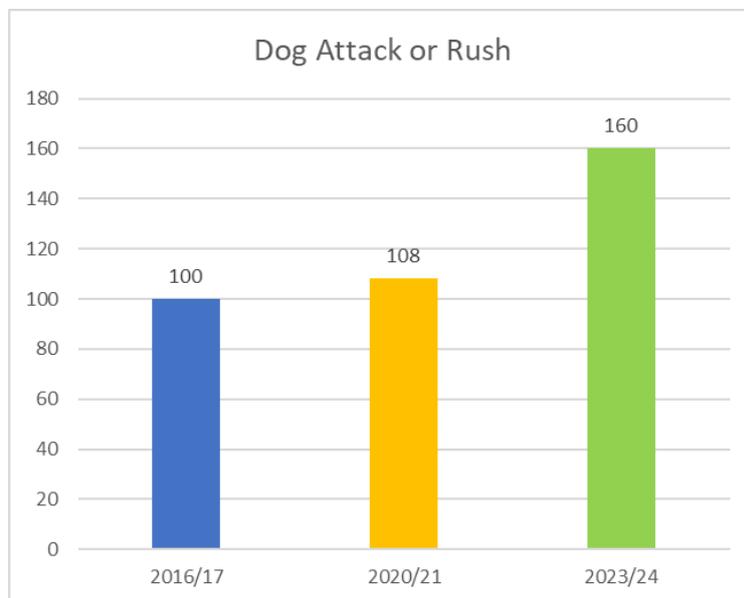
Dog Attacks

Context and Current Situation

Council continuously looks for ways to minimise dog attacks on people and animals. We do this by means of a range of proactive communication initiatives and investigation and enforcement action against offending dog owners.

There has been an increase in reports of dog attacks or rushes³ over the last few years, some of this increase may be due to the ease of reporting through OneCouncil with a dedicated request category.

In 2023/24, Animal Management Officers investigated 160 reports of alleged dog attacks or dog rushes and Council successfully prosecuted 14 serious dog attacks and 5 dog rushes, equating to a 100% prosecution success rate.



Previous community consultation identified that some people witnessed a dog-related incident but had not reported it to Council. We recognise the opportunity to increase community awareness and level of comfort with the incident reporting process, including assured anonymity.

What We Currently Do

- An immediate 24/7 response to reports of dog attacks.
- Where the threat is not imminent, a response within 24 hours to reports of dangerous dogs,
- Signage in parks and foreshore areas detailing dog controls.
- Proactive patrols of parks and foreshore areas.

³ A dog attack is a bite or injury to a person, whereas a rush is where a dog has approached a person within 3 metres displaying aggressive behaviour (e.g. snarling, growling, barking, raising hackles).

- Dog Attack Reporting and Prevention Guide provides improved access to information on dog regulations and Council’s investigation process.
- Information provided to reduce instances of dog aggression and promote dog friendly spaces including dog off leash and dog prohibited area maps.
- Pets of Port Phillip flyer (information on responsible pet ownership requirements in Port Phillip).
- Conduct investigations in response to customer requests regarding dog attack, rush or aggression.
- Promote effective containment, effective control and leashing, as these simple measures have a significant impact on reducing the likelihood of a dog attack. Council promotes these aspects of responsible dog ownership through educational programs, online information, community engagement from our officers in the field and educational guides.
- Enforcement activities including notices to comply, official warnings, infringements and court prosecution

Our Plan 2026-29

Objective 7			
Continue to deliver best practice in management of dog attacks.			
7	Activity	When	How we will measure
7.1	Continue to develop and improve processes in the way Council manages, investigates and prosecutes dog attacks to maintain best practice.	Annually	Review completed. Process improvements implemented where required.
7.2	Promote a strong reporting culture in the community regarding dog attacks (e.g. Council’s Dog Attack Report and Prevention Guide).	2026	Delivery of communications and education materials through multiple channels (also see action 1.1).
7.3	Provide a reporting structure for vets (i.e. dog attack form) to encourage reporting.	2026	Reporting structure for vets developed and communicated.
7.4	Assess dogs involved in attacks to determine if a menacing or dangerous dog declaration is warranted.	Ongoing	Assessments undertaken and documented.

Dangerous, Menacing and Restricted Breed Dogs

Council seeks to minimise the risk to the community by administering and enforcing the provisions of the Act to identify and control dangerous, menacing and restricted breed dogs.

In 2024, Port Phillip has 4 declared dogs:

- Two declared as dangerous dogs;
- Two declared as menacing dogs; and
- Zero restricted breed dogs.

Our pet registration forms require owners to declare if their dog is a restricted breed, has been declared menacing or is a dangerous dog.

What We Currently Do

- Record all declared dogs on the Victorian Declared Dog Registry and conduct annual audits of properties and leasing and housing requirements.
- Conduct investigations in response to reports of declared dogs.
- Conduct Central Animal Records microchip audits to identify potential restricted breed dogs.
- Fact sheets on website and available at Council offices.
- Enforcement activities including notices to comply, official warnings, infringements and court prosecution.

Our Plan 2026-29

Objective 8			
Declared dogs in Port Phillip will be identified and appropriately managed.			
8	Activity	When	How we will measure
8.1	Conduct declared dog property inspections, ensuring compliance with the Act (e.g. security of fencing, animal housing and signage)	Annually	All declared dog property inspections undertaken annually
8.2	Continue to identify and declare dogs dangerous and menacing where required.	Ongoing	Dogs who are involved in non-compliance are declared.

Objective 9			
Review Council procedures in relation to dangerous, menacing and restricted breed dogs.			
9	Activity	When	How we will measure
9.1	Review Council procedures in relation to dangerous, menacing and restricted breed dogs.	Annually	Review completed. Process improvements implemented where required.
9.2	Review declaration process and linkage to Court outcomes to improve efficiencies and outcomes.	2026	Review completed. Process improvements implemented where required.

Domestic Animal Businesses

Council works in partnership with Domestic Animal Businesses to make sure businesses are registered and complying with relevant regulations.

Port Phillip has nine registered Domestic Animal Businesses:

- Four boarding establishments / day care;
- Four dog training establishments.
- One pet shop (sells pet accessories only); and

Animal Management Officers inspect these facilities annually to ensure compliance with the relevant Code of Practice under the Act, prior to registration renewal.

Council has the ability to issue notices to comply, warnings, infringements, or to prosecute businesses that fail to comply with work plans and the relevant Code of Practice.

We actively seek to identify, investigate and prosecute any illegal Domestic Animal Businesses operating in Port Phillip.

What We Currently Do

- Fact sheets on website and available at Council offices.
- Provide all Domestic Animal Businesses with relevant Code of Practice.
- Conduct annual property inspections of registered Domestic Animal Businesses for compliance with legislation.
- Conduct investigations in response to complaints to ensure compliance.
- Enforcement activities including notices to comply, official warnings, infringements and court prosecution.
- Actively seek and identify illegal domestic animal businesses and prosecute where appropriate.

Our Plan 2026-29

Objective 10 Domestic Animal Businesses in Port Phillip will be identified and registered.			
10	Activity	When	How we will measure
10.1	Monitor for businesses that should be registered Domestic Animal Businesses by reviewing advertisements, social media, local notice boards, etc and ensure they are compliant with legislation.	Annually	Annual monitoring completed.

Objective 11 Registered businesses are compliant with current legislation and relevant code of practice.			
11	Activity	When	How we will measure
11.1	Audit Domestic Animal Businesses in Port Phillip for compliance.	Annually	Annual audits completed.



Objective 12			
Reduce community safety risks associated with walking multiple dogs at a time.			
12	Activity	When	How we will measure
12.1	Reduce the number of dogs that can be walked without a permit from six to four – to support dog walkers being able to have effective control of their animals in in public places and improve community safety outcomes.	2027	Council Order implemented.

Training of Authorised Officers

Council's Animal Management Team are part of the Safety and Amenity department. The Team regularly works with key partners and stakeholders including Victoria Police and aim to build relationships with these partners and the community by providing advice, support and regulatory services.

Council employs four Animal Management Officers, who during 2023-24 responded to 3,626 requests. Animal Management services are provided 8.30am to 5.00pm Monday to Friday. An emergency 24/7 after-hours telephone service operates via the Council's main telephone number. On-call rostered Animal Management Officers responds to urgent requests. Council's Summer Amenity program provides seasonal support and a presence in our parks and foreshore areas of an evening during Summer.

What We Currently Do

Animal Management Officers are required to have a Certificate IV in Animal Control and Regulation or equally appropriate and applicable qualifications and experience.

New staff are required to complete specific training including a Council induction on policies and standard operating safety procedures and introduction to Council's Animal Management procedures and programs. Regular team training and refresher courses and ongoing on the job training and coaching is provided.

Staff are encouraged to represent Port Phillip on industry bodies and committees where appropriate. Internal procedures and processes are regularly reviewed and updated.

The Team maintains a training register, detailing all the qualifications and training courses completed by each team member. Performance reviews and professional development plans are also undertaken annually. Team members currently receive on average 29 hours of animal management training per year.

Our Plan 2026-29

Objective 13			
Ensure that Animal Management Officers have the knowledge and skills to administer their role.			
13	Activity	When	How we will measure
13.1	Support Animal Management Officers to further develop their skills as part of the annual performance development process. Including: <ul style="list-style-type: none"> • Animal handling • Animal behaviour • Restricted breed identification • Customer interactions 	Ongoing	Training incorporated into individual employee plans.
13.2	Partner with the Lost Dogs' Home to provide training support and real-life animal handling experience.	2026 and ongoing	Training partnership implemented.
13.3	Animal Management Officer attendance at conferences, industry training and networking.	Ongoing	Attendance / participation at major conferences and training.
13.4	Continue to review and update Animal Management processes.	Annually	Processes reviewed and updated.

Other Matters

Actions in this section address The Act by providing for the review of any other matters related to the management of dogs and cats in Port Phillip

Our Plan 2026-29

Objective 14			
Seek funding opportunities to support domestic animal management programs.			
14	Activity	When	How we will measure
14.1	Investigate opportunities for external funding towards the development of domestic animal management programs.	Ongoing	Grant opportunities identified and, where appropriate, applications submitted.

Objective 15			
Leverage new technology to continuously improve council services.			
15	Activity	When	How we will measure
15.1	Investigate and incorporate new technologies to provide improvements in Council's Domestic Animal Management services and communications materials.	Ongoing	Review undertaken and new technologies implemented if appropriate.

Review and Evaluation

Section 68A(3) of The Act requires that every Council must:

- a) review its Domestic Animal Management Plan annually and, if appropriate, amend the Plan;
- b) provide the Secretary with a copy of the Plan and any amendments to the plan; and
- c) publish an evaluation of its implementation of the Plan in its annual report.

Performance Monitoring and Evaluation Process

Council will monitor performance of the objectives that are detailed throughout the DAMP by reporting annually through Council's established reporting systems, in accordance with the requirements of The Act and the Local Government Performance Reporting Framework.

A new DAMP will be completed on or before 30 October 2029.



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11. SUSTAINABLE PORT PHILLIP

Nil

12. VIBRANT PORT PHILLIP

Nil

13. WELL GOVERNED PORT PHILLIP

13.1	<i>Review of the Road Management Plan 2021</i>	69
13.2	<i>Approach to Melbourne Water's Flood Mapping Update</i>	200
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13.1 **REVIEW OF THE ROAD MANAGEMENT PLAN 2021**

EXECUTIVE MEMBER: **LACHLAN JOHNSON, GENERAL MANAGER, OPERATIONS AND INFRASTRUCTURE**

PREPARED BY: **VICKI TUCHANT, MANAGER PROPERTY AND ASSETS**
CLINT VANDEPEER, HEAD OF ASSET MANAGEMENT

1. PURPOSE

- 1.1 To present Council's updated Road Management Plan (the 'draft RMP') to Councillors.
- 1.2 To seek approval for the draft Road Management Plan to proceed to community engagement ahead of being considered for adoption in July 2025.

2. EXECUTIVE SUMMARY

- 2.1 As a road authority, Council has a statutory requirement under the *Road Management Act 2004* (Vic) ("the Act") for the management of the road network.
- 2.2 In accordance with the Act, Council prepared, maintains and implements a Road Management Plan ("RMP") which outlines how Council inspects, maintains and manages the road network.
- 2.3 The current RMP (refer Attachment 1) was endorsed at the Ordinary Meeting of Council on 20 October 2021.
- 2.4 As required under Division 1, Regulation 8, of Part 3 of the *Road Management (General) Regulations 2016* (Vic) ("the Regulations") and Division 1, Regulation 90, of Part 4 of the *Local Government Act 2020* (Vic) ("the LG Act"), each incoming municipal council must review its RMP in accordance with its deliberative engagement practices and adopt the RMP by 31 October in the year following a general election (31 October 2025).
- 2.5 Following a review, the draft Road Management Plan 2025 has been developed (refer Attachment 2). The draft RMP proposes minor amendments and updates to the current RMP.
- 2.6 It is recommended that minor changes to provide clarity on inspection frequencies of bridges; update response timeframes for hazard rectification; and define intervention levels for defects of kerbs and channels, and traffic management and control devices, be incorporated into the plan. It is not recommended that Council amend the current inspection frequencies and intervention levels across the road network at this time. A summary of proposed changes document at Attachment 3.
- 2.7 As Council continues to refine and improve its asset modelling and inspection data collection processes, opportunities are likely to arise in the coming years to review intervention levels.
- 2.8 It is recommended that, as prescribed by Division 1, Regulation 10 (1e) and (2a-b), of Part 3 of the Regulations, a notice period of no less than 28 days be given for community engagement on the proposed amendments and updates to the RMP.
- 2.9 Officers seek approval to proceed to community engagement.
- 2.10 Following a period of community engagement, a report will be prepared for Council in July 2025 seeking endorsement of Port Phillip's RMP for 2025 to 2029.



3. RECOMMENDATION

That Council:

- 3.1 Notes that in accordance with Division 1, Regulation 8, of Part 3 of the *Road Management (General) Regulations 2016* (Vic), officers have reviewed the Road Management Plan 2021.
- 3.2 Approves the draft Road Management Plan 2025 for community engagement.
- 3.3 Acting under Division 1, Regulation 9, of Part 3 of the *Road Management (General) Regulations 2016* (Vic):
 - 3.3.1 Resolves that the statutory procedures be commenced to give public notice of Port Phillip's review and proposed amendment of its Road Management Plan 2021;
 - 3.3.2 Directs that public notice of the Road Management Plan 2021 review be published in the *Government Gazette* and *The Age* newspaper, inviting submissions to Port Phillip as the road authority within a period not less than 28 days; and
 - 3.3.3 Resolves to hear and consider any submissions received from persons aggrieved by the proposed amendment.

4. KEY POINTS/ISSUES

- 4.1 Port Phillip's RMP was first adopted in July 2004 in accordance with Division 5 of Part 4 of the Act.
- 4.2 The current RMP (refer Attachment 1) was endorsed at the Ordinary Meeting of Council on 20 October 2021.
- 4.3 The Act – together with the Regulations – outline the statutory framework for the management of the road network to facilitate the coordination of the various uses of road reserves for roadways, paths, infrastructure, and similar purposes, and establishes the general principles that apply to road management.
- 4.4 The Act gives power to Council as a road authority to determine the standards to which it will construct, inspect, maintain and repair roadways, pathways, road infrastructure and road related infrastructure.
- 4.5 As required under Division 1, Regulation 8, of Part 3 of the Regulations, acting as a road authority Council must regularly review its RMP.
- 4.6 To align with Council's 'Best Value' and 'Best Practice' approach, the RMP is a dynamic document subject to continuous improvement and review.
- 4.7 To meet economic, social, safety and environmental expectations of the community, careful consideration must be taken in setting achievable and fiscally responsible maintenance operation targets and asset management programs.
- 4.8 To this end, officers commenced a review of the current RMP in late 2024 to improve how we manage the maintenance of local roads, including our responsibilities, maintenance standards, and inspection processes.
- 4.9 Internal consultation led by the Transport Working Group has resulted in the development of a draft Road Management Plan 2025 (refer Attachment 2).



- 4.10 As required under Division 1, Regulation 9 (2), of Part 3 of the Regulations, a written report summarising the findings and conclusions of the review has been prepared for community engagement (refer Attachment 2).
- 4.11 The RMP determines levels of service by taking into consideration the affordability, available resources and risks related to maintenance and ongoing asset performance.
- 4.12 Intervention levels have been set in line with current 'industry practices' and reflect Council's ongoing commitment to providing the community with affordable road infrastructure that meets reasonable community expectations.
- 4.13 The draft RMP proposes minor amendment of the current RMP, and minor changes suggested to update the plan and are outlined in the summary of proposed changes document at Attachment 3.
- 4.14 The draft Road Management Plan 2025 – together with the summary of proposed changes document – have been prepared for community engagement.
- 4.15 As prescribed by Division 1, Regulation 10 (1e) and (2a-b), of Part 3 of the Regulations, a notice period of no less than 28 days will be given for community engagement on the proposed amendment to the RMP.

5. CONSULTATION AND STAKEHOLDERS

- 5.1 In accordance with Division 1, Regulation 8, of Part 3 of the *Road Management (General) Regulations 2016* (Vic), officers commenced a review of the current RMP in November 2024.
- 5.2 Internal consultation led by the Transport Working Group has taken place between December 2024 and March 2025.
- 5.3 To date, internal stakeholder feedback and customer request data have informed the review.
- 5.4 The working group has additionally consulted with neighbouring councils to benchmark Council's inspection frequencies and intervention levels.
- 5.5 As prescribed by Division 1, Regulation 10 (1e) and (2a-b), of Part 3 of the Regulations, a notice period of no less than 28 days will be given for community engagement on the proposed amendment to the RMP.
- 5.6 Public notices will be published in the *Victorian Government Gazette* and *The Age* newspaper.
- 5.7 A public notice will also be published on Council's website, and a Have Your Say page will be created.
- 5.8 Public notices will invite submissions on the proposed amendment during the notice period.
- 5.9 The review of the RMP 2021 will also be communicated electronically via Port Phillip's Divercity e-news and social channels.

6. LEGAL AND RISK IMPLICATIONS

- 6.1 The RMP has been developed in accordance with the Act and Regulations to clearly define Council's, other road authorities', and road users' responsibilities to ensure the needs of the community are met and risks are appropriately managed.



- 6.2 The RMP service standards align with the funding provided in Council's annual budget process and long-term financial forecasts.
- 6.3 The proposed amendments are minor and do not significantly alter the risk profile associated with Council's road assets. The recommended amendments provide clarity on inspection frequencies of bridges; update response timeframes for hazard rectification; and define intervention levels for defects of kerbs and channels, and traffic management and control devices.

7. FINANCIAL IMPACT

- 7.1 The 10-year Transport Asset Management Plan, reviewed annually, identifies the whole of life costs of operating, maintaining, renewing, and upgrading our road network and informs Council's annual budget process and long-term financial forecasts.
- 7.2 The Service Intervention levels and response times in the RMP are embedded in our Civil Infrastructure Maintenance Contract and budgeted for in Council's Long-Term Financial Plan.
- 7.3 It is noted that Council's draft Budget 2025/26 and Council Plan that is currently out for community engagement proposes a significant increase in investment in the road portfolio. This increased investment, along with Council's asset management improvement initiatives is likely to yield opportunities to amend inspection and intervention levels in a future RMP.

8. ENVIRONMENTAL IMPACT

- 8.1 The operation and function of Council's road network has a direct environmental impact on our community.
- 8.2 Council's 10-Year Transport Asset Management Plan details how sustainable procurement, climate change, and asset resilience service objectives will be delivered for Council's Integrated Transport Plan and Greening Port Phillip Strategy.

9. COMMUNITY IMPACT

- 9.1 The operation and function of Council's road network has direct impact of the health and wellbeing of our community.
- 9.2 The Service Standards and Response times meet industry best practice and are aligned with community expectations, which are monitored through annual community surveys.

10. GENDER IMPACT ASSESSMENT

- 10.1 The proposal is not considered to have any detrimental gender implications.

11. ALIGNMENT TO COUNCIL PLAN AND COUNCIL POLICY

- 11.1 The proposal aligns with the Strategic Direction 5 – Well Governed in the Council Plan 2021-2031: A City that is a leading local government authority, where our community and our organisation are in a better place as a result of our collective efforts.

12. IMPLEMENTATION STRATEGY

12.1 TIMELINE

12.1.1 May-June 2025 – Community engagement period

12.1.2 June 2025 – review of community feedback and update / finalisation of RMP.



12.1.3 July 2025 – Council endorsement of RMP 2025-2029.

12.2 COMMUNICATION

12.2.1 The public notification process will provide the community with the opportunity to make submissions in respect of the Proposal. If no submissions are received, Council can determine to discontinue and sell the Road.

12.2.2 The review of the RMP 2021 will also be communicated electronically via Port Phillip's Divercity e-news and social channels.

13. OFFICER MATERIAL OR GENERAL INTEREST

13.1 No officers involved in the preparation of this report has declared a material or general interest in the matter.

ATTACHMENTS

1. Road Management Plan 2021  
2. Draft Road Management Plan 2025  
3. Summary of proposed changes - Road Management Plan 2025  



Road Management Plan

Version 5, July 2021, adopted by Council 20 October 2021



Document Set ID: 6623831



1.1 Guideline Governance

Responsible Service / Department:

Property and Asset Management

Adoption authorised:

Council

Date of adoption: 20 October 2021

Date effective from: 20 October 2021

Enterprise Content Manager Ref:

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Document Set ID: 6623831

Endorsed CEO or ELT member or department manager to make and approve document editorial amendments:

ELT

Annual desktop review

date: July 2023

Review date:

July 2023

Completion date:

July 2025

Version number:

5

Stakeholder review and engagement:

Transport Working Group

Relevant Legislation:

Road Management Act 2004

Associated Strategic Direction #:

Well Governed- Port Phillip

Associated instruments:

Council Register of Public Roads

City of Port Phillip Road Management Plan 2021

**Supersedes:**

Road Management Plan 2017

Review history: 2013-2017

Name	Content Manager File Reference	Date	Description of Edits
Road Management Plan 2013	Footpath Hierarchy table p14	15/3/2015	As specified in the Principal Pedestrian Network(PPN) for The City of Port Phillip
Road Management Plan 2013	2.8 Trees P17	15/3/2015	As recommended by MAV Insurance
Road Management Plan 2013	Response Time p20	15/3/2015	As specified in the new Maintenance Contract
Road Management Plan 2013	Appendix B Proactive Inspection	30/3/2015	To match the new Maintenance Contract
Road Management Plan 2013	Appendix C Hazard Response Times p26	30/3/2015	To match the new Maintenance Contract
Road Management Plan 2013	Appendix F List of Shopping Centres and map	03/06/2015	To match the new Maintenance inspection
Road Management Plan 2013	Trees	1/12/2015	New section for trees added
Road Management Plan 2013	Shared paths	1/12/2015	New definition and inspection frequencies added

City of Port Phillip Road Management Plan



Review History 2017-2021

Name	Content Manager File Reference	Date	Description of Edits
Road Management Plan 2017	Introduction	24/4/2017	Minor Amendments to wording as recommended by MAV
Road Management Plan 2017	Footpath Hazards	24/4/2017	As recommended by MAV Insurance
Road Management Plan 2017	Response Time p22	24/3/2017	As recommended by MAV Insurance

Name	Content Manager File Reference	Date	Description of Edits
Road Management Plan 2021	Road Management Plan 2021	24/5/2021	RMP Review as per s54(5) of Road Management Act 2004 Amendments summary (refer to RMP Review Report 2021 for detail): New sub-section Management policy in relation to Laneways and Passageways



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Please consider the environment before printing.



1 Introduction

This Road Management Plan including the appendices incorporated by reference is and remains a stand-alone and all-encompassing document of the City of Port Phillip (for the inspection, repair and maintenance of public roads, paths and road infrastructure within the municipality of the City of Port Phillip) and without recourse to any other policy, practice or procedure of the Council requiring (or purporting to require) any act, matter or thing to be done by or on behalf of the Council in relation to the performance of the Council’s public road, path and road infrastructure management functions.

If (and to the extent) any other policy, practice or procedure of the Council requires (or purports to require) any act, matter or thing to be done by or on behalf of the Council in relation to the performance of the Council’s public road, path and road infrastructure management functions in circumstances where a standard to be applied is in conflict, or inconsistent, with the standard specified by the existing Road Management Plan, then the standards specified by the existing Road Management Plan prevail and the other standards have no force or effect.

In defining the service levels and response times set out in the RMP, Council has considered the funding required for effective implementation and the appropriate allocation of scarce Council resources in the budget.

1.1 Role of the Road Authority

The Road Management Act 2004 (the “Act”) establishes the statutory framework for the management of public roads in Victoria. The Act, and any associated legislation as defined in the Act, applies to road authorities including the City of Port Phillip.

Council, as a recognised Roads Authority has a clear responsibility under the Act to effectively manage our municipal Local road network. All State Arterial Roads as defined in Section 36 of the Act are Managed by Head of Transport Victoria. These Roads are defined in Appendix “E”

The Act provides that Council, as a road authority, has the general management functions of:

- Provision and maintenance of a network of roads for use by the community served by it;
- Management of the use of roads having regard to the primary purpose of a road is for the use by members of the public and that other uses are to be managed in a manner which minimises any adverse effect on the safe and efficient operation of the road and the environment;
- Management of traffic on roads in a manner that enhances the safe and efficient operation of roads;
- Design, construction, inspection, repair, maintenance and renewal of road and road infrastructure; and
- Co-ordinating the installation of infrastructure on roads in such a way as to minimise, as far as is reasonably practicable, any adverse impacts on the provision of utility or public transport services.



Council is responsible for the development of a Road Management Plan (RMP) in accordance with Division 5, Section 49-55 of the Act and has a statutory duty to inspect, maintain and repair its public roads as detailed in section 40 of the Act. This duty applies to any part of a public road which is a roadway, a pathway, a shoulder and road infrastructure.

The statutory duty imposed by subsection (1) of Section 40 of the Act does not create a duty to upgrade a road or to maintain a road to a higher standard than the standard to which the road is constructed.

In exercising these functions and powers under [the Act](#), Council will also comply with the following Codes of Practice and Regulations:

- [Code of Practice – Operational Responsibility for Public Roads \(2004\)](#);
- [Code of Practice – Clearways on Declared Arterial Roads \(2004\)](#)
- [Code of Practice – Road Management Plans \(2004\)](#)
- [Code of Practice - Management of Infrastructure in Road Reserves \(2016\)](#)
- [Code of Practice – Worksite Safety – Traffic Management \(2010\)](#)
- [Road Management \(General\) Regulations 2016](#)
- [Road Management \(Works and Infrastructure\) Regulations 2015](#)

1.3 Purpose of the Road Management Plan

The RMP is an operational plan of Council and has been developed by the City of Port Phillip Council in accordance with the Road Management Act 2004 (the Act).

The principal object of road management, according to the Act, is to ensure that a network of roads is provided for the movement of persons and goods as part of an integrated transport system and that road reserves are available for other appropriate uses.

The purpose of the RMP, as defined in Section 50 of the Act, is ensure that Council has a plan in place to achieve the following objectives:

- a) to establish a management system for the road management functions of a road authority which is based on policy and operational objectives and available resources; and
- b) to set the relevant standard in relation to the discharge of duties in the performance of those road management functions.

To achieve the objectives, the RMP provides details in the following key management areas that are central to Council's role as the road authority for municipal public roads:

- a) provide descriptions of the types of road and road-related infrastructure assets included in the RMP (section 2, Road Asset Description);
- b) set up a road and pathway hierarchy classification to facilitate the setting of performance standards (section 3, Maintenance Category);
- c) set relevant performance standards for the discharge of Council's duties (section 4, Performance Standards); and
- d) set details of the management for the discharge of Council's duties (section 5, Management System).



- c) Boosting bike riding
- d) Partnering to deliver reliable, accessible and more frequent public transport
- e) Improved parking management
- f) Harnessing rapid advancements in new technology

Responsible management of road assets plays a vital role in the implementation of this strategy.

Parking Management Policy 2020: provides a framework for the ongoing management of our existing 53,000 on-street and 4,000 Council-managed off-street spaces used for parking.

The overarching objectives of the Policy are to:

- a) address the City's existing and future growth and transport challenges.
- b) provide fairer and more reliable access to parking in all locations and at all times.

Asset Management Policy 2021: has been adopted and its associated strategy framework have a direct link to the Council Plan through its budgetary and planning processes.

1.5 Key Stakeholders

Key stakeholders who will be affected by the RMP in the City of Port Phillip, include:

- The community - ratepayers, residents, business, industry, education;
- Residents & businesses adjoining the road network;
- Pedestrians (including the very young, those with disabilities, and the elderly with somewhat limited mobility);
- Users of a range of miscellaneous smaller, lightweight vehicles such as pedal bike riders, motorised buggies, wheel chairs, prams, etc;
- Vehicle users using motorised vehicles such as trucks, buses, commercial vehicles, cars and motor bike riders
- Transport service providers - transport operators, bus operators and service providers supporting the delivery of transport service;
- Tourists and visitors to the area;
- Property Developers, Consultants and Contractors;
- Utilities as prescribed in Section 3 of the Act. They include entities that provide water, sewerage, drainage, gas, electricity, telephone, telecommunication or other like services, any person who under the Pipelines Act 1967 is permitted to own, use, construct or operate a pipeline, or a provider of public transport;
- Emergency Services;
- Other road authorities such as Department of Transport (DoT), neighbouring Councils, Department of Environment, Land, Water and Planning (DELWP), Parks Victoria, Melbourne Water Corporation
- State and Federal Government agencies that periodically provide support funding to assist with management of the network; and
- Council as the responsible road authority.



1.6 Availability of RMP & Associated Documents

This Plan and the Register of Public Roads are available for inspection, in hard copy format, at the St Kilda Town Hall, corner of Carlisle Street and Brighton Road, St Kilda during office hours: 8.30 am to 5.00 pm each working day.

An electronic version of the Plan and Register of Public Roads is available at the Port Phillip web site: www.portphillip.vic.gov.au

1.7 Definitions

Terms used in this RMP have the same meaning as the specific definitions included in the Act unless stated to the contrary. The definition of “road” is as per [The Road Management Act 2004 - section 3](#) and “public road” is as per [the Road Management Act section 17](#).

Table 1 Definition of terms

Term	Definition
business days	means Monday to Friday excluding public holidays in Victoria
business hours	means 8.30am to 5pm on business days
Coordinating Road Authority	The road authority which has coordination functions as determined in accordance with section 36 of the Road Management Act 2004– Ver.No. 061- 01 March 2021 .
defect	means localised failure in a public road or road infrastructure, i.e. pothole, joint displacement; damaged street furniture. Defects below the specified intervention level are considered acceptable defects not requiring repair
defect intervention level	means the extent at which point a defect nominated in the RMP will invoke a response to the standard set out in the Appendix; It is expected that the intervention levels established may change over time in relation to Council assets and resource allocations
Discontinuance	In the context of this Policy, discontinuance relates to the act and formal processes associated with the discontinuance of a road as per section 12 of the RM Act and Schedule 10 of the LG Act.
hazard	is an event, defect, condition or substance, which has the potential to cause harm to property or the health and safety of persons in their use of road infrastructure.



Term	Definition
Inspection frequency	is the period between scheduled inspections of the road to identify hazards.
Gazetted	has been published by Council in an official gazette (a publication that has been authorised to publish public or legal notices)
kerb and channel (Road Edges)	means road infrastructure located at the edge of a roadway designed to provide roadway drainage, act as a barrier to prevent vehicles from leaving the roadway and which forms part of the roadway for the purposes of this RMP
Laneway	In the context of this Policy, a laneway is a narrow 'street' that typically provides a shared access carriageway that facilitates the movement of people and vehicles of a suitable size to access the laneway, subject to any traffic management restrictions. Laneways have varying access functions which may include providing the only access to properties or a secondary (usually side or rear) access to properties. Some laneways in provide direct connections or form part of a link between two streets, while other laneways only provide access to a limited number of properties.
level of service	means the performance measurement of road infrastructure, relating to the quality, reliability, responsiveness, quantity, accessibility and cost achievable based on Council's resourcing and addresses community expectations
LG Act	Local Government Act (2020)
maintenance	of any road and infrastructure includes the execution of all works of any description which are required to keep the road or infrastructure in the state of utility determined in accordance with the Road Management Act or any other act to be appropriate. (Source: Sect 3 Definitions - Road Management Act 2004)
remediate	means temporary works to ensure public safety, including actions such as cordoning off an area or installing temporary works such as asphalt patches or temporary covers
Repair	Action to reduce a defect or hazard to below Councils intervention levels
Primary Access	In the context of this Policy, primary access for a property refers to the local street(s) or main road(s), in cases where

City of Port Phillip Road Management Plan



Term	Definition
	the property has access from both a street/main road and a laneway or passageway. For properties accessed only from a laneway, the laneway is the primary access.
private road	means a road on private property that is not a public road, has not been constructed by Council and Council is not the responsible road authority
Public Highway	This plan refers to a 'public highway' within the meaning of section 3 of the RM Act and section 3 of the LG Act.
Public Road	This plan refers to a 'public road' within the meaning of section 17 of the RM Act.
Responsible Road Authority	the road authority which has operational functions in accordance with section 37 of the RM Act.
Right of Passage	This plan refers to 'right of passage' within the context of the rights of road users to access roads within the meaning of section 8 of the RM Act.
Act	Road Management Act (2004)
RMP	City of Port Phillip Road Management Plan
Road Register	City of Port Phillip Register of Public Roads
response times	means the business hour time the defect is identified as exceeding the acceptable intervention level and work order issued by Council's maintenance team to repair or make defects safe to carry out temporary or permanent repairs later.
Secondary Access	In the context of this Policy, secondary access for a property refers to the laneway or passageway, where the property also has access from a street or main road.



1.8 Budget Provisions

Council's annual adopted budget and capital works program specifies the planning parameters by which the RMP is carried out. The annual budget is developed within an overall financial planning framework that guides Council in identifying community needs and expectations over the short, medium and long term. In preparing the annual budget, funding requirements for each year are linked with the objectives contained in the Council Plan. In relation to road and road-related infrastructure assets that provide road transport service, Council recognises the importance of balancing appropriate performance standards with what the community is able to afford and sustain. In balancing the funding level for the inspection, maintenance, repairs, upkeep, rehabilitation and renewal of road and road-related infrastructure assets, Council gives regards to the following key considerations:

- a) its role and obligations under the Road Management Act;
- b) achievement of statutory protection against civil liability claims;
- c) preservation of existing assets in an appropriate and safe working condition;
- d) ability to acquire additional infrastructure assets to serve new growth;
- e) market constraints in labour, plant and equipment, building materials and contractors; and
- f) the competing demands for Council resources.
- g) The performance standards set out in Section 4 of this RMP reflect such balance.

1.9 Obligations of Road Users - Duty of Care

All road users have a duty of care under section 106 of the Road Management Act 2004, with particular obligations prescribed in Section 17A of the Road Safety Act 1986 or as amended which states:

- (1) A person who drives a motor vehicle on a public highway must drive in a safe manner having regard to all the relevant factors including (without limiting the generality) the:
 - a) physical characteristics of the road;
 - b) prevailing weather conditions;
 - c) level of visibility;
 - d) condition of the motor vehicle;
 - e) prevailing traffic conditions;
 - f) relevant road laws and advisory signs;
 - g) physical and mental condition of driver.
- (2) A road user other than a person driving a motor vehicle must use a public highway in a safe manner having regard to all the relevant factors)
- (3) A road user must:
 - a) have regard to the rights of other road users take reasonable care to avoid any conduct that may endanger their safety or welfare of other road users;
 - b) have regard to the rights of the community and infrastructure managers in relation to the road infrastructure and non-road infrastructure on the road reserve and take reasonable care to avoid any conduct that may damage road infrastructure and non-road infrastructure on the road reserve;



- a) have regard to the rights of the community in relation to the road reserve and take reasonable care to avoid conduct that may harm the environment of the road reserve.

1.10 Consent to Undertake Works in the Road Reserve

In general, the Road Management Act 2004 requires that any person intending to perform works in a road reserve including vehicle crossovers legal point of discharge, stormwater and service authority connections must obtain the consent of the co-ordinating road authority. The exemption from the requirement to obtain consent is applicable under [the Road Management \(Works and Infrastructure\) Regulations 2015](#) and to comply with the requirements of [the Local Government Act 1989](#) and the Council's local laws made under that Act. More information is also available in [A Guide to Working in the Road Reserve 2015](#)

Council is the coordinating authority for municipal roads and Department of Transport (DoT) is the coordinating authority for State roads (freeways and declared arterial roads).

Advice and application form for works in municipal road reserve is available from Council's offices and on line: www.portphillip.vic.gov.au

1.11 Repair of damaged Council assets

Where a party other than Council has damaged a Council asset or road, that party shall be responsible for repairing the damage to ensure that it is safe and operates at the level it previously operated at or higher. This will include where secondary damage has been caused to Council assets at a location other than the specific site of the asset works or repairs, such as subsidence from water damage, and in this case the damage must be repaired by the responsible party.

1.12 Force Majeure

Council will make every endeavour to meet all aspects of its RMP. However, in the event of exceptional circumstances that affect Council's ability to deliver the service levels specified in this plan, Council reserves the right to suspend compliance with its RMP. Such exceptional circumstances include but are not limited to:

- a) natural disasters and events including fires, storms, floods, etc.; and
- b) human factors, including lack of Council staff or suitably qualified contractors.

In the event that the Chief Executive Officer of Council, has, considering the impact of the event on the limited financial resources of Council and its other conflicting priorities, formed the view that Council's RMP cannot be met, then consistent with section 83 of the Victorian Wrongs Act 1958, they will write to Council's officer in charge of its RMP and inform them that some, or all, of the timeframes and responses in Council's RMP are to be suspended.

Once the events beyond the control of Council have abated, or if the events have partly abated, Council's Chief Executive Officer will subsequently write to Council's officer responsible for Council's RMP and inform them which parts of Council's RMP are to be reactivated and when.



2 Road Asset Description

2.1 Overview

The City of Port Phillip geographically is the second smallest council in Victoria covering an area of 20.70km² with 266Km of roads managed by the Council. Being a major inner metropolitan council, with significant population growth from infill developments the road network function and capacity are consistently challenged from competing user demands. All road related assets responsibilities are centralised and managed through our Transport Asset Portfolio.

The Transport Asset Portfolio within the City of Port Phillip consists of:

Asset Class/Type	Number of Assets	Network Length(Km)
Road Pavement Structure (all)	6021	344
Road Surface Wearing Course (all)	6021	332
Road Edges	16,222	1878
Road Signs	69,436	NA
Pathways and footpaths	11,873	1809
Road islands	332	NA
Bridges	12	NA
Off Street Carparks	46	NA

The RMP applies to the public roads listed in the Register of Public Roads (see Part 4 of this RMP) and potentially for those parts of the arterial roads that Council looks after. It sets out the foundations for Council's commitment to providing sustainable and safe public road networks for the community having regard to the resources and priorities of the Council.

The RMP does not apply to private roads, or public highways not on the public road register.

Unless inconsistent with the context or subject matter (and including if and where (outside of the cadastral road reserve) a road for which the Council has made a decision that the road is reasonably required for general public use, a road declared by the Council to be a public highway under section 204(1) of the Local Government Act 1989 or a municipal road under section 14(1) of the Road Management Act), for the purposes of this Plan, by road reserve, we mean the area from the property boundary on one side of the road reserve to the property boundary on the other side of the road reserve.

The assets within the road reserve which are Council's responsibility under the Road Management Act to inspect, maintain and repair includes:

City of Port Phillip Road Management Plan



- a) trafficable roads including features such as traffic lane, on-road bicycle lane, parking lane, service road, on road bus bays and shared zones;
- b) public carparks directly abutting edge of constructed road pavement;
- c) laneways and passageways which Council has made the decision are reasonably required for general public use;
- d) road shoulder and verge;
- e) roundabouts, speed humps, traffic or splitter islands, central median, outer separator;
- f) kerb and channel;
- g) pathways – constructed footpath and/or bicycle path within the road reserve;
- h) pedestrian crossings and school crossings;
- i) regulatory signs, guideposts, raised reflective pavement marker (cat eyes), traffic safety barriers and guard rails; and
- j) roadside Water Sensitive Urban Design features.

Without limiting the legal obligations of Council, infrastructure and other assets located in or adjacent to the road which are excluded from the Plan includes, but is not limited to:

- (a) Driveway Crossings – the section of driveway between the kerb and channel and the footpath providing access from private property to a public road;
- (b) road and road-related infrastructure assets that are the responsibilities of other road authorities, utilities and/or other infrastructure managers (e.g. DoT, DELWP, Yarra Trams, Parks Victoria, Melbourne Water Corporation, private roads, and the like);
- (c) road, road-related and non-road infrastructure assets (e.g. gas pipes, water pipes, sewerage pipes, storm-water pipes, pits, electricity poles, cables, tram wires, rail infrastructure, bus shelters, public telephones, mail boxes, roadside furniture and fences erected by utilities) owned, managed and/or operated by private organisations, on private land or which interface on public land or within road reserves (e.g. shopping centres, educational institutions, body corporate subdivisions and the like);
- (d) single property stormwater drains that are constructed within the reserve from the property;
- (e) sub-divisional roads under construction and prior to road becoming a public road;

2.2 Road Classifications

2.2.1 Defined Responsibility of Road Authority

The Act specifies that all roads in Victoria must be either State roads or municipal roads.

A State road is defined as a road which:

- a) Is a freeway or arterial road; or
- b) Is declared to be a non-arterial State road under the Act; or
- c) Is the responsibility of a State road authority under another Act.

A Municipal road is defined as any road which is not a State road, including any road which;

- a) Is a road referred to in section 205 of the [Local Government Act 1989](#); or
- b) Is a road declared by Department of Transport (DoT) to be a municipal road under section 14(1)(B); or
- c) Is part of a Crown land reserve under the Crown land Reserves Act 1978 and has the relevant municipal council as the committee of management.



2.2.2 Declared Arterial Roads

Department of Transport (DoT) is the **Co-ordinating Road Authority** for freeways and declared arterial roads and is the **Responsible Road Authority** for all components of the through carriageway, between back of kerb, central medians and intersections with municipal roads. Refer to Appendix E for a list of these roads.

As set out in Section 37 of the Act, Council is the **Responsible Road Authority** for parts of the roadway not used by through traffic including parking lanes, service roads, outer median separators, pathway and roadside, subject to any exclusions or variations agreed to with DoT.

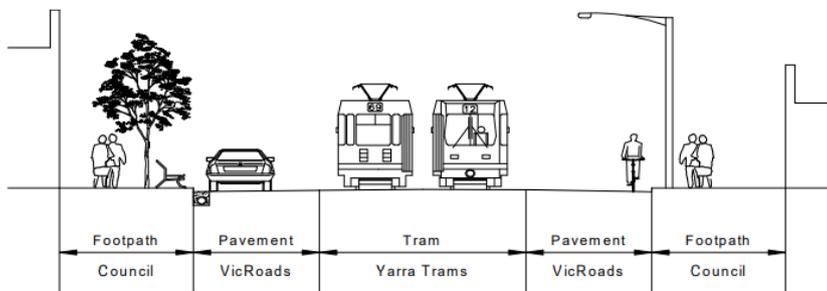


Figure 1- Declared Arterial Road with Shared responsibility

2.2.3 Local Roads with Tram Lines

Where tram tracks exist, the tram operator is responsible for tram-related assets in the road reservation such as tram tracks, yellow line marking, cat-eyes, overhead power lines and shelters. Tram operators are also responsible for the tram track reserve area typically within 500mm each side of the outer track rails in road reserves including crib crossings installed to protect pedestrians crossing tram tracks. Council is responsible for the road reserve outside these limits. The following figure illustrates the demarcation of responsibilities within council controlled local roads with tram lines.

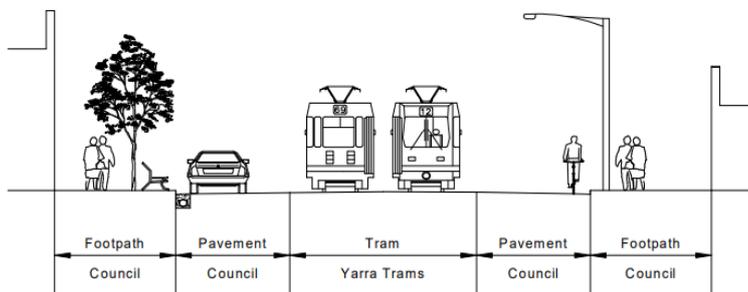


Figure 2- Major Road with Shared responsibility



2.2.4 Local Roads without Tram Lines

The following figure illustrates Council's responsibilities within council controlled local roads without tram lines.

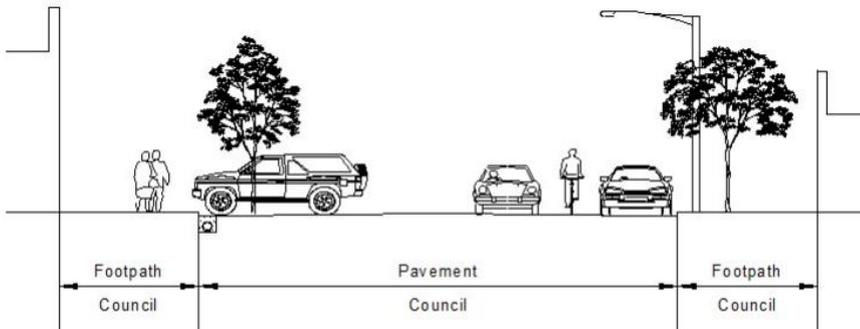


Figure 3- Local Roads with Full Council responsibility

More details of the demarcation of responsibilities are set out in [Code of Practice – Operational Responsibility for Public Roads \(2004\)](#).

2.2.5 Public Transport and Utility Assets

Council is not responsible for the following public transport and utility assets in the road reserve;

- Rail and tramways infrastructure assets
- Water supply assets
- Gas supply assets
- Oil pipeline assets
- Sewer assets
- Telecommunications infrastructure
- Electricity supply and public lighting assets

Details of operational responsibility for these type of assets within the road reserve are set out in the [Code of Practice – Management of Infrastructure in Road Reserves](#).

2.2.6 Shared Paths

Shared paths are generally sealed, signed and line marked. Shared paths are physically separated from motor vehicle traffic by an open space or barrier to provide low-stress environments for bicycling and walking. Shared paths may also be used by pedestrians, skaters, wheelchair users, joggers, and other non-motorised users.

These facilities are most commonly designed for two-way travel. Refer to appendix B for Hazard Inspection Frequencies for footpath and shared paths.



2.2.7 Municipal Boundary Roads

There are a number of roads which form the municipal boundary with adjoining municipalities. Council has in place practical arrangements with those municipalities for the maintenance of boundary roads. These arrangements are set out in the Register of Public Roads. The common road boundaries are set out in Appendix A.

2.3 Register of Public Roads

Council is required by the Act to maintain a Register of Public Roads for which it is the Coordinating Road Authority. The Register is a stand-alone document titled “Register of Public Roads”.

The Act provides that Council may decide which roads it will register to be “public roads” as defined in the Act.

A public road is a road for which the Council has made a decision that the road is reasonably required for general public use or a road the subject of a declaration made under section 204(1) of [Local Government Act \(1989\)](#) or a road declared a municipal road under section 14(1) of the [Road Management Act \(2004\)](#), and any other existing legislations.

The [Register of Public Roads](#) and information on road infrastructure are generated from Council asset records. The information will be updated as assets are created, amended, discontinued or disposed of.

The Council will consider public roads if the following characteristics are achieved:

- Public highway under common law and Currently used by the public,
- Form link between two roads
- Contribute to public safety for the use by emergency fire access
- Part of council asset network (surface or underground) such as stormwater drainage.
- Constructed to Council standards
- Built with heritage material (bluestone)
- Identified as road on title or in the plan of subdivision
- Provide access to many properties.

Council's current Register was first gazetted in 2004 and has been updated as required.



3 Road and Footpath Hierarchy

Council has developed a road and footpath hierarchy for its road network based on factors such as functionality, traffic volumes, traffic type, speed, accessibility, design parameters and best practice¹.

3.1 Road Hierarchy

The **road hierarchy** is based on functional characteristics determined by the State Road Authority

The following table shows the hierarchy of State or private operated roads

Road Hierarchy	Functional Description	Coordinating Road Authority
Tollway	Roads in this category – <ul style="list-style-type: none"> • have very high traffic volumes and high speeds • have dual carriageways and full access control • privately owned and operated - vehicles are levied a fee for usage (CityLink, East Link). 	Privately owned and operated
Freeway	Roads in this category – <ul style="list-style-type: none"> • have very high traffic volumes and high speeds • have dual carriageway and full access control • have grade separated intersections 	Department of Transport (DoT)
Highway	Roads in this category – <ul style="list-style-type: none"> • have very high traffic volumes and high speeds • provide for major regional and inter-regional movement in a safe and operationally efficient manner • have full access control to ensure there are no commuting access issues 	Department of Transport (DoT)
Arterial	Roads in this category – <ul style="list-style-type: none"> • have very high traffic volumes • provide for traffic movement from major (sub-arterial) roads and/or collector roads to highways or freeways. • provide for commercial or industrial access requirements • provide for public transport services • provide a network for the movement of pedestrians & bike riders 	Department of Transport (DoT)

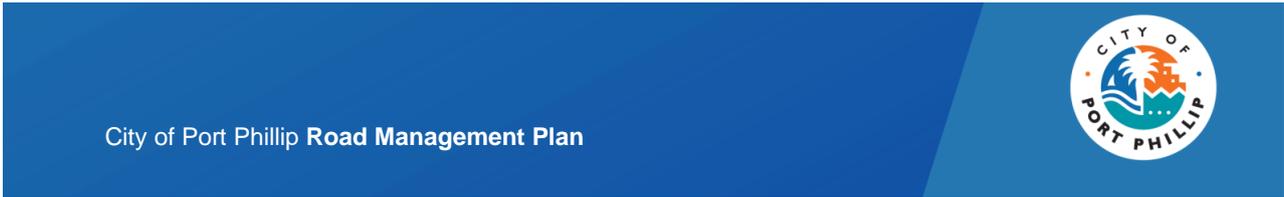
¹ Refer to *Austrroads Table 4.1 Roles of Urban Roads* and *VICMAPS Road Classifications*



Road Hierarchy	Functional Description	Coordinating Road Authority
	<ul style="list-style-type: none"> may be limited access roads or feature restrictions on direct property access. 	

The following table shows the hierarchy of City of Port Phillip operated roads

Road Hierarchy	Functional Description	Coordinating Road Authority
Major (Sub-arterial)	Roads in this category – <ul style="list-style-type: none"> have moderate-to-high traffic volumes provide for traffic movements from collector roads or local roads to arterial roads provide a link between arterial roads provide for commercial or industrial access requirements provide for public transport services provide a network for the movement of pedestrians and bike riders provide for direct access to abutting property 	Council
Collector	Roads in this category – <ul style="list-style-type: none"> have moderate traffic volumes provide for traffic movements from local roads to major (sub-arterial) roads provide for public transport services provide a network for the movement of pedestrians and bike riders provide for direct access to abutting property. 	Council
Local	Roads in this category – <ul style="list-style-type: none"> have low-to-moderate traffic volumes provide for traffic movements from properties to collector roads and/or the major (sub-arterial) roads provide a network for the movement of pedestrians and bike riders provide direct access to abutting property and access to other properties within a local area. provide access for emergency and service vehicles. 	Council
Laneway	Roads in this category – <ul style="list-style-type: none"> have very low traffic volumes provide for rear access to properties from local roads and/or collector roads. have little or no through traffic. 	Council



Carparks	<ul style="list-style-type: none"> • Provided for off-street parking generated by local businesses or located in reserves and foreshore areas. • These are not dealt with in the Plan if not located on road reserves but are included in the Road Asset Management Plan. 	Council
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Refer to Appendix E for a list of Arterial Roads and refer to Register of Public Roads for all Council managed roads.

3.2 Footpath Hierarchy

The footpath hierarchy is based on pedestrian access mapping analysis and validation for delineating the Principal Pedestrian Network (PPN). Three levels of priority in PPN as follows:

Footpath Hierarchy	Functional Description
Primary Pedestrian Routes	These routes form the foundation of the Principal Pedestrian Network (PPN) where a high level of pedestrian priority is assigned. These routes will be a major focus for the implementation of future walking infrastructure improvement.
Secondary Pedestrian Routes	These routes will provide a secondary role to the primary routes and will be assigned a high level of pedestrian priority. A secondary focus for future infrastructure works will be assigned to these routes.
Other Routes	This includes the balance of the pedestrian network within the walkable catchment which is not identified as Primary or Secondary. Although these routes are not assigned a significant role in the PPN, they are recognised as providing a level of local pedestrian priority because of their feeder role from residential origins to the Secondary and Primary Routes.
Source: City of Port Phillip Principal Pedestrian Network – July 2013	

3.3 Road hierarchy for maintenance

In accordance with section 36 of the Act, Council is the coordinating road authority for the roads as well as pathways and ancillary areas within the road reserves of those public roads, as specified in the “Register of Public Roads”.

This section describes the public road and pathway maintenance categories adopted in this RMP. The classifications assist in determining relevant performance standards (see section 4) for key maintenance areas such as inspection, maintenance, repairs and intervention levels. It also assists in other management activities such as allocating resources and specifying design and construction standards.



3.4 Footpath Maintenance and Renewal

If the footway section of a concrete vehicle crossing is found to be defective during asphalt footpath maintenance or renewal work, then the footway section will be repaired in accordance with Standard Drawing SD 3105 - Asphalt Footpath Renewal at Vehicle Crossings to provide a uniform asphalt footpath each side and through the crossing. The property owner is to be advised of the works in advance. In all other cases, the footway section of a concrete vehicle crossing will not be replaced.

If a street with asphalt footpaths is to be fully reconstructed i.e. replace road pavement, kerb and channel, driveways and footpaths or for a new vehicle crossing constructed by the property under a Vehicle Crossing permit, then Standard Drawing SD 4101 - Concrete Vehicle Crossing Type 1 will continue to apply to provide a uniform asphalt footpath each side and through the crossing.

3.5 Vehicle Crossovers (Driveways)

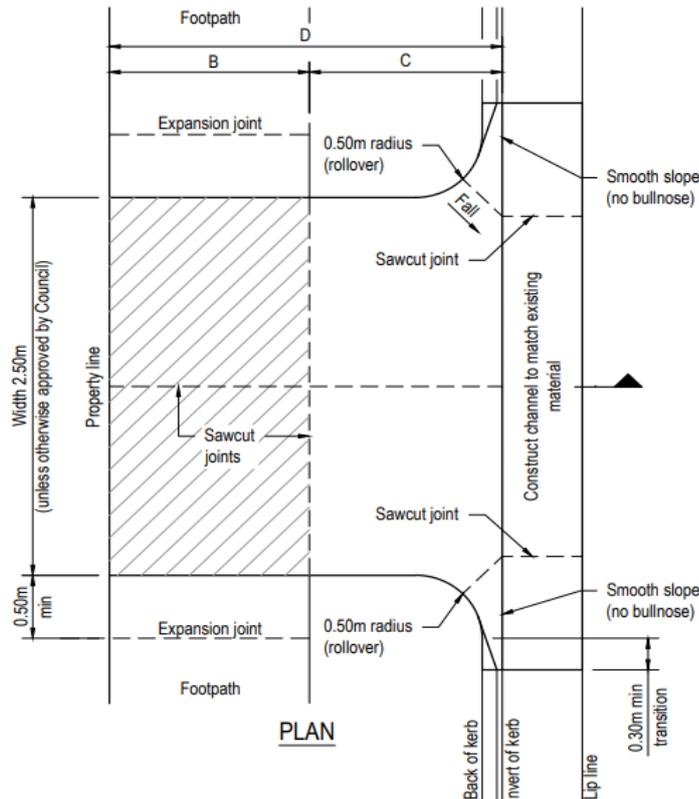
A vehicle crossover or driveway provides access from the road carriageway to the property boundary. A person must not access land in a vehicle other than via a temporary or permanent vehicle crossing.

Vehicle crossings are the responsibility of the property owners to construct, maintain and repair. However, the footpath traversing the crossover is Council's responsibility to inspect, maintain and repair in accordance with this Plan.

In the following diagram, Council is responsible for part "B" and the property owner is responsible for part "C" of the vehicle crossing. If there is no constructed footpath then the property owner is responsible for the entire crossover (B and C) from the road edge to the property boundary.



City of Port Phillip Road Management Plan



[Source: concrete vehicle crossing](#)

3.5.1 Removal of Redundant Vehicle Crossings

A number of redundant vehicle crossovers within the City of Port Phillip have been identified by residents and Council officers. These are no longer being used and arise as a consequence of changing land use and property re-development. They cause issues for pedestrian safety (trip hazards) and poor use of road space (parking).

The removal of these redundant vehicle crossovers will improve pedestrian safety by providing a uniform surface which will eliminate potential tripping hazards. In addition the removal of crossovers will provide space for on-road parking – this can be a particular benefit in streets suffering from parking pressure. Identified redundant vehicle crossings will be considered by the Transport Working Group for inclusion on Councils capital works program.



3.5.2 Vehicle Crossing – Local Government Act & Local Law

In accordance with Schedule 10 of the Local Government Act 1989 and Council's Local Law No. 3, Clause 34(1), property owners may be required by Notice from an Authorised Officer –

- to construct a temporary or permanent vehicle crossing or repair or reconstruct an existing vehicle crossing; or
- to remove a vehicle crossing and reinstate the kerb and channel, footpath, nature strip and any other part of the road or repair a vehicle crossing;

if, in the opinion of the Authorised Officer, the vehicle crossing has not been properly maintained or is in a state of disrepair or is redundant or has been constructed in breach of a permit.

Property owners must obtain consent from Council to construct a new vehicle crossing or alter or remove an existing crossing located on Major (Sub-arterial) Roads, Collector Roads, Local Roads and Laneways. Vehicle crossovers must comply with Council's specifications and standard drawings. A Planning Permit is required to construct a new vehicle crossing or alter or remove an existing crossing located on a Highway or Arterial Road where Department of Transport (DoT) is the Co-ordinating Road Authority.

While every site is entitled to vehicle access that does not necessarily mean that every site is entitled to a vehicle crossover. Safety of pedestrians and all road users together with the preservation of the continuity of the footpath, kerb, channel, nature strip, trees and on street parking spaces must be considered.

The following matters will be taken into consideration in the assessment of crossover applications:-

- a) New crossovers are not encouraged, but where there is a demonstrated need for a new crossover, the needs, desires and safety of pedestrians are to be given priority over vehicles in the decision making for approval, design and location of crossovers.
- b) If there is alternative access, e.g. abutting laneway 3m or wider, that access is to be given a serious consideration prior to considering access from the street
- c) Subdividing a property does not necessarily mean that each new lot will be entitled to a separate crossover.
- d) No crossovers are to be supported in street blocks where there are no existing crossovers.

For details go to: [vehicle crossing permit](#)



3.6 Trees

Street trees have a significant impact on the streetscapes within the municipality. The importance of the trees is reflected in the Council's street tree management policies. The root systems of these trees impact adversely on the road assets in particular footpath surfaces and kerb and channel alignments. It is important therefore that everyone is aware of the high value of street trees to Port Phillip and to ensure their protection in carrying out any works on adjacent assets.

With respect to street and other trees impacting on the road asset the Council's maintenance contractor must:

- carry out works as required on adjacent footpaths and kerbs in accordance with agreed criteria;
- develop appropriate work practices in working around trees; and
- liaise closely with the Council's Arborists (within the Parks Services Team) in dealing with tree roots.

Where tree roots greater than 50mm diameter, which may affect the health and stability of the tree, are encountered or likely to be encountered during works, the contractors and developers must liaise and work closely with Council's Arborists (within the Parks Services Team).

Street and private trees should be maintained to a minimum clearance height of 4.5m for DOT's highways and arterial roads and 4.3m for council roads. Clear line of sight of 1.0m should be maintained behind the road edge.

3.7 Heritage Road Assets and Infrastructure

Bluestone kerbs, channels and laneways have historical, aesthetic and technical significance. This is recognised in the Planning Scheme heritage overlays. They provide physical evidence of the area's history, settlement patterns and the changing engineering practices in road construction.

Repairs and re-construction of this heritage infrastructure is undertaken with a conservation approach to ensure that their significance is maintained for present and future generations even though it may not meet modern design standards. [Laneways in heritage overlay areas](#)



3.8 Nature Strip

Nature Strip (roadside Verge) is a strip of public vegetated or grassed area owned by the Council located between the boundary of a private property and the constructed road pavement kerb, excluding footpath or vehicle crossing.

Nature Strips are owned by the Council. In most cases nature strip is grassed, the Council is responsible for the planting of street trees in the nature strip. It is the responsibility of adjoining property owners to maintain the nature strip, excluding street trees. Well maintained grass in the nature strips add to the valuable green appearance of the street and allow good visibility and sight lines for pedestrians and vehicles especially at road corners and intersections.

The nature strip has a number of important functions: it contributes significantly to the streetscape, visual amenity and a healthy environment for the neighbourhood; It is the location for essential utility assets such as gas, telephone, water main, fire hydrant, electricity and public lighting; It also accommodates Council infrastructure assets such as drainage (pit covers at the surface and underground pipes), signs and street furniture such as seats and poles. Nature strip also provide a location for collection of the waste bins and hard rubbish.

3.9 Accessibility

The City of Port Phillip is committed to equitable, dignified access and inclusion to all its services, programs, premises, employment, and communication systems for all residents and stakeholders. Council has adopted the Disability Policy and the Social Justice Charter in support of its belief that “all citizens have the right to participate in community life without barriers” and to support the creation of “a sense of community in order to make our city a better place for all”.

Council has had a Disability Action Plan (DAP), for many years, and has implemented a wide range of access and inclusion initiatives across all areas of responsibility. This has assisted in ensuring ongoing update and improvement of access and inclusion requirements for all residents of Port Phillip. In addition, the DAP has provided an effective framework to meet the legislative requirements of Council under the Federal *Disability Discrimination Act 1992*.

The **Access and Inclusion Plan 2019-2021** has incorporated extensive consultation with all City of Port Phillip (CoPP) departments to identify access achievements across Council, as well as barriers to access and inclusion for people with disabilities and other access challenges. It incorporates updated strategies to address access and inclusion issues and gaps, and provides a framework for community feedback.

With the increasing ageing population across Australia and the high proportion of residents and visitors to the municipality with a wide range of access challenges, the update and renaming the DAP to Access Plan is an important process in Council’s commitment to continuous improvement and is an integral part of the organisation’s ongoing commitment to best practice and community accountability



3.10 Standards for Construction, Expansion, Upgrading, Renewal and Refurbishment of Road Assets

The proposed standards for construction of new local roads and pathways and for the expansion, upgrading, renewal and refurbishment of existing local roads and pathways will be in accordance with the standards and specifications adopted by Council. However, the City being a fully developed urban environment, in some instances, due to site constraints and other factors, the standards or guidelines may not be able to be complied with entirely. In such situations, professional judgements will be adopted.

Where possible Council will use approved sustainable methods for asset construction. This may include recycled concrete and asphalt and using environmentally friendly alternatives in asset construction. The technical standards and specifications for maintenance works are generally complying with industry standards for the various categories of works.

3.11 Road Construction by Special Charge Scheme

As stated earlier, the statutory duty imposed by subsection (1) of Section 40 of the Act does not create a duty to upgrade a road or to maintain a road to a higher standard than the standard to which the road is constructed. Should Council receive a request from a property owner or a group of property owners to have their street fully or partially constructed then Section 163 of the Local Government Act 1989 shall apply. Under these provisions, a Special Charge Scheme may be initiated whereby property owners deemed to receive a special benefit from the works will be required to contribute to the cost of construction.

Under Section 163B of the Local Government Act, should the amount to be contributed by the property owners exceed two third of the total cost, then only if it is supported by a majority of at least 75% of the property owners can a Scheme be initiated.



4 Performance Standards

4.1 Objectives

The objectives of setting performance standards for inspections, defect intervention levels and maintenance response times are:

- (1) Support public safety.
- (2) Protect road infrastructure assets.
- (3) Ensure an appropriate level of protection against civil liability claims
- (4) Ensure our community are satisfied with the level of risk accepted by Council balancing what service levels our community can afford and are willing to pay for

4.1.1 Determining levels of service

In setting these inspection and response standards, Council has adopted a risk-based approach around the hierarchy of roads and footpaths. The higher the road or footpath is on the hierarchy, the more the likelihood and the greater the consequence of an incident, resulting in an overall higher risk.

The inspection and response standards aim at mitigating the risk to an acceptable level and have been developed in the context of:

- the objectives of good road management;
- the rights of users of local roads and pathways;
- ensuring the most efficient use of the resources available for local road and pathway management;
- ensuring that the local road and pathway network and infrastructure are as safe for users as is reasonably practicable; and
- the Council's overall policy and budgetary position.

The main reasons for the inspection of road assets is therefore:

- to identify hazards and act to minimise the risk of injury to the road and footpath users to an acceptable level; and
- to identify defects in time and repair to prevent premature failure of the assets and minimise the financial impact to the community.

4.2 Inspections

Inspections are performed in three modes:

- Proactive inspections – planned and undertaken by Council and Contractor employees
- Reactive inspections – unplanned in response to Customer Requests
- Condition inspections – scheduled by independent contractors (network condition inspection)



4.2.1 Proactive Inspections

Proactive inspections are used to identify hazards generated, within relatively short periods, by usage and or/weather conditions. Dedicated staff identify and record the hazard and any action required to address it and to report defects which are beyond treatment by routine maintenance for alternative action. The maximum frequencies for proactive inspections set out in Appendix B form part of this Plan and will be reviewed as required:

4.2.2 Reactive Inspections

Reactive inspections are performed in response to a report about the condition of a road, or a report of injury and/or property damage to a member of the public. The response time for reactive inspections set out in Appendix C form part of this Plan and will be reviewed as required.

4.2.3 Condition Inspections

The condition of each element of the road and footpath network is assessed in order to determine the overall condition of the network, determine the remaining useful life of the asset and to prioritise future major renewal works. This inspection may also include risk assessment. The frequencies for these inspections set out in Appendix D form part of the Plan and will be reviewed as required.

4.3 Response Times

4.3.1 General

Inspection and response standards as detailed in Appendix C have been based on an approach that aims to balance customer expectations with sustainable financial management. Information gained from external and internal sources, including historical knowledge of demand, risk and expectation, has guided the development of these standards.

4.3.2 Exceptional Circumstances

Council will make every effort to meet its commitments for its inspection and response standards as set out in this Plan.

However, there may be situations or circumstances that may affect Council's business activities to the extent that it cannot deliver on the standards in the Plan. These include, but are not limited to: natural disasters, such as fires, floods, storms or other unpredictable events causing a prolonged labour or resource shortage, due to the need to commit or redeploy Council staff and/or equipment elsewhere.

In the event that the Chief Executive Officer (CEO) of the Council has considered the impact of such an event on the limited financial and other resources of the Council and the Council's other competing priorities and budgetary constraints (whether or not in conjunction with the Council) and has determined that any standards of, or requirement in, the Road Management Plan cannot be adequately met, then pursuant to and reliant on the principles set out in Section 83 of the Victorian Wrongs Act, 1958 and otherwise, they will inform the Manager City Infrastructure Services that some, or all, of the Timeframes and response times are to be suspended, pending further notice.



Once the scope of events have been determined, and the resources committed to the event response have been identified, then the CEO and GM CIS will continue to consult in order to determine which parts of the Plan are to be reactivated and when.

The community will be informed about the suspension or reduction of the standards and how that work to be carried out will be prioritised and the likely duration of the suspension or reduction in standard.

Details of the incident that led to these Exceptional Circumstances and the process that followed shall be recorded and stored with the Plan.

5 Management Systems

5.1 Management System

Council's process of managing its roads assets includes recording and documenting:

- Proactive inspections of road assets;
- Reactive inspections of assets based on customer requests; and
- Condition inspections of long-life network assets.

This information is recorded in Council's Asset Management Information System and then used to develop the following works programs for road related assets:

- the annual maintenance works plan;
- the annual capital works program;
- the 4-year capital works program; and
- the Long Term Financial Plan (asset renewal);

and provide input into the contract standards and specifications for the Civil Infrastructure Maintenance Services Contract.

A key feature of Council's management system is to Council officers through the use of technology and computer systems to deliver service to the community in accordance with the performance standards of the RMP within the statutory framework of the Act. The management system by which the components referred to in the RMP Plan will be undertaken are detailed in the following



City of Port Phillip Road Management Plan

5.2 Records of Inspections and Maintenance Works

Records of all inspections and maintenance works undertaken on the Council road network shall be kept to meet the requirements of the Road Management Act and this Plan. In particular, defects shall be identified and prioritised before rectification/repair works are undertaken.

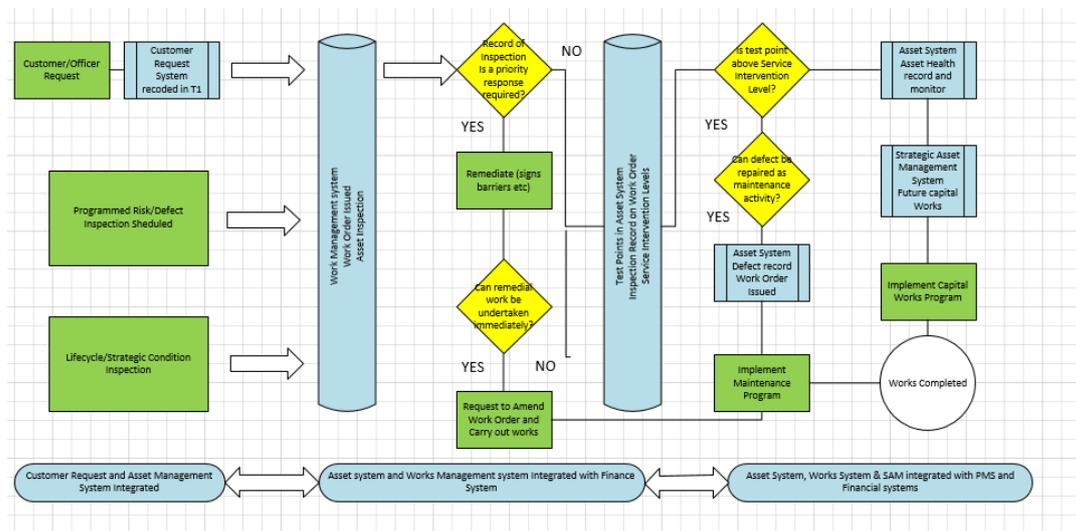


Figure 4- Management system to inspect, repair and maintain roads



5.3 Road Reserve Proactive Inspection Management

The Road Reserve Proactive inspections under the RMP are scheduled and completed within Council’s Asset Management Information System (AMIS), which includes a work scheduling and management system. Details of the asset are provided through an electronic mobile device linked to the AMIS. Intervention defects and hazards are identified against the road reserve segment ID. Each defect/hazard is photographed and stored in the AMIS.

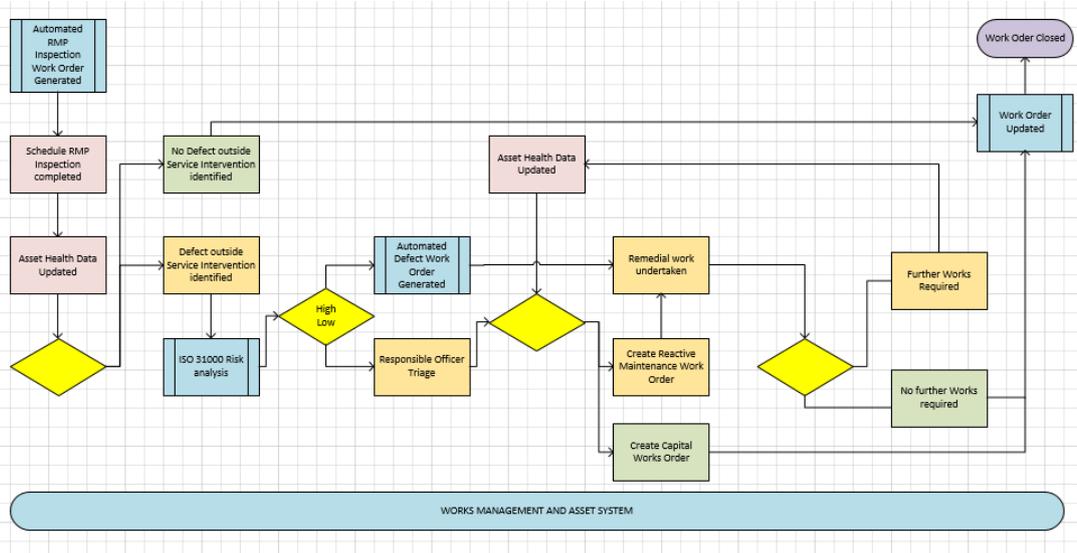
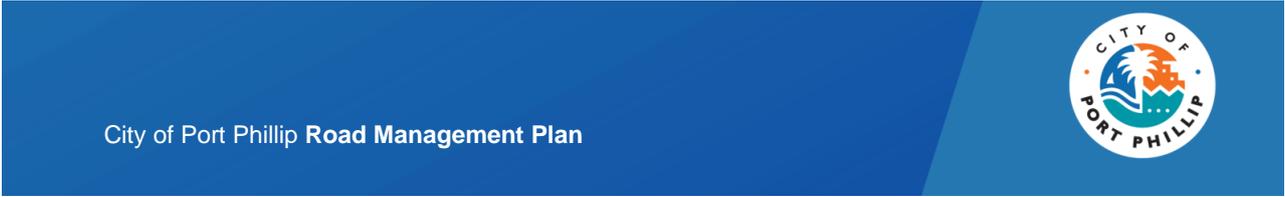


Figure 5- Proactive Works Management system



5.4 Road Reserve Reactive Inspection Management

Road Reserve defects and hazards that are identified by the community may be reported to Council via the Council’s Customer Request system which is integrated with Councils Asset and works management systems. This will include issues reported by telephone, email, in person or via Council’s website. All Road Reserve notifications that are made in the CRM system are automated to the AMIS Works Management System and placed in the work triage queue of the responsible department. Road reserve defects and hazards are then treated as reactive inspections within the Works Management System.

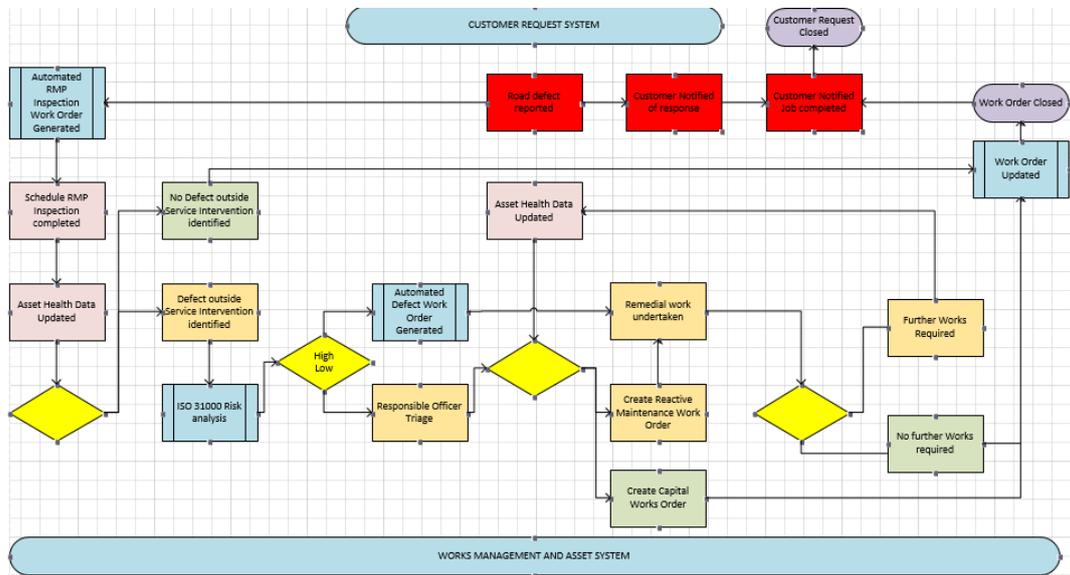


Figure 6- Reactive Works Management system

5.5 Maintenance Works Program

Works programs are developed from both the reactive CRM requests and the proactive inspection program works based on the required timelines to complete the works. The works program provides a proactive approach to maintenance or other works required by assessing the existing condition to determine if it is below, meeting or above the required standard as specified. Works that are considered to be non-urgent and beyond the maintenance scope of works will be referred to Council’s capital works program

5.6 Asset Information



All Asset information on key attributes is entered and stored on Council's Asset Management Information System and GIS databases. The One Council database are live, integrated and updated with Inspection, defects and work order information. New assets are created or disposed of or are renewed through the Project Management System and Capital Works Programs. All maintenance schedules are created at the time assets are made "in use" and commissioned.

5.7 Relevant policy, regulations or legislation

[Road Management Act \(2004\)](#)

[Local Government Act \(1989\)](#)

[the Road Management \(Works and Infrastructure\) Regulations 2015](#)

[Code of Practice – Management of Infrastructure in Road Reserves.](#)

[Code of Practice – Operational Responsibility for Public Roads \(2004\).](#)

[A Guide to Working in the Road Reserve 2015](#)

[Register of Public Roads](#)

[Source: City of Port Phillip Principal Pedestrian Network – July 2013](#)

[Laneways in heritage overlay areas](#)

6 Attachments

- Appendix A- Municipal Boundary
- Appendix B- Proactive Hazard Inspection
- Appendix C- Hazard Response Times
- Appendix D- Road Asset Condition Inspections
- Appendix E- List of Arterial Roads
- Appendix F- List of Shopping Centres
- Appendix G- Road Classification Map
- Appendix H- Footpath Hierarchy Map



7 Appendix A: MUNICIPAL BOUNDARY ROADS

The roads set out below form the common boundaries between City of Port Phillip and the adjoining Municipalities:

Boundary Road	From	To	Boundary Location	Classification	Adjoining Municipality
Todd Road	Port Phillip Bay	Williamstown Road	Full width of road from Port Phillip Bay to the entrance of Perc White Reserve then centre of road	Collector Road	City of Melbourne
Todd Road	Williamstown Road	West Gate Freeway	Centre of road	Arterial Road	City of Melbourne
West Gate Freeway	Kings Way	Todd Road	South boundary of freeway reserve	State Freeway	City of Melbourne
Kings Way	West Gate Freeway	Dorcas Street	Centre of road	State Highway	City of Melbourne
Dorcas Street	Kings Way	St Kilda Road	Centre of road	Municipal Road	City of Melbourne
St Kilda Road	Dorcas Street	High Street	Centre of road	Arterial Road	City of Melbourne
High Street	St Kilda Road	Punt Road	Centre of road	Arterial Road	City of Melbourne
Punt Road	High Street	Queens Way	Centre of road	State Highway	City of Stonnington
Queens Way	Punt Road	Chapel Street	Centre of road	State Highway	City of Stonnington
Dandenong Road	Chapel Street	Orrong Road	Centre of road	State Highway	City of Stonnington

City of Port Phillip Road Management Plan 2021



Boundary Road	From	To	Boundary Location	Classification	Adjoining Municipality
Orrong Road	Dandenong Road	Inkerman Street	Centre of road	Municipal Road	City of Glen Eira
Inkerman Street	Orrong Road	Hotham Street	Centre of road	Municipal Road	City of Glen Eira
Hotham Street	Inkerman Street	Brighton Road	Centre of road	Arterial Road	City of Glen Eira
Brighton Road	Hotham Street	Glen Huntley Road	Centre of road	State Highway	City of Glen Eira
Glen Huntley Road	Brighton Road	St Kilda Street	Centre of road	Arterial Road	City of Bayside
St Kilda Street	Glen Huntly Road	Head Street	Centre of road	Arterial Road	City of Bayside
Head Street	Ormond Esplanade	Port Phillip Bay	Centre of road	Municipal Road	City of Bayside



8 Appendix B: Proactive Hazard Inspection Frequencies

ROADWAY

Asset Type	Major (Sub-arterial) Road	Collector Road	Local Road	Laneway	Major Carpark	Minor Carpark
Road Pavement	3 monthly	6 monthly	Annually	2 yearly	3 monthly	Annually
Pavement Line Marking	3 monthly	6 monthly	Annually	2 yearly	3 monthly	Annually
Kerb & Channel/Edging	3 monthly	6 monthly	Annually	2 yearly	3 monthly	Annually
Traffic Control Devices	3 monthly	6 monthly	Annually	2 yearly	3 monthly	Annually
Drainage Pits	3 monthly	6 monthly	Annually	2 yearly	3 monthly	Annually
Council own Bridges (Level 1)	N/A	N/A	Annually	N/A		
Road Signs	3 monthly	6 monthly	Annually	2 yearly	3 monthly	Annually
Road Furniture	3 monthly	6 monthly	Annually	2 yearly	3 monthly	Annually

City of Port Phillip Road Management Plan 2021



FOOTPATH AND SHARED PATHWAYS (UPDATING DATA)

Asset Type	Primary Pedestrian Route	Secondary Pedestrian Route	Other Pedestrian Route	Major Shopping	Local Shopping
Footpath, Shared Paths & Paved Areas ²	Annually	Annually	Annually	3 monthly	6 Monthly

¹ Note: The same proactive footpath inspection frequencies apply on arterial roads where Council is the Responsible Road Authority as per the RMA Code of Practice – Operational Responsibility for Public Roads



9 Appendix C: Hazard Response Times

An appropriate hazard response will include inspection and installation of temporary control measures (provision of warning signs, barriers, and traffic control) and/or remedial repairs. The response times in business working days excluding weekends and public holidays is measured from the reporting time of the hazard and issuing work order by the maintenance team to repair, secure the site or otherwise resolve. Data collected for defects below the standard intervention level is recorded for asset management purposes. There is no guarantee that any action will be taken on defects below the intervention level as it is considered safe.

In some situations where the hazard cannot be repaired within the timeframes specified due to lack of resources or budget a temporary repair will be carried out until the permanent works will be planned as part of maintenance or capital works programs.

Safety is the primary factor for response times.

Table of intervention level and treatment standards for defects:

Description	Intervention level	Treatment
Trip Point	Less than 10mm	No Action (safe)
	from 10mm to 25mm	Grind or place on work program
	From 25mm to 75mm	asphalt fillet or place on works program
	greater than 75mm	make level by patching or resurfacing or reconstruction
Heaving	greater than 75mm over 1.2m straight edge	make level by patching or resurfacing or reconstruction
Ponding	greater than 75mm over 1.2m straight edge	make level by patching or resurfacing or reconstruction

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Three types of hazard response:

RESPONSE	DESCRIPTION	ACTION / RESPONSE TIME	SYSTEM PRIORITY DESCRIPTION
Immediate	potential to cause injury to person or property	Provide temporary repair within two hours.	P1-HSE (Priority 1- Critical/HSE Issue)
Urgent	will have the potential to cause injury to persons or property	Rectify by the end of the next working day.	P2-HIGH (Priority 2- High)
Non-Urgent	Routine Maintenance works where the condition is not immediate or urgent.	The condition must be repaired within the times set out in P3 or P4 below.	P3- MED (Priority 3- Medium) P4- LOW (Priority 4- Low)

City of Port Phillip Road Management Plan

**P3- Medium : Asset preservation then permanent repair by the end of next two working days:**

Asset Type	Material and extent of defects	Defect Intervention Level	Response Time Major Roads	Response Time Collector Roads	Response Time Local Roads
Road Pavement including carparks	Asphalt Pavement (area is less than or equal 2m ²)	<ul style="list-style-type: none"> * Patching pothole with diameter greater than or equal 300mm and depth greater than or equal 50mm * Regulate and level wheel rut, mounding or depression when rut/depression is greater than 50mm * crack width is greater than 20mm (excluding crocodile cracking greater in area than one square metre) 	48 hours (Two working days)	48 hours (Two working days)	48 hours (Two working days)

City of Port Phillip Road Management Plan 2021



Asset Type	Material and extent of defects	Defect Intervention Level	Response Time Major Roads	Response Time Collector Roads	Response Time Local Roads
	Concrete paving (area is less than or equal 2m ²)	cracked, moved, loose areas etc. when the level difference between concrete slabs, cracks, missing and broken pieces.			
	Bluestone and Segmental pavement (area is less than or equal 2m ²)	potholes, steps greater than 75mm, depression and loose pavers or pavers			
Footpath and Shared Paths	Asphalt Pavement (area is less than or equal 2m ²)	vertical displacement is greater than 50mm isolated potholes in footpath area when diameter is exceeding 300mm and 25mm in depth (except repairs as part of work carried out on tree roots)	48 hours (Two working days)	48 hours (Two working days)	48 hours (Two working days)

City of Port Phillip Road Management Plan



Asset Type	Material and extent of defects	Defect Intervention Level	Response Time Major Roads	Response Time Collector Roads	Response Time Local Roads
	<p>Concrete paving (area is less than or equal 2m²)</p>	<p>grind(Joint step less than 25mm) or replace paved area where sunk, cracked, moved or loose etc.: * vertical displacement (mounding/ depression) greater than 50mm * heaving over 1.2m straight edge greater than 75mm * Ponding over 1.2m straight edge greater than 40mm</p>			
	<p>Segmental pavement (area is less than or equal 2m²)</p>	<p>differential movement of adjoining pavers (intervention level in the table above)</p>			
K&CH	<p>Concrete and bluestone Kerb & Channel (length</p>	<p>damaged, sunk, cracked, moved kerb and channel</p>	48 hours (Two working days)	48 hours (Two working days)	48 hours (Two working days)

City of Port Phillip Road Management Plan 2021



Asset Type	Material and extent of defects	Defect Intervention Level	Response Time Major Roads	Response Time Collector Roads	Response Time Local Roads
	less than or equal 6m)				
Drainage Pits	Pits covers, grates, surrounds and any pit cover related works	pit covers/lids/grates/lintels or frames - missing, broken, damaged, loose etc.	48 hours (Two working days)	48 hours (Two working days)	48 hours (Two working days)
Bridges		The repair, cleaning & maintenance of decks, joints, footings, abutments, wingwalls, superstructures	48 hours (Two working days)	48 hours (Two working days)	48 hours (Two working days)

City of Port Phillip Road Management Plan



C2. For non-urgent defects: installation of temporary control measures/ temporary repair then programmed repair within works program:

Asset Type	Material and extent of defects	Defect Intervention Level	Response Time Major Roads	Response Time Collector Roads	Response Time Local Roads
Road Pavement	Pavement Patching (area is greater than 2m ²)	all potholes, regulate wheel ruts and depression, edge repairs etc.	12 months	24 months	24 months
	Concrete paving (area is greater than 2m ²)	Repair/Replacement of all or part of existing concrete		24 months	24 months
	Bluestone Pitcher / Segmental Paving (area is greater than 2m ²)	Repair/Replacement of all or part of existing bluestone laneways or segmental paved area		24 months	24 months
	Reconstruction (area is greater than 2m ²)	treatment of major failed pavement areas by replacement		24 months	24 months
	Resurfacing (area is greater than 2m ²)	Surface treatment (Resealing or resheeting) of asphalt pavement to maintain the integrity of the pavement surface		24 months	24 months

City of Port Phillip Road Management Plan 2021



Asset Type	Material and extent of defects	Defect Intervention Level	Response Time Major Roads	Response Time Collector Roads	Response Time Local Roads
	Crack Sealing (area is greater than 2m ²)	seal cracks when pavement crack generally greater than 2mm in width		24 months	24 months
Footpath and Shared Paths	Asphalt and Concrete footpaths (area is greater than 2m ²)	<p>sunk, cracked, moved etc. when:</p> <ul style="list-style-type: none"> * Level difference between concrete slabs/pavers greater than 10mm * Cracked, missing and broken pieces * Heaving and settling (caused by tree roots etc.) greater than specified <p>degraded pavement and a potential hazard to pedestrian, affected access, creates a backfall on the footpath or pooling of water</p>	12 months	24 months	24 months

City of Port Phillip Road Management Plan



Asset Type	Material and extent of defects	Defect Intervention Level	Response Time Major Roads	Response Time Collector Roads	Response Time Local Roads
K&CH	Concrete and bluestone Kerb & Channel (length is greater than 6m)	sunk, cracked, moved etc. when: * heaving and settling (caused by tree roots etc.) * missing and displaced pieces * holding significant water (ponding greater than 40mm in depth) * likely to create a trip hazard, become health hazard or likely to deteriorate rapidly	12 months	24 months	24 months
Drainage Pipes & Pits	Programmed Repairs	short sections of unserviceable pipe	12 months	24 months	24 months
Pavement Marking	Raised Reflective Pavement Marking (RRPM)	RRPMs should be replaced when more than 15% are missing or not reflecting	12 months	24 months	24 months
	replacement of worn out road markings including car parking, Statcon, school crossing, rail crossings	Repaint worn road marking when more than 30% of the marking is worn through.	12 months	24 months	24 months

City of Port Phillip Road Management Plan 2021



Asset Type	Material and extent of defects	Defect Intervention Level	Response Time Major Roads	Response Time Collector Roads	Response Time Local Roads
Bridges	Programmed Repairs	Repairs to restore the structure to a safe and functional condition.	12 months	24 months	24 months

City of Port Phillip Road Management Plan



10 Appendix D: Road Asset Condition Inspections (Network Assets)

Asset type	Frequency
Road Pavements (including Right of Ways)	3 yearly
Kerb and Channel/edging	3 yearly
Footpaths and Paved areas	3 yearly
Bridges (Level 2 Inspection)	3 yearly



11 Appendix E: List of State Arterial Roads

Road Name	Start	End	Location
Albert Road	Kingsway	Canterbury Road	South Melbourne
Bay Street	Beach Street	Pickles Street	Port Melbourne
Beach Road (Beaconsfield Parade/Jacka Boulevard / Marine Parade/Ormond-Esplanade)	Bay Street	Head Street	Albert Park – Middle Park – St Kilda West – St Kilda – Elwood
Barkly Street (Hoddle Main Road)	Ormond Esplanade	St Kilda Road	Elwood – St Kilda
Canterbury Road	Albert Road	Fitzroy Street	Middle Park – St Kilda West
Carlisle Street	Barkly Street	Hotham Street	St Kilda - Balaclava
City Road	Pickles Street	West Gate Freeway	South Melbourne - Southbank
Clarendon Street	West Gate Freeway	Albert Road	Southbank – South Melbourne
Ferrars Street	City Road	Kerferd Road	South Melbourne – Albert Park
Fitzroy Street	St Kilda Road	Canterbury Road	St Kilda
Glen Eira Road	Brighton Road	Hotham Street	Ripponlea
Glenhuntly Road	Marine Parade	St Kilda Street	Elwood
Glenhuntly Road (east bound lane)	St Kilda Street	Nepean Hwy	Elwood
Graham Street	Williamstown Road	Bay Street	Beacon Cove – Port Melbourne

City of Port Phillip Road Management Plan



Road Name	Start	End	Location
High Street (west bound lane)	St Kilda Road	Punt Road	Melbourne
Hotham Street (north bound lane)	Brighton Road	Inkerman Street	Balaclava
Hotham Street	Inkerman Street	Dandenong Road	St Kilda East
Kings Way	Queens Road	St Kilda Road	Melbourne
Montague Street	West Gate Freeway (ramp)	City Road	South Melbourne - Port Melbourne
Normanby Road	Ingles Street	West Gate Freeway	South Melbourne
Plummer Street	Graham Street	Prohasky Street	Port Melbourne
St Kilda Road (north bound c/way)	Dorcas Street	High Street	South Melbourne - Melbourne
St Kilda Road	High Street	Dandenong Road	Melbourne
St Kilda Street (north bound lane)	Ormond Esplanade	Glenhuntly Road	Elwood
Todd Road (south bound lane)	West Gate Freeway (ramp)	Williamstown Road	Port Melbourne
Union Street	Queens Road	St Kilda Road	Melbourne
Williamstown Road	Ingles Street	Todd Road	Port Melbourne

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12 Appendix F: List of Shopping Centre

SHOPPING CENTRES	CLASS
Acland Street - from Barkly St. to Robe St. (With Esplanade intersections, Carlisle Street to Barkly Street, and Shakespeare Grove)	Major
Bay Street - from Graham St. to Ingles St., (with Crockford St. between Bay St. and Ingles St. including Graham St. intersection)	Major
Bridport Street – from Ferrars Street to Merton Street (with Dundas Pl and Montague Street to O'Grady Street)	Major
Carlisle Street – from St Kilda Road to Carlisle Avenue (with Camden Street and Nelson Street between Carlisle St and Alfred St)	Major
Clarendon Street – from Westgate Street to Napier Street	Major
Fitzroy Street – from St Kilda Road to The Esplanade (With Grey Street to Dalgety Street)	Major
South Melbourne Market - (York Street and Coventry Street between Ferrars Street and Clarendon Street, Cecil Street between York Street and Coventry Street)	Major
Armstrong Street – from Canterbury Road to Neville Street	Local
Barkly Street - from Blessington Street to Inkerman Street with Grey Street to Gurner Street	Local
Centre Av – from Howe Parade to Dunstan Parade	Local
Glen Eira Road – from Hotham Street to Rail line	Local
Ormond Road – from Glen Huntly Road to Pine Avenue	Local
Park Street – from Moray Street to Cecil Street	Local
Victoria Avenue – from Beaconsfield Parade to Richardson Street (right hand side)	Local
Victoria Avenue – from Moubray Street to Merton Street	Local

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City of Port Phillip Road Management Plan

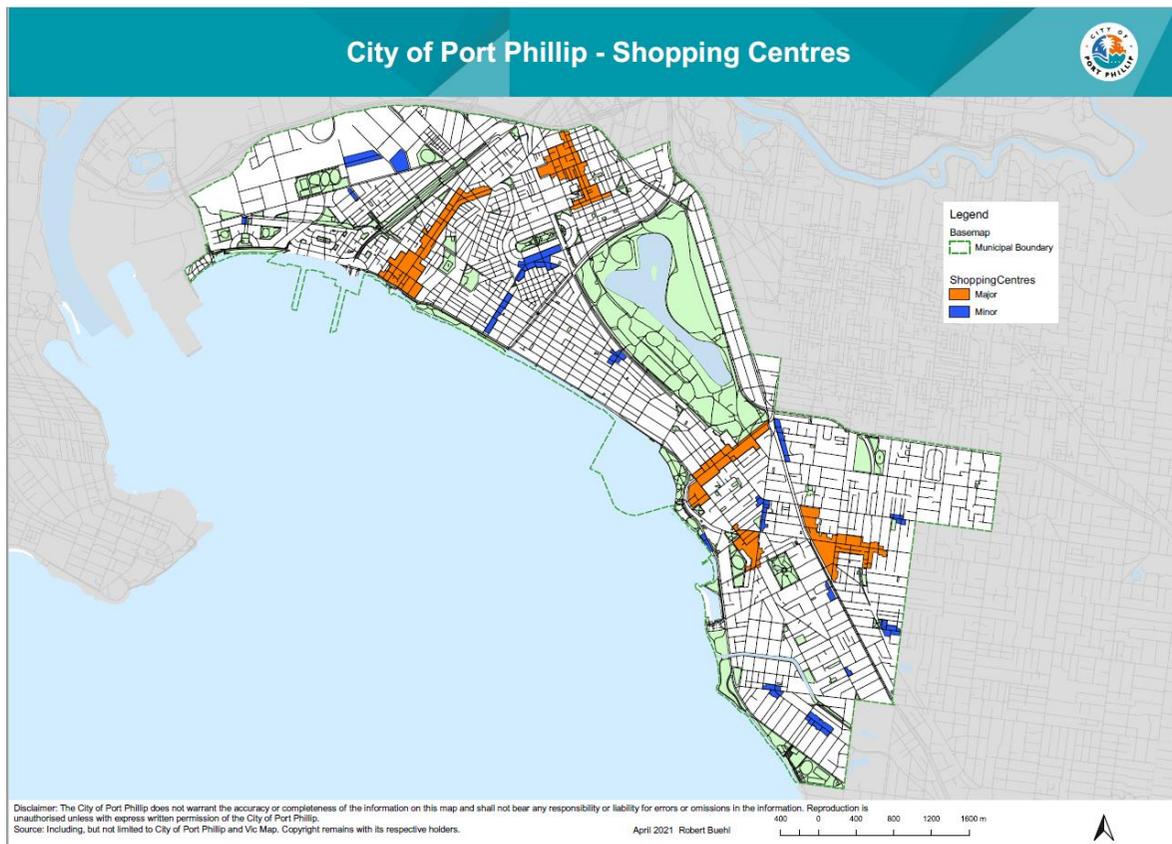


SHOPPING CENTRES	CLASS
City Road and Montague Street (B/w Boundary Street and Thistlethwaite Street and with Montague Street intersection)	Local
Corner Addison Street and Meredith Street	Local
Corner Montague Street and Park Street	Local
Corner Williamstown Road and Graham Street	Local
Cowderoy Street and York Street Roundabout	Local
St Kilda Road - Argyle Street to Inkerman Street (outbound)	Local
St Kilda Road - Octavia Street to Alma Road (outbound)	Local
Tennyson Street - Scott Street to Coleridge Street	Local
Station Pier Street	Local
Corner Wellington Street and St Kilda Road	Local
Corner Chapel Street and Dandenong Road	Local
Blessington Street both sides with Barkly Street Intersection	Local
Brighton Road - Milton Street and Hennessy Avenue	Local
Brighton Road - Chapel Street to Brunning Street	Local
Corner Inkerman Street to Hotham Street	Local

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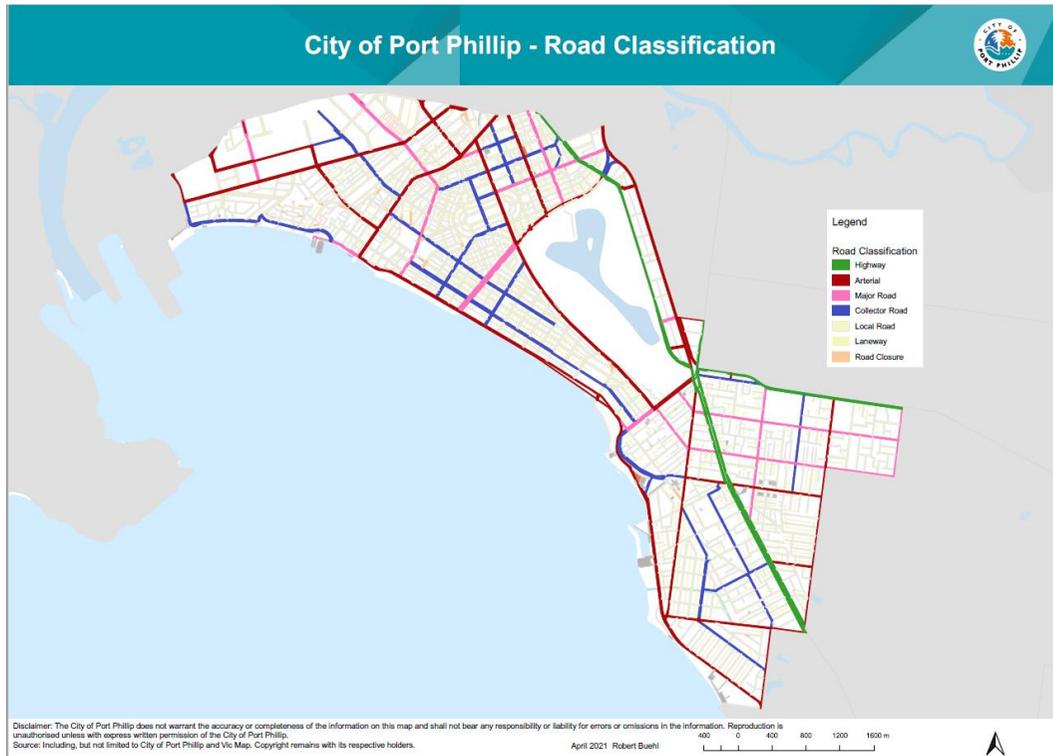
Map of Shopping Centre



City of Port Phillip Road Management Plan



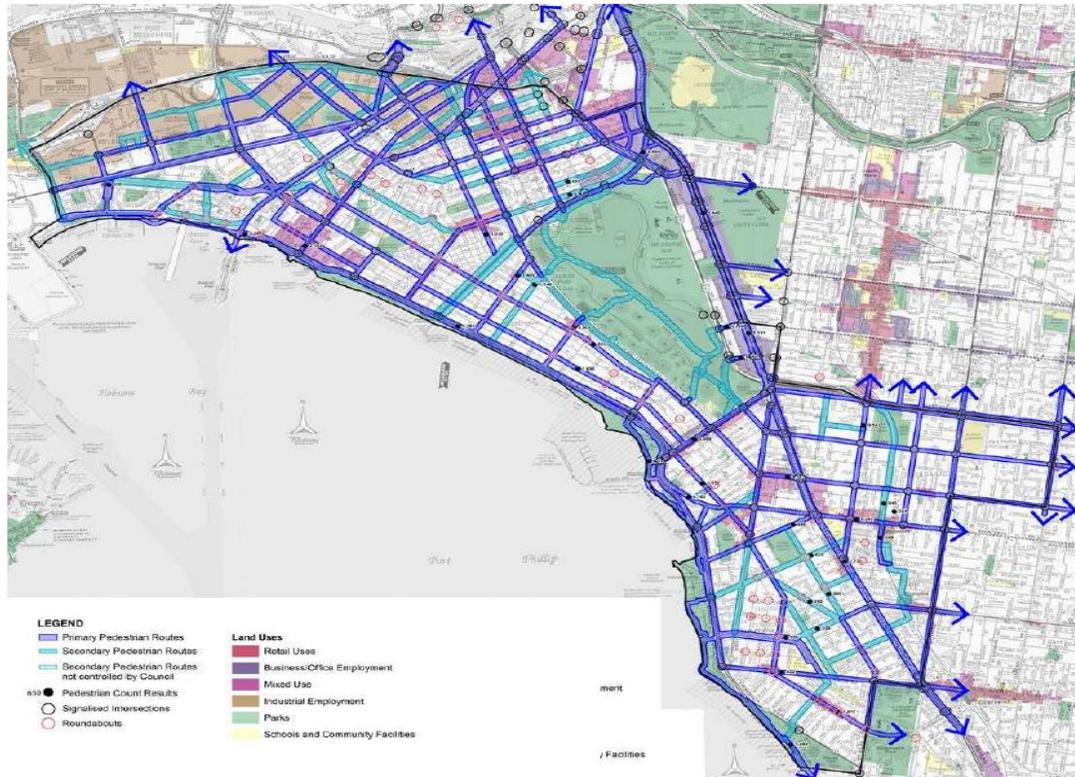
13 Appendix G: Road Classification Map





City of Port Phillip Road Management Plan 2021

14 Appendix H: Footpath Hierarchy Map



PRINCIPAL PEDESTRIAN NETWORK



Road Management Plan (RMP) 2025





Guideline Governance

Responsible Service / Department:

Property and Assets

Adoption authorised:

Council

Date of adoption:

TBC

Date effective from:

TBC

Content Manager folder:

[Insert Text]

Content Manager file:

[Insert Text]

Endorsed CEO or ELT member or department manager to make and approve document editorial amendments:

ELT

Annual desktop review date:

July

Review date:

TBC

Completion date:

July 2025

Version number:

[Insert Text]

Stakeholder review and engagement:

Transport Working Group

Relevant Legislation:

Road Management Act 2004 (Vic)

Associated Strategic Direction #:

Well Governed Port Phillip



Associated instruments:

Council Register of Public Roads

Supersedes:

Road Management Plan 2021

Review history: 2013-2017

Name	Content Manager File Reference	Date	Description of Edits
Road Management Plan 2013	Footpath Hierarchy table p14	15/3/2015	As specified in the Principal Pedestrian Network (PPN) for The City of Port Phillip
Road Management Plan 2013	2.8 Trees P17	15/3/2015	As recommended by MAV Insurance
Road Management Plan 2013	Response Time p20	15/3/2015	As specified in the new Maintenance Contract
Road Management Plan 2013	Appendix B Proactive Inspection	30/3/2015	To match the new Maintenance Contract
Road Management Plan 2013	Appendix C Hazard Response Times p26	30/3/2015	To match the new Maintenance Contract
Road Management Plan 2013	Appendix F List of Shopping Centres and map	03/06/2015	To match the new Maintenance inspection
Road Management Plan 2013	Trees	1/12/2015	New section for trees added
Road Management Plan 2013	Shared paths	1/12/2015	New definition and inspection frequencies added

City of Port Phillip Road Management Plan 2025

**Review History 2017-2021**

Name	Content Manager File Reference	Date	Description of Edits
Road Management Plan 2017	Introduction	24/4/2017	Minor Amendments to wording as recommended by MAV
Road Management Plan 2017	Footpath Hazards	24/4/2017	As recommended by MAV Insurance
Road Management Plan 2017	Response Time p22	24/3/2017	As recommended by MAV Insurance

Name	Content Manager File Reference	Date	Description of Edits
Road Management Plan 2021	Road Management Plan 2021	24/5/2021	RMP Review as per s54(5) of <i>Road Management Act 2004</i> Amendments summary (refer to RMP Review Report 2021 for detail): New sub-section Management policy in relation to Laneways and Passageways

Review History 2021-2025

Name	Content Manager File Reference	Date	Description of Edits
Road Management Plan 2025	Road Management Plan 2025	TBC	RMP Review as per s54(5) of <i>Road Management Act 2004</i> Amendments summary (refer to RMP Review Report 2021 for detail): New sub-section Management policy in relation to Laneways and Passageways

City of Port Phillip Road Management Plan DRAFT 2025



Please consider the environment before printing.



Definitions

Terms used in this RMP have the same meaning as the specific definitions included in the Act unless stated to the contrary. The definition of “road” is as per [The Road Management Act 2004 - section 3](#) and “public road” is as per [the Road Management Act section 17](#).

Table 1 Definition of terms

Term	Definition
Act	Road Management Act 2004
Business days	Monday to Friday excluding public holidays in Victoria.
Business hours	Means 8.30am to 5pm on business days.
Coordinating Road Authority	The organisation which has the responsibility to co-ordinate works in accordance with the Road Management Act 2004 . Generally, if the road is a freeway or arterial road, this will be Head of Transport for Victoria. Generally, if the road is a municipal road, this will be Council.
Council	Refers to the City of Port Phillip Council
Defect	Localised failure in a public road or road infrastructure, i.e. pothole, joint displacement; damaged street furniture. Defects below the specified intervention level are considered acceptable defects not requiring repair.
Defect intervention level	The extent at which point a defect nominated in the RMP will invoke a response to the standard set out in the Appendix; It is expected that the intervention levels established may change over time in relation to Council assets and resource allocations.
Demarcation Agreement	A formal agreement between Council and another organisation that defines areas of responsibility.
Discontinuance	In the context of this Policy, discontinuance relates to the act and formal processes associated with the discontinuance of a road as per section 12 of the RM Act and Schedule 10 of the <i>Local Government Act 2020</i> .
Gazetted	Has been published by Council in an official gazette (a publication that has been authorised to publish public or legal notices).



Term	Definition
Hazard	An event, defect, condition or substance, which has the potential to cause harm to property or the health and safety of persons in their use of road infrastructure.
Inspection frequency	Period between scheduled inspections of the road to identify hazards.
Level of service	The performance measurement of road infrastructure, relating to the quality, reliability, responsiveness, quantity, accessibility and cost achievable based on Council's resourcing and addresses community expectations.
LG Act	<i>Local Government Act 2020.</i>
Maintenance	Execution of all works of any description which are required to keep the road or infrastructure in the state of utility determined in accordance with the Road Management Act 2004 or any other act to be appropriate.
Motor Vehicle	Refers to a vehicle that is propelled by an in-built motor and is intended to be used on a roadway. This does not include a motorised wheelchair or mobility scooter which is incapable of travelling at a speed greater than 10 km/h and is solely used for the conveyance of an injured or disabled person.
Municipal Road(s)	Road for which the municipal council is the co-ordinating road authority. The <i>Road Management Act 2004</i> imposes specific duties on the municipal council with respect to the inspection, repair and maintenance of these roads and associated road-related infrastructure.
Non-Road Infrastructure	Refers to infrastructure in, on, under or over a road, which is not road infrastructure. This includes (but is not limited to) such items as gas pipes, water and sewerage pipes, cables, electricity poles and cables, tram wires, rail infrastructure, bus shelters, public telephones, mailboxes, roadside furniture and fences erected by utilities, or providers of public transport.
Other roads	Include roads in state forests and reserves, and roads on private property. Municipal councils are not responsible for the inspection, repair or maintenance of these roads.



Term	Definition
Pathway	Refers to a footpath, bicycle path, shared path or other area that is constructed or developed by Council for members of the public (not motor vehicles) to use. Pathways may be further categorised as: · Footpaths – pathways designated solely for use by foot traffic (and limited mobility devices such as wheelchair users) · Bicycle pathways – pathways designated solely for use by cyclists, scooters and the like but excluding foot traffic, and · Shared pathways – pathways designated for use by riders of bicycles, the riders of electric scooters and pedestrians.
Plan	Refers to this Road Management Plan (RMP).
Primary Access	In the context of this Policy, primary access for a property refers to the local street(s) or main road(s), in cases where the property has access from both a street/main road and a laneway or passageway. For properties accessed only from a laneway, the laneway is the primary access.
Private road	A road on private property that is not a public road, has not been constructed by Council and Council is not the responsible road authority.
Public Highway	This plan refers to a 'public highway' within the meaning of section 3 of the RM Act and section 3 of the LG Act.
Public Road	This plan refers to a 'public road' within the meaning of section 17 of the RM Act.
Response times	means the business hour time the defect is identified as exceeding the acceptable intervention level and work order issued by Council's maintenance team to repair or make defects safe to carry out temporary or permanent repairs later.
Right of Passage	This plan refers to 'right of passage' within the context of the rights of road users to access roads within the meaning of section 8 of the RM Act.
RMP	City of Port Phillip Road Management Plan.
Road Register	City of Port Phillip Register of Public Roads.
Road related infrastructure	Refers to infrastructure installed or constructed by the relevant road authority to either facilitate the operation or use of the roadway or pathway, or support or protect the roadway or pathway.



Term	Definition
Road reserve	Refers to the area of land that is within the boundaries of a road.
Roadside	Refers to any land that is within the boundaries of the road (other than shoulders) which is not a roadway or pathway. This includes land on which any vehicle crossing or pathway, which connects from a roadway or pathway on a road to other land, has been constructed. Example: any nature strip, forest, bushland, grassland or landscaped area within the road reserve would be considered roadside.
Roadway	Refers to the area of a public road that is open to, or used by, the public, and has been developed by a road authority for the driving or riding of motor vehicles. This does not include a driveway providing access to a public road, or other road, from adjoining land.
Secondary Access	In the context of this Policy, secondary access for a property refers to the laneway or passageway, where the property also has access from a street or main road.
Shoulder	Refers to the cleared area, whether constructed or not, that adjoins a roadway to provide clearance between the roadway and roadside. This does not refer to any area that is not in the road reserve.



1 Introduction

1.1 Purpose of the Road Management Plan

The RMP is an operational plan of Council and has been developed by the City of Port Phillip Council in accordance with the *Road Management Act 2004* (the “Act”). The principal objective of road management, according to the Act, is to ensure that a network of roads is provided for the movement of persons and goods as part of an integrated transport system and that road reserves are available for other appropriate uses.

Section 50 of the *Road Management Act 2004* sets the following objectives for a municipal road management plan:

- a) to establish a management system for the road management functions of a road authority which is based on policy and operational objectives and available resources; and
- b) to set the relevant performance standard in relation to the discharge of duties in the performance of those road management functions.

Although it is termed a ‘plan’ in the legislation, it is functionally an operational protocol document – describing the systems and rules we use to make decisions and meet obligations within our available resources. The plan forms part of a larger Asset Management Framework related to maintenance and operations.

For the avoidance of doubt, this Plan is a road management plan for the purposes of s.39 of the *Road Management Act 2004*.

To achieve the objectives, the RMP provides details in the following key management areas that are central to Council’s role as the road authority for municipal public roads:

- a) provide descriptions of the types of road and road-related infrastructure assets included in the RMP (section 2, Road Asset Description);
- b) set up a road and pathway hierarchy classification to facilitate the setting of performance standards (section 3, Maintenance Category);
- c) set relevant performance standards for the discharge of Council’s duties (section 4, Performance Standards); and
- d) set details of the management for the discharge of Council’s duties (section 5, Management System).

In order to meet economic, social, safety and environmental expectations of the community, careful consideration must be taken in setting achievable maintenance operation targets and asset management programs.

The Act gives power to a road authority to determine the standards to which the relevant road authority will construct, inspect, maintain and repair roadways, pathways, road infrastructure and road related infrastructure.



This RMP determines levels of service by taking into consideration the affordability, available resources and risks related to maintenance and ongoing asset performance. Intervention levels have been set in line with current 'industry practices' and reflect Council's ongoing commitment to providing the community with affordable road infrastructure that meets reasonable community expectations

1.2 Legislation guiding this Plan

In addition to the *Road Management Act 2004*, the plan also considers the following Acts, regulations and codes of practice:

- *Local Government Act 2020*
- Ministerial Codes of Practice
- *Road Management (General) Regulations 2016*
- *Road Management (Works and Infrastructure) Regulations 2015*
- *Road Safety Act 1986*
- *Wrongs Act 1958*
- [Code of Practice – Management of Infrastructure in Road Reserves](#)
- [Code of Practice – Operational Responsibility for Public Roads \(2004\)](#)
- [A Guide to Working in the Road Reserve 2015](#)

1.3 Strategic Alignment

The purpose of the RMP is aligned with and assists in the delivery of the following Council Plan strategic objectives:

Liveable Port Phillip: Port Phillip is a great place to live, where our community has access to high quality public spaces, development and growth are well managed, and it is safer and easy to connect and travel within.

Well Governed Port Phillip: Port Phillip is a leading local government authority, where our community and our organisation are in a better place as a result of our collective efforts.

Move, Connect, Live – Integrated Transport Strategy 2018-28: is aimed at delivering Council's commitment to:

- Supporting a well-connected transportation future for our City.
- Making it easy for people to move around connecting people with places in a way that suits them as our City grows.

Key focus areas for Move, Connect, Live are related to the 10-minute walking neighbourhoods:

- a) Prioritising safety and access
- b) Space for walking, socialising and play
- c) Boosting bike riding
- d) Partnering to deliver reliable, accessible and more frequent public transport
- e) Improved parking management
- f) Harnessing rapid advancements in new technology



Responsible management of road assets plays a vital role in the implementation of this strategy.

Parking Management Policy 2020: provides a framework for the ongoing management of our existing 53,000 on-street and 4,000 Council-managed off-street spaces used for parking.

The overarching objectives of the Policy are to:

- a) address the City's existing and future growth and transport challenges.
- b) provide fairer and more reliable access to parking in all locations and at all times.

Asset Management Policy 2021: has been adopted and its associated strategy framework have a direct link to the Council Plan through its budgetary and planning

1.4 What's included in this Plan.

The Plan is divided into seven sections:

1. Introduction
2. Rights and Responsibilities
3. Road Management Systems
4. Register of Public Roads
5. Other Considerations
6. Technical References
7. Attachments
 - a. Appendix A: Municipal Boundary Roads
 - b. Appendix B: Inspection Frequency and Condition Assessment Response Timeframes
 - c. Appendix C: Defect Intervention Levels and Repair Timeframes
 - d. Appendix D: List of State Arterial Roads
 - e. Appendix E: List of Shopping Centres

This Plan must be updated within a set period following a Council election in accordance with the Road Management Act and Regulations and Local Government Act. To align with Council's 'Best Value' approach, the RMP is a dynamic document subject to continuous improvement and review. Therefore, outside of this normal update cycle, changes may be required from time to time.

The following process will be used to manage these changes:

- If material changes are made to standards and specifications, a report will be presented to Council, along with a brief explanation as to why such changes are necessary.
- The review process must follow the steps as set out in the Road Management (General) Regulations 2016 Part 3 – Road Management Plans.
- When changes do not alter these technical aspects of road management, changes will be approved by the General Manager, Operations and Infrastructure.

These changes will be made in accordance with the processes prescribed by the *Road Management Act 2004*. To assist with version control, these changes will be numbered as follows:

City of Port Phillip Road Management Plan DRAFT 2025



- Versions presented to Council will be renumbered by whole numbers – for example, from Version 1.00 to 2.00.
- Those approved by the General Manager will be renumbered by decimals – for example, from Version 1.00 to 1.01.

While the plan will be updated periodically in line with legislative review periods and presented to council as required, the Road Register will be maintained on an ongoing basis. In addition, Section 14A of the Act allows for changes to road classification within declared project areas. In these individual cases the road register will be updated to reflect this. Where City of Port Phillip have followed a process to discontinue a public road, this process will require Council endorsement prior. The road register will be updated to reflect this, but the overall RMP plan will not require Council review and update.

1.5 Exceptional Circumstances

Council will make every effort to meet its commitments under this Plan.

However, there may be situations or circumstances that affect Council's business activities to the extent that it cannot deliver on the service levels of the RMP. These include but are not limited to: natural disasters, such as fires, floods, or storms, or a prolonged labour or resource shortage, due to a need to commit or redeploy Council staff and/or equipment elsewhere or due to the effects of pandemic and or government intervention.

1.5.1 Suspension of the Plan

In the event that the Chief Executive Officer (CEO) of Council has considered the impact of such an event on the limited financial resources of Council and its other conflicting priorities, and determined that the Plan cannot be met, then pursuant to Section 83 of the *Wrongs Act 1958*, the CEO will write to Council's Officer in charge of the Plan and inform them that some, or all, of the timeframes and responses in Council's Plan are to be suspended.

1.5.2 Reinstatement of the Plan

Once the scope of the event/s have been determined, and the resources committed to the event response have been identified, then there will be an ongoing consultation between Council's CEO and Council's Officer responsible for the Plan, to determine which parts of Council's Plan are to be reactivated and when.

1.5.3 Communication and Documentation of Plan Suspension

Council will provide information/statements to residents about the suspension or reduction of the services under its Plan, including:

- How the work that will be done has been prioritised; and
- The period for which it is likely to be affected.



This information will be provided by the Council on its website where its Plan is located and other channels as appropriate such as press releases or social media.

Where Council has suspended, in part or whole, its Plan, associated documents (e.g. communications, meeting minutes, schedules, etc.) will be recorded and stored.

Inspection and Repairs during Suspension

The suspension of the Plan will not necessarily mean that all inspections and repairs halt. However, it may mean that only certain categories of inspections and repairs are undertaken. These will be based on a risk assessment and resources available to the Council, taking into account the resources needed to address the impact of the trigger event. For example, some reactive inspections may take place and repair (temporary or permanent) of roads/footpaths which pose a high risk may be undertaken, depending on the resources available to the council and the accessibility of each asset.

1.6 Responsibility for the Plan

Overall responsibility for administering and implementing the Plan rests with:

The Head of Asset Management

City of Port Phillip

99 Carlisle Street

St Kilda Victoria 3182

Any queries or comments in relation to this RMP should be directed to them.

1.7 Availability of RMP & Associated Documents

This Plan and the Register of Public Roads are available for inspection, in hard copy format, at the St Kilda Town Hall, corner of Carlisle Street and Brighton Road, St Kilda during office hours: 8.30 am to 5.00 pm each working day.

An electronic version of the Plan and Register of Public Roads is available at the Port Phillip web site: www.portphillip.vic.gov.au



2 Rights and Responsibilities

2.1 Public Roads

The *Road Management Act 2004* (the “Act”) establishes the statutory framework for the management of public roads in Victoria. The Act, and any associated legislation as defined in the Act, applies to road authorities including the City of Port Phillip.

Public roads are defined in the *Road Management Act 2004* as including:

- a freeway
- an arterial road
- a road declared under section 204(1) of the *Local Government Act 2020*
- a municipal road declared under section 14(1) of the *Road Management Act 2004*
- a road in respect of which Council has made a decision that it is reasonably required for general public use and is included on the Register of Public Roads.

The general functions of a road authority are described within Section 34 of the *Road Management Act 2004*.

2.1.1 Co-ordinating and Responsible Road Authority

Section 35 of the *Road Management Act 2004* provides that a road authority has power to do all things necessary or convenient to be done for or in connection with the performance of its functions under the Act. Section 36 of the *Road Management Act 2004* outlines which road authority is the coordinating road authority. According to subsection (c), the coordinating road authority: *If the road is a municipal road, the municipal council of the municipal district in which the road or part of the road is situated.*

However, there are instances where several authorities are responsible for components of the road within the road reserve. Section 37 of the *Road Management Act 2004* identifies who is the responsible road authority in particular circumstances.

Council, as a recognised Roads Authority has a clear responsibility under the Act to effectively manage our municipal local road network. All State Arterial Roads as defined in Section 36 of the Act are Managed by Head of Transport Victoria. These Roads are defined in Appendix “E”

The Act provides that Council, as a road authority, has the general management functions of:

- Provision and maintenance of a network of roads for use by the community served by it;
- Management of the use of roads having regard to the primary purpose of a road is for the use by members of the public and that other uses are to be managed in a manner which minimises any adverse effect on the safe and efficient operation of the road and the environment;
- Management of traffic on roads in a manner that enhances the safe and efficient operation of roads;
- Design, construction, inspection, repair, maintenance and renewal of road and road infrastructure; and



- Co-ordinating the installation of infrastructure on roads in such a way as to minimise, as far as is reasonably practicable, any adverse impacts on the provision of utility or public transport services.

Council is responsible for the development of a Road Management Plan (RMP) in accordance with Division 5, Section 49-55 of the Act and has a statutory duty to inspect, maintain and repair its public roads as detailed in section 40 of the Act. This duty applies to any part of a public road which is a roadway, a pathway, a shoulder and road infrastructure.

The statutory duty imposed by subsection (1) of Section 40 of the Act does not create a duty to upgrade a road or to maintain a road to a higher standard than the standard to which the road is constructed.

In exercising these functions and powers under [the Act](#), Council will also comply with the following Codes of Practice and Regulations:

- [Code of Practice – Operational Responsibility for Public Roads \(2004\)](#);
- [Code of Practice – Clearways on Declared Arterial Roads \(2004\)](#)
- [Code of Practice – Road Management Plans \(2004\)](#)
- [Code of Practice - Management of Infrastructure in Road Reserves \(2016\)](#)
- [Code of Practice – Worksite Safety – Traffic Management \(2010\)](#)
- [Road Management \(General\) Regulations 2016](#)
- [Road Management \(Works and Infrastructure\) Regulations 2015](#)

2.2 Purpose of the Road Management Plan

The RMP is an operational plan of Council and has been developed by the City of Port Phillip Council in accordance with the *Road Management Act 2004* (the Act). The principal object of road management, according to the Act, is to ensure that a network of roads is provided for the movement of persons and goods as part of an integrated transport system and that road reserves are available for other appropriate uses.

The purpose of the RMP, as defined in Section 50 of the Act, is ensure that Council has a plan in place to achieve the following objectives:

- to establish a management system for the road management functions of a road authority which is based on policy and operational objectives and available resources; and
- to set the relevant standard in relation to the discharge of duties in the performance of those road management functions.

To achieve the objectives, the RMP provides details in the following key management areas that are central to Council's role as the road authority for municipal public roads: provide descriptions of the types of road and road-related infrastructure assets included in the RMP (section 2, Road Asset Description):

- set up a road and pathway hierarchy classification to facilitate the setting of performance standards



- set relevant performance standards for the discharge of Council's duties
- set details of the management for the discharge of Council's duties

In order to meet economic, social, safety and environmental expectations of the community, careful consideration must be taken in setting achievable maintenance operation targets and asset management programs.

The Act gives power to a road authority to determine the standards to which the relevant road authority will construct, inspect, maintain and repair roadways, pathways, road infrastructure and road related infrastructure.

This RMP determines levels of service by taking into consideration the affordability, available resources and risks related to maintenance and ongoing asset performance. Intervention levels have been set in line with current 'industry practices' and reflect Council's ongoing commitment to providing the community with affordable road infrastructure that meets reasonable community expectations.

To align with Council's 'Best Value' approach, the RMP is a dynamic document subject to continuous improvement and review.

2.3 Strategic Alignment

The purpose of the RMP is aligned with and assists in the delivery of the following Council Plan strategic objectives:

Liveable Port Phillip: Port Phillip is a great place to live, where our community has access to high quality public spaces, development and growth are well managed, and it is safer and easy to connect and travel within.

Well Governed Port Phillip: Port Phillip is a leading local government authority, where our community and our organisation are in a better place as a result of our collective efforts.

Move, Connect, Live – Integrated Transport Strategy 2018-2: is aimed at delivering Council's commitment to:

Supporting a well-connected transportation future for our City.

Making it easy for people to move around connecting people with places in a way that suits them as our City grows.

Key focus areas for Move, Connect, Live are related to the 10-minute walking neighbourhoods:

Prioritising safety and access

Space for walking, socialising and play

Boosting bike riding

Partnering to deliver reliable, accessible and more frequent public transport

Improved parking management



Harnessing rapid advancements in new technology

Responsible management of road assets plays a vital role in the implementation of this strategy.

Parking Management Policy 2020: provides a framework for the ongoing management of our existing 53,000 on-street and 4,000 Council-managed off-street spaces used for parking.

The overarching objectives of the Policy are to:

- address the City's existing and future growth and transport challenges.
- provide fairer and more reliable access to parking in all locations and at all times.

Asset Management Policy 2021: has been adopted and its associated strategy framework have a direct link to the Council Plan through its budgetary and planning processes.

2.4 Key Stakeholders

Key stakeholders who will be affected by the RMP in the City of Port Phillip, include:

- The community - ratepayers, residents, business, industry, education;
- Residents & businesses adjoining the road network;
- Pedestrians (including the very young, those with disabilities, and the elderly with somewhat limited mobility);
- Users of a range of miscellaneous smaller, lightweight motorised vehicles such as pedal bike riders, motorised buggies, wheelchairs, prams, etc;
- Vehicle users using motorised vehicles such as trucks, buses, commercial vehicles, cars and motor bike riders
- Transport service providers - transport operators, bus operators and service providers supporting the delivery of transport service;
- Tourists and visitors to the area;
- Property Developers, Consultants and Contractors;
- Utilities as prescribed in Section 3 of the Act. They include entities that provide water, sewerage, drainage, gas, electricity, telephone, telecommunication or other like services, any person who under the *Pipelines Act 2005* is permitted to own, use, construct or operate a pipeline, or a provider of public transport;
- Emergency Services;
- Other road authorities such as Department of Transport and Planning (DTP), neighbouring Councils, Department of Energy, Environment, and Climate Action (DEECA), Parks Victoria, Melbourne Water Corporation
- State and Federal Government agencies that periodically provide support funding to assist with management of the network; and
- Council as the responsible road authority.

2.5 Budget Provisions

Council's annual adopted budget and capital works program specifies the planning parameters by which the RMP is carried out. The annual budget is developed within an overall financial planning framework that guides Council in identifying community needs and expectations over the short, medium and long term. In preparing the annual budget, funding requirements for each year are linked with the objectives contained in the Council Plan. In relation to road and road-related infrastructure assets that provide road transport service, Council recognises the importance of



balancing appropriate performance standards with what the community is able to afford and sustain. In balancing the funding level for the inspection, maintenance, repairs, upkeep, rehabilitation and renewal of road and road-related infrastructure assets, Council gives regards to the following key considerations:

- a) its role and obligations under the Road Management Act;
- b) achievement of statutory protection against civil liability claims;
- c) preservation of existing assets in an appropriate and safe working condition;
- d) ability to acquire additional infrastructure assets to serve new growth;
- e) market constraints in labour, plant and equipment, building materials and contractors; and
- f) the competing demands for Council resources.
- g) The performance standards set out in Section 4 of this RMP reflect such balance.

2.6 Rights and Obligations of Road Users

The rights of public road users, which are legally enforceable, are set out in Sections 8 to 10 of the *Road Management Act 2004*.

The common law requires that a road user must take reasonable care for their own safety (see *Ghantous v Hawkesbury City Council*). All road users have a duty of care under section 106 of the *Road Management Act 2004*, with obligations prescribed in Section 17A of the *Road Safety Act 1986* or as amended which states:

- (1) A person who drives a motor vehicle on a public highway must drive in a safe manner having regard to all the relevant factors including (without limiting the generality) the:
 - a) physical characteristics of the road;
 - b) prevailing weather conditions;
 - c) level of visibility;
 - d) condition of the motor vehicle;
 - e) prevailing traffic conditions;
 - f) relevant road laws and advisory signs;
 - g) physical and mental condition of driver.
- (2) A road user other than a person driving a motor vehicle must use a public highway in a safe manner having regard to all the relevant factors)
- (3) A road user must:
 - a) have regard to the rights of other road users take reasonable care to avoid any conduct that may endanger their safety or welfare of other road users;
 - b) have regard to the rights of the community and infrastructure managers in relation to the road infrastructure and non-road infrastructure on the road reserve and take reasonable care to avoid any conduct that may damage road infrastructure and non-road infrastructure on the road reserve;
 - a) have regard to the rights of the community in relation to the road reserve and take reasonable care to avoid conduct that may harm the environment of the road reserve.



2.6.1 Incident Claims

If a person proposes to make a claim in relation to a public road or infrastructure for which Council is the responsible road authority, that person should contact Council and Council will initiate respective investigation and insurance reporting processes.

In accordance with Section 110 of the *Road Management Act 2004*, Council is not legally liable for property damages where the value of the damage is equal to or less than the threshold amount.

In cases where the claim relates to assets Council does not own or is not responsible for on the road reserve, the person who proposes to make a claim must refer the claim to the other authority or person responsible for those assets.

2.6.2 Consent to Undertake Works in the Road Reserve

In general, the *Road Management Act 2004* requires that any person intending to perform works in a road reserve including vehicle crossovers legal point of discharge, stormwater and service authority connections must obtain the consent of the co-ordinating road authority. The exemption from the requirement to obtain consent is applicable under [the Road Management \(Works and Infrastructure\) Regulations 2015](#) and to comply with the requirements of [the Local Government Act 2020](#) and the Council's local laws made under that Act. More information is also available in [A Guide to Working in the Road Reserve 2015](#).

Council is the coordinating authority for municipal roads and Department of Transport and Planning (DTP) is the coordinating authority for State roads (freeways and declared arterial roads).

Advice and application form for works in municipal road reserve is available from Council's offices and online: www.portphillip.vic.gov.au.

2.7 Obligations of Others

2.7.1 Repair of damaged Council assets

Where a party other than Council has damaged a Council asset or road, that party shall be responsible for repairing the damage to ensure that it is safe and operates at the level it previously operated at or higher. This will include where secondary damage has been caused to Council assets at a location other than the specific site of the asset works or repairs, such as subsidence from water damage, and in this case the damage must be repaired by the responsible party.



2.7.2 Other Assets

Without limiting the legal obligations of Council, infrastructure and other assets located in or adjacent to the road are excluded from the Plan. There are several assets within the road reserve that Council does not have an obligation to inspect and/or maintain. These include, but are not limited to:

- (a) Driveway Crossings – the vehicle crossing (including Cross-over), located between the carriageway and the property boundary, must be maintained by the adjoining property owner. However, Council is responsible for the portion of the driveway where the constructed pathway is reasonably required by the public (see diagram below);

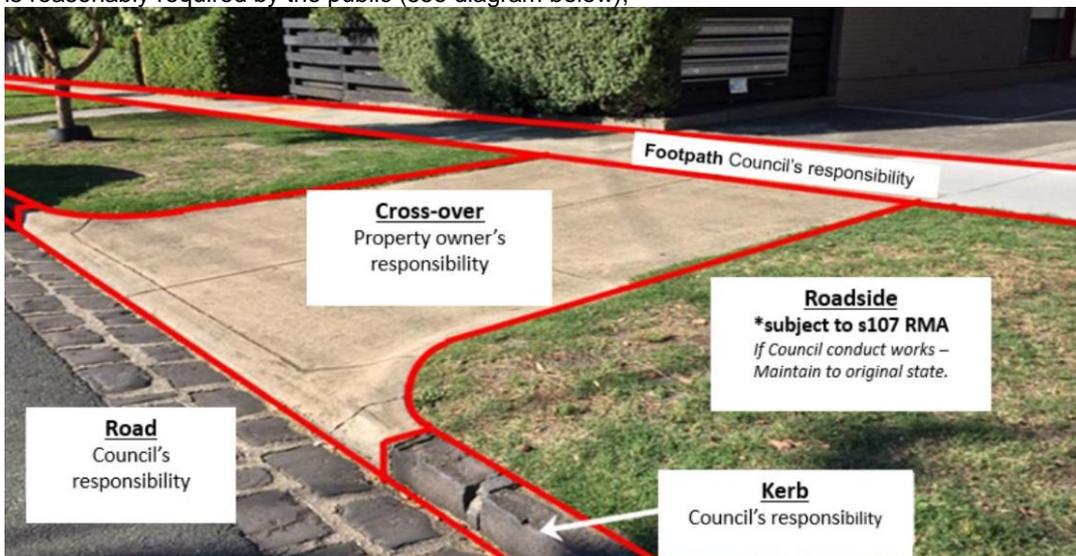


Figure 1: Driveway crossing, road, and road reserve responsibilities

- (b) road and road-related infrastructure assets that are the responsibilities of other road authorities, and/or other infrastructure managers (e.g. DTP, DEECA, Yarra Trams, Parks Victoria, private roads, and the like);
- (c) non-road infrastructure assets (e.g. telecommunications, gas pipes, water pipes, sewerage pipes, storm-water pipes, pits, electricity poles, cables, tram wires, rail infrastructure, bus shelters, public telephones, mail boxes, roadside furniture and fences erected by utilities) owned, managed and/or operated by private organisations, on private land or which interface on public land or within road reserves (e.g. shopping centres, educational institutions, body corporate subdivisions and the like);
- (d) single property stormwater drains that are constructed within the reserve from the property that carry water from a single property to an outlet in the kerb, or other drain;
- (e) sub-divisional roads under construction and prior to road becoming a public road;
- (f) Roadside – as per Section 107 of the Road Management Act, Council has no “statutory duty or a common law duty to perform road management functions in respect of a public highway which is not a public road or to maintain, inspect or repair the roadside”, described as “any land that is within the boundaries of the road (other than shoulders) which is not a roadway or pathway”. This includes landscaped tree plots within the footpath/pathway where the surface



of the tree plot is not constructed with the intention of providing a trafficable pedestrian surface.

Where Council becomes aware of a hazard created by the defective condition of assets / infrastructure owned by another party, Council may at its absolute discretion:

- If located within assets / infrastructure for which Council is responsible (e.g. footpaths, road surfaces, etc.), or otherwise presents an immediate and significant risk to members of the public, undertake temporary measures to reduce the risk to members of the public until such time as the respective owner can implement permanent repairs (subject to Council's available resources).
- Report in writing (e.g. email or letter) the presence of the hazard to the responsible party and request that repairs be implemented within a reasonable timeframe.
- Where repairs are not completed by the responsible party within the respective timeframe, Council may complete necessary repairs and invoice the responsible party for the costs.

However, where another party has a duty in relation to the asset / infrastructure, and Council has a discretionary power to take remedial action in relation to that matter, only that other party with the duty is liable in a subsequent proceeding, in accordance with s104 of the *Road Management Act 2004*.



3 Road Management Systems

3.1 Background and Process

Road asset management involves managing both physical assets and uses and operation that have the potential to impact their condition. It applies to all road assets, including:

- the road – pavement and surface, as well as footpaths, kerb and channel
- structures – bridges, culverts and traffic management devices
- road infrastructure – traffic signals and on-road electrical assets.

The aim of our road management system is to deliver a safe and efficient road network and meet community needs to the best of our ability, within available resources.

To create a road asset management system that would best meet our needs when inspecting, maintaining and repairing public roads, we used the following nationally recognised asset management frameworks:

- International Infrastructure Management Manual (IIMM) 2015, IPWEA.
- IPWEA National Asset Management Systems (NAMS+).
- Other references, as listed in Technical References.

The system is designed to set the direction for our asset management activities. It is also linked to the annual business planning cycle.

3.2 City of Port Phillip Overview

The City of Port Phillip geographically is the second smallest council in Victoria covering an area of 20.70km² with 266km of roads managed by the Council. Being a major inner metropolitan council, with significant population growth from infill developments the road network function and capacity are consistently challenged from competing user demands. All road related assets responsibilities are centralised and managed through our Transport Asset Portfolio.

The Transport Asset Portfolio within the City of Port Phillip consists of:

Asset Class/Type	Number of Assets	Network Length (km)
Road Pavement Structure (all)	6021	344
Road Surface Wearing Course (all)	6021	332
Road Edges	16,222	1878
Road Signs	69,436	NA
Pathways and footpaths	11,873	1809



Road islands	332	NA
Bridges	12	NA
Off Street Carparks	46	NA

The RMP applies to the public roads listed in the Register of Public Roads (see Part 4 of this RMP) and potentially for those parts of the arterial roads that Council looks after. It sets out the foundations for Council's commitment to providing sustainable and safe public road networks for the community having regard to the resources and priorities of the Council.

The RMP does not apply to private roads, or public highways not on the public road register.

Unless inconsistent with the context or subject matter (and including if and where (outside of the cadastral road reserve) a road for which the Council has made a decision that the road is reasonably required for general public use, a road declared by the Council to be a public highway under section 204(1) of the *Local Government Act 2020* or a municipal road under section 14(1) of the Road Management Act), for the purposes of this Plan, by road reserve, we mean the area from the property boundary on one side of the road reserve to the property boundary on the other side of the road reserve.

The assets within the road reserve which are Council's responsibility under the *Road Management Act* to inspect, maintain and repair includes:

- a) trafficable roads including features such as traffic lane, on-road bicycle lane, parking lane, service road, on road bus bays and shared zones;
- b) public carparks directly abutting edge of constructed road pavement;
- c) laneways and passageways which Council has made the decision are reasonably required for general public use;
- d) road shoulder and verge;
- e) roundabouts, speed humps, traffic or splitter islands, central median, outer separator;
- f) kerb and channel;
- g) pathways – constructed footpath and/or bicycle path within the road reserve;
- h) pedestrian crossings and school crossings;
- i) regulatory signs, guideposts, raised reflective pavement marker (cat eyes), traffic safety barriers and guard rails; and
- j) roadside Water Sensitive Urban Design features.

3.3 Road Classifications

Road classifications assist in determining relevant performance standards (see section 4) for key maintenance areas such as inspection, maintenance, repairs and intervention levels. It also assists in other management activities such as allocating resources and specifying design and construction standards.

3.3.1 Defined Responsibility of Road Authority

The Act specifies that all roads in Victoria must be either State roads or municipal roads.

A State road is defined as a road which:



- a) Is a freeway or arterial road; or
- b) Is declared to be a non-arterial State road under the Act; or
- c) Is the responsibility of a State road authority under another Act.

A Municipal road is defined as any road which is not a State road, including any road which;

- a) Is a road referred to in section 205 of the [Local Government Act 2020](#); or
- b) Is a road declared by Department of Transport and Planning (DTP) to be a municipal road under section 14(1)(B); or
- c) Is part of a Crown land reserve under the *Crown Land Reserves Act 1978* and has the relevant municipal council as the committee of management.

3.3.2 Declared Arterial Roads

Department of Transport and Planning (DTP) is the **Co-ordinating Road Authority** for freeways and declared arterial roads and is the **Responsible Road Authority** for all components of the through carriageway, between back of kerb, central medians and intersections with municipal roads. Refer to Appendix E for a list of these roads.

As set out in Section 37 of the Act, Council is the **Responsible Road Authority** for parts of the roadway not used by through traffic including parking lanes, service roads, outer median separators, pathway and roadside, subject to any exclusions or variations agreed to with DTP.

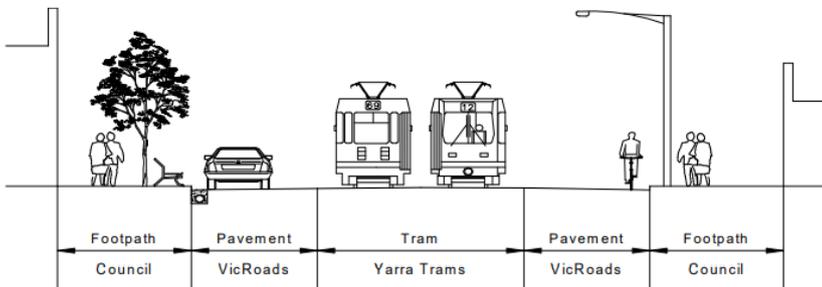


Figure 2: Declared Arterial Road with Shared responsibility

3.3.3 Local Roads with Tram Lines

Where tram tracks exist, the tram operator is responsible for tram-related assets in the road reservation such as tram tracks, yellow line marking, cat-eyes, overhead power lines and shelters. Tram operators are also responsible for the tram track reserve area typically within 500mm each side of the outer track rails in road reserves including crib crossings installed to protect pedestrians crossing tram tracks. Council is responsible for the road reserve outside these limits. The following figure illustrates the demarcation of responsibilities within council controlled local roads with tram lines.

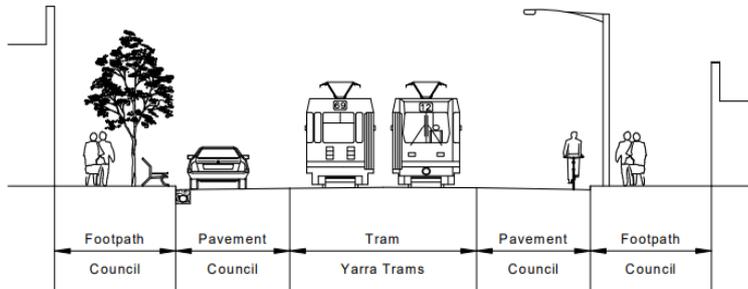


Figure 3: Major Road with Shared responsibility

3.3.4 Local Roads without Tram Lines

The following figure illustrates Council's responsibilities within council controlled local roads without tram lines.

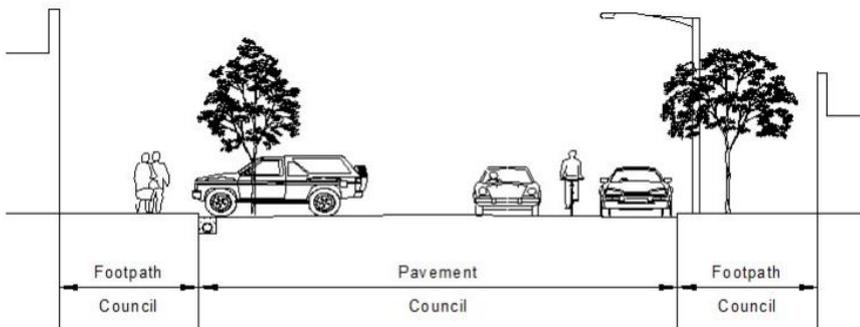


Figure 4: Local Roads with Full Council responsibility

More details of the demarcation of responsibilities are set out in [Code of Practice – Operational Responsibility for Public Roads \(2004\)](#).

3.3.5 Public Transport and Utility Assets

Council is not responsible for the following public transport and utility assets in the road reserve:

- Rail and tramways infrastructure assets
- Water supply assets
- Gas supply assets
- Oil pipeline assets
- Sewer assets
- Telecommunications infrastructure



- Electricity supply and public lighting assets

Details of operational responsibility for these type of assets within the road reserve are set out in the [Code of Practice – Management of Infrastructure in Road Reserves](#).

3.3.6 Shared Paths

Shared paths are generally sealed, signed and line marked. Shared paths are physically separated from motor vehicle traffic by an open space or barrier to provide low-stress environments for bicycling and walking. Shared paths may also be used by pedestrians, skaters, wheelchair users, joggers, and other non-motorised users.

These facilities are most commonly designed for two-way travel. Refer to appendix B for Hazard Inspection Frequencies for footpath and shared paths.

3.3.7 Municipal Boundary Roads

There are a number of roads which form the municipal boundary with adjoining municipalities. Council has in place practical arrangements with those municipalities for the maintenance of boundary roads. These arrangements are set out in the Register of Public Roads. The common road boundaries are set out in Appendix A.

3.4 Road and Footpath Hierarchy

Council has developed a road and footpath hierarchy for its road network based on factors such as functionality, traffic volumes, traffic type, speed, accessibility, design parameters and best practice¹.

3.4.1 Road Hierarchy

The **road hierarchy** is based on functional characteristics determined by the State Road Authority

The following table shows the hierarchy of State or private operated roads

Road Hierarchy	Functional Description	Coordinating Road Authority
Tollway	Roads in this category – <ul style="list-style-type: none"> • have very high traffic volumes and high speeds • have dual carriageways and full access control • privately owned and operated - vehicles are levied a fee for usage (CityLink, East Link). 	Privately owned and operated
Freeway	Roads in this category – <ul style="list-style-type: none"> • have very high traffic volumes and high speeds • have dual carriageway and full access control • have grade separated intersections 	Department of Transport and Planning (DTP)

¹ Refer to *Austrroads Table 4.1 Roles of Urban Roads* and *VICMAPS Road Classifications*



Road Hierarchy	Functional Description	Coordinating Road Authority
Highway	Roads in this category – <ul style="list-style-type: none"> • have very high traffic volumes and high speeds • provide for major regional and inter-regional movement in a safe and operationally efficient manner • have full access control to ensure there are no commuting access issues 	Department of Transport and Planning (DTP)
Arterial	Roads in this category – <ul style="list-style-type: none"> • have very high traffic volumes • provide for traffic movement from major (sub-arterial) roads and/or collector roads to highways or freeways. • provide for commercial or industrial access requirements • provide for public transport services • provide a network for the movement of pedestrians & bike riders • may be limited access roads or feature restrictions on direct property access. 	Department of Transport and Planning (DTP)

The following table shows the hierarchy of City of Port Phillip operated roads

Road Hierarchy	Functional Description	Coordinating Road Authority
Major (Sub-arterial)	Roads in this category – <ul style="list-style-type: none"> • have moderate-to-high traffic volumes • provide for traffic movements from collector roads or local roads to arterial roads • provide a link between arterial roads • provide for commercial or industrial access requirements • provide for public transport services • provide a network for the movement of pedestrians and bike riders • provide for direct access to abutting property 	Council
Collector	Roads in this category – <ul style="list-style-type: none"> • have moderate traffic volumes • provide for traffic movements from local roads to major (sub-arterial) roads • provide for public transport services • provide a network for the movement of pedestrians and bike riders • provide for direct access to abutting property. 	Council



Local	<p>Roads in this category –</p> <ul style="list-style-type: none"> • have low-to-moderate traffic volumes • provide for traffic movements from properties to collector roads and/or the major (sub-arterial) roads • provide a network for the movement of pedestrians and bike riders • provide direct access to abutting property and access to other properties within a local area. • provide access for emergency and service vehicles. 	Council
Laneway	<p>Roads in this category –</p> <ul style="list-style-type: none"> • have very low traffic volumes • provide for rear access to properties from local roads and/or collector roads. • have little or no through traffic. 	Council
Carparks	<ul style="list-style-type: none"> • Provided for off-street parking generated by local businesses or located in reserves and foreshore areas. • These are not dealt with in the Plan if not located on road reserves but are included in the Road Asset Management Plan. 	Council

Refer to Appendix E for a list of Arterial Roads and refer to Register of Public Roads for all Council managed roads.

3.4.2 Footpath Hierarchy

The footpath hierarchy is based on pedestrian access mapping analysis and validation for delineating the Principal Pedestrian Network (PPN). Three levels of priority in PPN as follows:

Footpath Hierarchy	Functional Description
Primary Pedestrian Routes	These routes form the foundation of the Principal Pedestrian Network (PPN) where a high level of pedestrian priority is assigned. These routes will be a major focus for the implementation of future walking infrastructure improvement.
Secondary Pedestrian Routes	These routes will provide a secondary role to the primary routes and will be assigned a high level of pedestrian priority. A secondary focus for future infrastructure works will be assigned to these routes.
Other Routes	This includes the balance of the pedestrian network within the walkable catchment which is not identified as Primary or Secondary. Although these routes are not assigned a significant role in the PPN, they are recognised as providing a level of local pedestrian priority because of their feeder role from residential origins to the Secondary and Primary Routes.



[Source: City of Port Phillip Principal Pedestrian Network – July 2013](#)

3.4.3 Asset Types

3.4.3.1 Road Pavement

Pavement consists of both Pavement Structure which cannot be seen and the Pavement Surface which is the visible surface of the road. Proactive inspections are performed only on the pavement surface. Periodic assessment of the condition of the pavement structure is performed by external parties when required to support long term asset management planning.

3.4.3.2 Pavement Line Marking

The line marking that is painted on the pavement surface that assists safe movement of vehicles within dedicated areas of the road.

3.4.3.3 Kerb and Channel

The road edging that collects surface water run-off and supports effective drainage of the road network. Kerb and channel is usually constructed with either concrete or bluestone depending on its location.

3.4.3.4 Drainage Pits

Drainage pits collect runoff from road kerb and channel and transfer it to underground network of drainage pipes to ensure effective removal of rain or surface water from the road surface.

3.4.3.5 Bridges

Council is responsible for a number of bridges within its road network

3.4.3.6 Traffic Management and Control Devices

Council is responsible for a number of different traffic control devices that include road signs, traffic signals, and passive traffic control devices such as road islands and speed humps.

3.5 Performance Objectives

The objectives of setting performance standards for inspections, defect intervention levels and maintenance response times are:

- (1) Support public safety.
- (2) Protect road infrastructure assets.
- (3) Ensure an appropriate level of protection against civil liability claims
- (4) Ensure our community are satisfied with the level of risk accepted by Council balancing what service levels our community can afford and are willing to pay for

3.5.1 Determining Levels of Service



In setting these inspection and response standards, Council has adopted a risk-based approach around the hierarchy of roads and footpaths. The higher the road or footpath is on the hierarchy, the more the likelihood and the greater the consequence of an incident, resulting in an overall higher risk.

The inspection and response standards aim at mitigating the risk to an acceptable level and have been developed in the context of:

- the objectives of good road management;
- the rights of users of local roads and pathways;
- ensuring the most efficient use of the resources available for local road and pathway management;
- ensuring that the local road and pathway network and infrastructure are as safe for users as is reasonably practicable; and
- the Council's overall policy and budgetary position.

The main reasons for the inspection of road assets is therefore:

- to identify hazards and act to minimise the risk of injury to the road and footpath users to an acceptable level; and
- to identify defects in time and repair to prevent premature failure of the assets and minimise the financial impact to the community.

3.6 Maintenance Strategy

3.6.1 Maintenance and Response

In accordance with section 36 of the Act, Council is the coordinating road authority for the roads as well as pathways and ancillary areas within the road reserves of those public roads, as specified in the "Register of Public Roads".

This section describes the public road and pathway maintenance categories and approaches adopted in this RMP.

Council has responsibilities to all road users and the community to maintain public roads to a reasonably safe and suitable standard, within our available funds and resources. By developing long-term maintenance programs for our assets, we are better able to plan how we do this.

The following maintenance requirements shape our annual program and budget:

Routine maintenance standards

- Standards vary across the network depending on the asset type and relevant risk factors, such as traffic volumes and composition, operating speeds, the susceptibility of assets to deterioration and the cost effectiveness of repairs. Competing priorities for funding are also relevant.
- Defect intervention levels have been established using the VicRoads Standard Specification Section 750 and adapting it to local conditions.
- The standards will be reviewed periodically to make sure they are adequate (see section 1.4).



Repair and maintenance works

- Works must be completed within a specified time, depending on the severity and location of the defect. Response times are determined using local knowledge and experience and past performance as a guide.
- Response times are monitored and will be periodically reviewed (see section 1.4).

Temporary mitigation measures

- These are temporary works designed to reduce the risk of an incident, until such time as repair or maintenance works can be completed.
- Response times and safety measures – for example warning signs, flashing lights, and safety barriers – are determined by reference to the risk to safety, road type and traffic volume.

Emergency works

- Works that result from emergency incidents and must be undertaken immediately, for the safety of road users and the public.
- Emergency works might include traffic incident management, responses to fires, floods, storms and spillages, and any assistance required under the Victorian State Emergency Response Plan and Municipal Emergency Management Plan.

3.6.2 Asset Management Plans

Our asset management plans guide the development of long-term asset renewal programs, helping us to plan and finance asset renewal and replacement.

3.6.3 Inspections

Inspections are performed in three modes:

- Proactive inspections – planned and undertaken by Council and Contractor employees
- Reactive inspections – unplanned in response to Customer Requests
- Condition inspections – scheduled by independent contractors (network condition inspection)

3.6.3.1 Proactive Inspections

Proactive inspections are used to identify hazards generated, within relatively short periods, by usage and or/weather conditions. Dedicated staff identify and record the hazard, and any action required to address it and to report defects which are beyond treatment by routine maintenance for alternative action. The maximum frequencies for proactive inspections set out in Appendix B form part of this Plan and will be reviewed as required:

3.6.3.2 Reactive Inspections

Reactive inspections are performed in response to a report about the condition of a road, or a report of injury and/or property damage to a member of the public. The response time for reactive inspections set out in Appendix C form part of this Plan and will be reviewed as required.



3.6.3.3 Condition Inspections

The condition of each element of the road and footpath network is assessed in order to determine the overall condition of the network, determine the remaining useful life of the asset and to prioritise future major renewal works. This inspection may also include risk assessment. The frequencies for these inspections set out in Appendix D form part of the Plan and will be reviewed as required.

3.6.4 Response Times

The following information is recorded when we receive a Request for Service (RFS) from the community:

- Date the request was received
- Details of the request, including the location and nature of the reported hazard/defect (including any specific measurements if provided), name of the person making the request, copies of any photographs provided, etc.
- The personnel / department to which the request has been assigned for action
- Date by which the request must be actioned
- Date when the request was actioned and/or completed (this typically involves someone carrying out an RFS inspection, as described in section 3.6.3, followed by any necessary repair works conducted).

By recording this information, we can monitor compliance against target response times – that is, the time it takes from receiving a request to carrying out an inspection and ultimately completing necessary works.

Customer requests will be inspected and assessed in accordance with timeframes specified in Appendix B. Following are some possible outcomes from a reactive inspection:

- If a defect identified exceeds a Description / Intervention level specified in Attachment 6, a work order would be created with a date for completion of works in line with respective specified repair timeframes.
- If repairs are significant – for example, rehabilitation works are required – temporary mitigation measures may be undertaken to reduce the risk posed by the hazard/defect until the proper works can be undertaken (and subject to available resources).
- If the defect is assessed as below the Description / Intervention Level specified in Appendix C, it would be noted (including why), but no remedial action will be conducted.

In all cases, the action taken would be noted against the original request.

Target response times and intervention times are based on 'normal' conditions. The same level of service would not apply in cases where the Plan has been suspended.

Inspection and response standards as detailed in Appendix B and C have been based on an approach that aims to balance customer expectations with sustainable financial management. Information gained from external and internal sources, including historical knowledge of demand, risk and expectation, has guided the development of these standards

3.7 Management Systems

Council's process of managing its roads assets includes recording and documenting:

- Proactive inspections of road assets;

City of Port Phillip Road Management Plan 2025



- Reactive inspections of assets based on customer requests; and
- Condition inspections of long-life network assets.

This information is recorded in Council's Asset Management Information System and then used to develop the following works programs for road related assets:

- the annual maintenance works plan;
- the annual capital works program;
- the 4-year capital works program; and
- the Long-Term Financial Plan (asset renewal);

and provide input into the contract standards and specifications for the Civil Infrastructure Maintenance Services Contract.

A key feature of Council's management system is to Council officers through the use of technology and computer systems to deliver service to the community in accordance with the performance standards of the RMP within the statutory framework of the Act. The management system by which the components referred to in the RMP Plan will be undertaken are detailed in the following sections.

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3.8 Records of Inspections and Maintenance Works

Records of all inspections and maintenance works undertaken on the Council road network shall be kept to meet the requirements of the Road Management Act and this Plan. In particular, defects shall be identified and prioritised before rectification/repair works are undertaken.

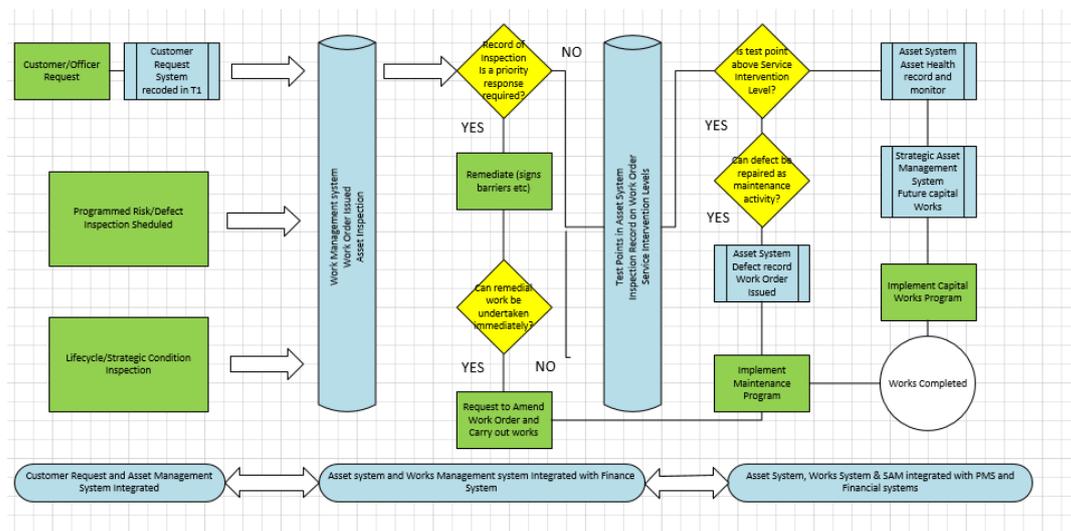


Figure 5: Management system to inspect, repair and maintain roads



3.9 Road Reserve Proactive Inspections

The Road Reserve Proactive inspections under the RMP are scheduled and completed within Council’s Asset Management Information System (AMIS), which includes a work scheduling and management system. Details of the asset are provided through an electronic mobile device linked to the AMIS. Intervention defects and hazards are identified against the road reserve segment ID. Each defect/hazard is photographed and stored in the AMIS.

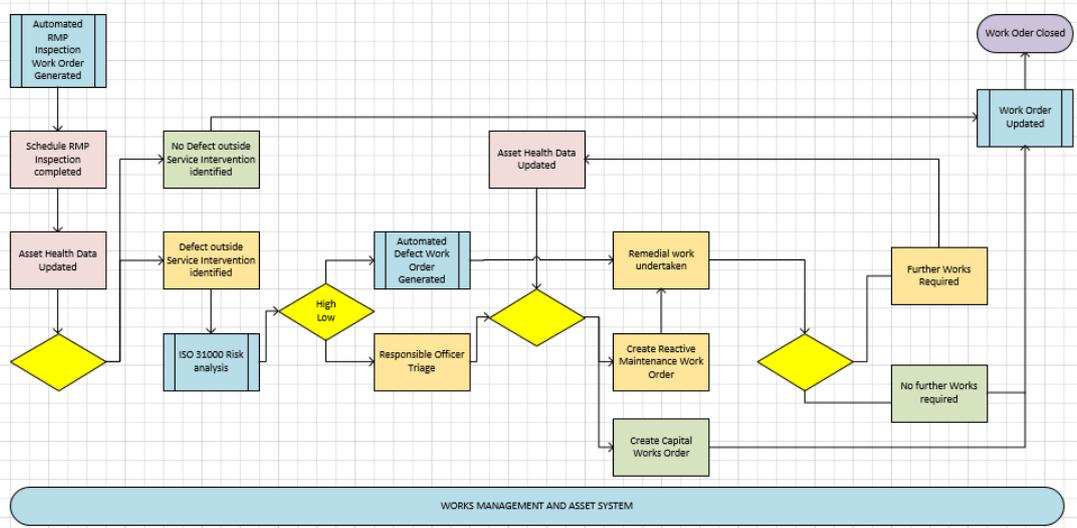
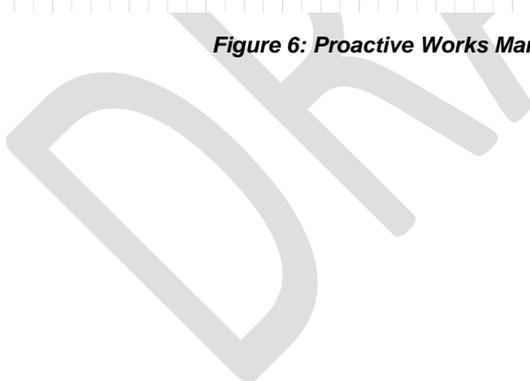


Figure 6: Proactive Works Management system





3.10 Road Reserve Reactive Inspections

Road Reserve defects and hazards that are identified by the community may be reported to Council via the Council’s Customer Request system which is integrated with Councils Asset and works management systems. This will include issues reported by telephone, email, in person or via Council’s website. All Road Reserve notifications that are made in the CRM system are automated to the AMIS Works Management System and placed in the work triage queue of the responsible department. Road reserve defects and hazards are then treated as reactive inspections within the Works Management System.

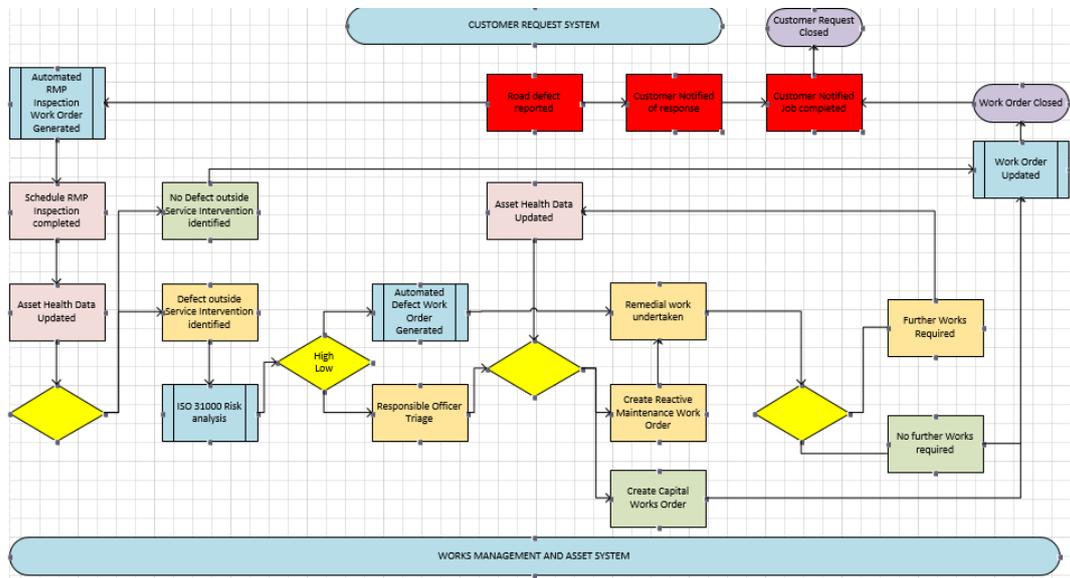


Figure 7: Reactive Works Management system

3.11 Maintenance Works Program

Works programs are developed from both the reactive CRM requests and the proactive inspection program works based on the required timelines to complete the works. The works program provides a proactive approach to maintenance or other works required by assessing the existing condition to determine if it is below, meeting or above the required standard as specified. Works that are considered to be non-urgent and beyond the maintenance scope of works will be referred to Council’s capital works program.



3.12 Asset Information

All Asset information on key attributes is entered and stored on Council's Asset Management Information System and GIS databases. The One Council database is live, integrated and updated with Inspection, defects and work order information. New assets are created or disposed of or are renewed through the Project Management System and Capital Works Programs. All maintenance schedules are created at the time assets are made "in use" and commissioned.

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4 Register of Public Roads

4.1 Register of Public Roads

Council is required by the Act to maintain a Register of Public Roads for which it is the Co-ordinating Road Authority. The Register is a stand-alone document titled “Register of Public Roads”.

The Act provides that Council may decide which roads it will register to be “public roads” as defined in the Act.

A public road is a road for which the Council has made a decision that the road is reasonably required for general public use or a road the subject of a declaration made under section 204(1) of [Local Government Act 2020](#) or a road declared a municipal road under section 14(1) of the [Road Management Act \(2004\)](#), and any other existing legislations.

The [Register of Public Roads](#) and information on road infrastructure are generated from Council asset records. The information will be updated as assets are created, amended, discontinued or disposed of.

The Council will consider public roads if the following characteristics are achieved:

- Public highway under common law and currently used by the public,
- Form link between two roads
- Contribute to public safety for the use by emergency fire access
- Part of council asset network (surface or underground) such as stormwater drainage.
- Constructed to Council standards
- Built with heritage material (bluestone)
- Identified as road on title or in the plan of subdivision
- Provide access to many properties.

Council’s current Register was first gazetted in 2004 and has been updated as required.

4.1.1 Roads not listed on the Register

The following roads are not listed on our Register of Public Roads:

- Roads which are the full responsibility of the state government, or a private enterprise;
- Unused roads for which we have not accepted responsibility;
- Roads drawn out on a plan of subdivision, until such time that we accept responsibility for these roads;
- Roads which we have not determined are reasonably required for general public use.

4.1.2 Maintenance Demarcation

Details of demarcation of responsibilities are set out in [Code of Practice – Operational Responsibility for Public Roads \(2004\)](#). Where there are boundary agreements between Council and other road authorities or private organisations, the schedule of roads affected, and agreements will be listed in the Municipal Road Register.



Divisions 4A and 4B of the Act establish additional obligations on road authorities when undertaking works near or on rail infrastructure. The RMP should identify how Council will meet these requirements, and which internal roles or teams are responsible for compliance.

4.1.3 Asset Protection

Other authorities (e.g. Gas, electricity, water, telecommunications) and developers often undertake works on our public roads in order to install, maintain or repair their assets. City of Port Phillip engage an Asset Protection team to ensure that any reinstatement works are undertaken to a satisfactory level and to minimise impact on the condition and quality of the assets.

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5 Other Considerations

5.1 Footpath Maintenance and Renewal

If the footway section of a concrete vehicle crossing is found to be defective during asphalt footpath maintenance or renewal work, then the footway section will be repaired in accordance with City of Port Phillip's Standard Drawings CPP1504 or CPP1505 or to provide a uniform asphalt footpath each side and through the crossing. The property owner is to be advised of the works in advance. In all other cases, the footway section of a concrete vehicle crossing will not be replaced.

If a street with asphalt footpaths is to be fully reconstructed i.e. replace road pavement, kerb and channel, driveways and footpaths or for a new vehicle crossing constructed by the property under a Vehicle Crossing permit, then Standard Drawing CP1501 - Concrete Vehicle Crossing will continue to apply to provide a uniform asphalt footpath each side and through the crossing.

5.2 Vehicle Crossovers (Driveway)

A vehicle crossover or driveway provides access from the road carriageway to the property boundary. A person must not access land in a vehicle other than via a temporary or permanent vehicle crossing.

Vehicle crossings are the responsibility of the property owners to construct, maintain and repair. However, the footpath traversing the crossover is Council's responsibility to inspect, maintain and repair in accordance with this Plan.

In the following diagram, Council is responsible for Council Pathway and the property owner is responsible for private vehicle crossover of the vehicle crossing. If there is no constructed footpath then the property owner is responsible for the entire crossover from the road edge to the property boundary.

The property owner is responsible for the section of private drainage from their property to either a pit in the roadside, direct connection into Council's drain, pit or an outlet on the kerb, any culvert required to cross on-road drainage or the tray section that replaces the kerb" will be property owners' responsibility.

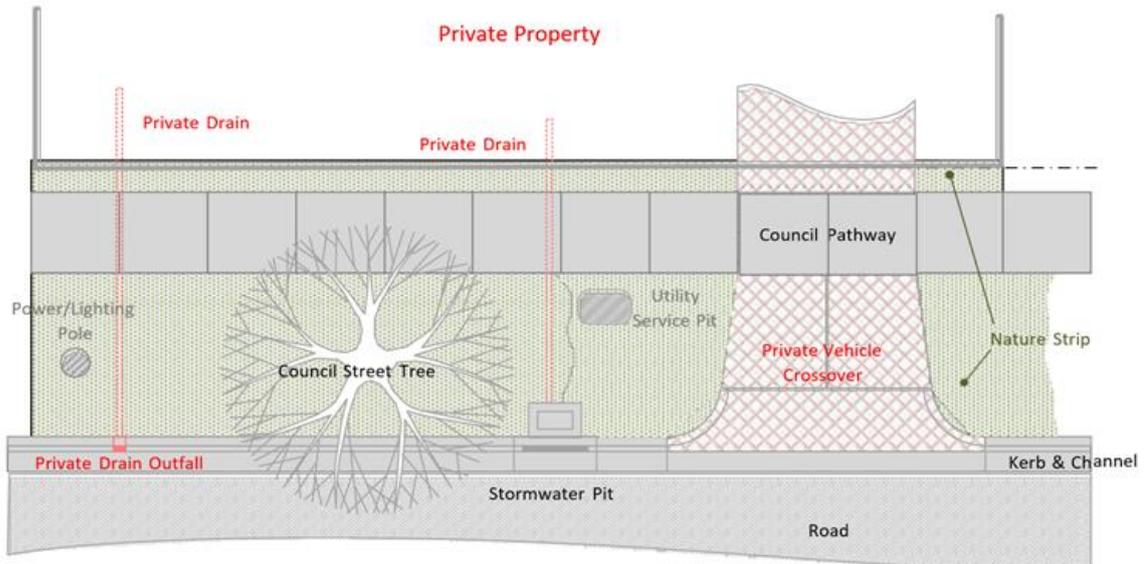
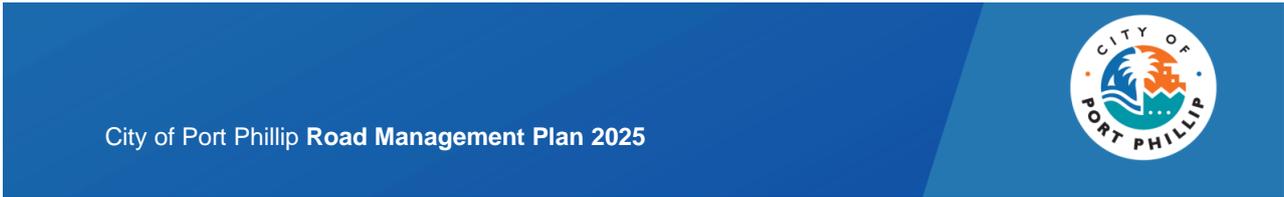


Figure 8: Driveway Crossovers

5.2.1 Removal of Redundant Vehicle Crossings

Vehicle crossings can become redundant due to changing land use and property re-development. A number of legacy redundant vehicle crossings within the City of Port Phillip have been identified by residents and Council officers. They can cause issues for pedestrian safety (trip hazards) and poor use of road space (parking).

The removal of these redundant vehicle crossings will improve pedestrian safety by providing a uniform surface which will eliminate potential tripping hazards. In addition, the removal of redundant crossings will provide space for on-road parking – this can be a particular benefit in streets suffering from parking pressure. Vehicle crossings made redundant by any new re-development works will be required to be removed and footpath reinstated as part of any application. Removal of identified legacy redundant vehicle crossings will be considered by internal teams. Where there is mutual benefit for removal of redundant crossing the funding of these may be done by negotiation between property owner and Council.

5.2.2 Vehicle Crossing – Local Government Act & Local Law

In accordance with Schedule 10 of the *Local Government Act 2020* and Council’s Local Law No. 3, Clause 34(1), property owners may be required by Notice from an Authorised Officer:

- to construct a temporary or permanent vehicle crossing or repair or reconstruct an existing vehicle crossing; or
- to remove a vehicle crossing and reinstate the kerb and channel, footpath, nature strip and any other part of the road or repair a vehicle crossing.

if, in the opinion of the Authorised Officer, the vehicle crossing has not been properly maintained or is in a state of disrepair or is redundant or has been constructed in breach of a permit.



Property owners must obtain consent from Council to construct a new vehicle crossing or alter or remove an existing crossing located on Major (Sub-arterial) Roads, Collector Roads, Local Roads and Laneways. Vehicle crossovers must comply with Council's specifications and standard drawings. A Planning Permit is required to construct a new vehicle crossing or alter or remove an existing crossing located on a Highway or Arterial Road where Department of Transport and Planning (DTP) is the Co-ordinating Road Authority.

While every site is entitled to vehicle access that does not necessarily mean that every site is entitled to a vehicle crossover. Safety of pedestrians and all road users together with the preservation of the continuity of the footpath, kerb, channel, nature strip, trees and on street parking spaces must be considered.

The following matters will be taken into consideration in the assessment of crossover applications:

- a) New crossovers are not encouraged, but where there is a demonstrated need for a new crossover, the needs, desires and safety of pedestrians are to be given priority over vehicles in the decision making for approval, design and location of crossovers.
- b) If there is alternative access, e.g. abutting laneway 3m or wider, that access is to be given a serious consideration prior to considering access from the street
- c) Subdividing a property does not necessarily mean that each new lot will be entitled to a separate crossover.
- d) No crossovers are to be supported in street blocks where there are no existing crossovers.
- e) Any crossover made redundant by the new request is to be reinstated as footpath at the cost of the applicant.

For details go to: [vehicle crossing permit](#)



5.3 Trees

Street trees have a significant impact on the streetscapes within the municipality. The importance of the trees is reflected in the Council's street tree management policies. The root systems of these trees impact adversely on the road assets in particular footpath surfaces and kerb and channel alignments. It is important therefore that everyone is aware of the high value of street trees to Port Phillip and to ensure their protection in carrying out any maintenance works on adjacent assets.

With respect to street and other trees impacting on the road asset the Council's maintenance contractor must:

- carry out works as required on adjacent footpaths and kerbs in accordance with agreed criteria;
- develop appropriate work practices in working around trees; and
- liaise closely with the Council's Arborists (within the Parks Services Team) in dealing with tree roots.

Where tree roots greater than 50mm diameter, which may affect the health and stability of the tree, are encountered or likely to be encountered during works, the contractors and developers must liaise and work closely with Council's Arborists (within the Parks Services Team).

Street and private trees should be maintained to a minimum clearance height of 4.5m for DTP's highways and arterial roads and 4.3m for council roads. Clear line of sight of 1.0m should be maintained behind the road edge.

5.4 Heritage Road Assets and Infrastructure

Bluestone kerbs, channels and laneways have historical, aesthetic and technical significance. This is recognised in the Planning Scheme heritage overlays. They provide physical evidence of the area's history, settlement patterns and the changing engineering practices in road construction.

Repairs and re-construction of this heritage infrastructure is undertaken with a conservation approach to ensure that their significance is maintained for present and future generations even though it may not meet modern design standards. Consideration must be given to footpath continuity and maintaining the accessibility of footpaths is required in maintaining Heritage laneway crossings.

5.5 Nature Strip

Nature Strip (roadside Verge) is a strip of public vegetated or grassed area owned by the Council located between the boundary of a private property and the constructed road pavement kerb, excluding footpath or vehicle crossing.

Nature Strips are owned by the Council. In most cases nature strip is grassed, the Council is responsible for the planting of street trees in the nature strip. It is the responsibility of adjoining property owners to maintain the nature strip, excluding street trees. Well maintained grass and low vegetation in the nature strips add to the landscape character and biodiversity of the street and



allow good visibility and sight lines for pedestrians and vehicles especially at road corners and intersections.

The nature strip has a number of important functions: it contributes significantly to the streetscape, visual amenity and a healthy environment for the neighbourhood; it is valued by the community as a place for street gardening and community connectedness; it is the location for essential utility assets such as gas, telephone, water main, fire hydrant, electricity and public lighting; it also accommodates Council infrastructure assets such as drainage (pit covers at the surface and underground pipes), signs and street furniture such as seats and poles. Nature strip also provide a location for collection of the waste bins and hard rubbish.

5.6 Accessibility

The City of Port Phillip is committed to equitable, dignified access and inclusion to all its services, programs, premises, employment, and communication systems for all residents and stakeholders. Council has adopted the Disability Policy and the Social Justice Charter in support of its belief that “all citizens have the right to participate in community life without barriers” and to support the creation of “a sense of community in order to make our city a better place for all”.

Through focussed planning over many years, Council has implemented a wide range of access and inclusion initiatives across all areas of responsibility. This has assisted in ensuring ongoing update and improvement of access and inclusion requirements for all residents of Port Phillip. In addition, this has provided an effective framework to meet the legislative requirements of Council under the Federal *Disability Discrimination Act 1992*.

The **Accessibility Action Plan 2023-2025** has incorporated extensive consultation with all City of Port Phillip (CoPP) departments to identify access achievements across Council, as well as barriers to access and inclusion for people with disabilities and other access challenges. It incorporates updated strategies to address access and inclusion issues and gaps and provides a framework for community feedback.

With the increasing ageing population across Australia and the high proportion of residents and visitors to the municipality with a wide range of access challenges, the update and renaming the DAP to Access Plan is an important process in Council’s commitment to continuous improvement and is an integral part of the organisation’s ongoing commitment to best practice and community accountability

In some cases, appropriate footpath widths (e.g. 1.2m) cannot practically be met within the land constraints and these are not intended for regular pedestrian traffic. However, Council will endeavour to identify these locations and solutions to achieve improved accessibility and consider these for inclusion in the capital works program.

As described in the Heritage section, maintaining accessibility requirements over laneway crossings and ensuring continuity of footpath is considered in the design.



5.7 Standards for Construction, Expansion, Upgrading, Renewal and Refurbishment of Road Assets

The proposed standards for construction of new local roads and pathways and for the expansion, upgrading, renewal and refurbishment of existing local roads and pathways will be in accordance with the standards and specifications adopted by Council. However, the City being a fully developed urban environment, in some instances, due to site constraints and other factors, the standards or guidelines may not be able to be complied with entirely. In such situations, professional judgements will be adopted in finalising design.

Where possible Council will use approved sustainable methods for asset construction. This may include recycled concrete and asphalt and using environmentally friendly alternatives in asset construction. The technical standards and specifications for maintenance works are generally complying with industry standards for the various categories of works.

In order to deliver appropriate outcomes and as part of effective stakeholder communication, council will notify local residents of any upcoming planned maintenance or capital works. Cars parked in sections of road being repaired have the ability to delay contractors or result in sub-standard repairs being undertaken. Communication protocols are followed to request that vehicles are moved prior to the works commencing. If cars remain following this request, Council reserve the right to tow the vehicle away at the owner's cost.

5.8 Sustainability and Climate Change Considerations

Council has committed to acting on climate change as documented in the *Act and Adapt Sustainable Environment Strategy* and the *Climate Emergency Action Plan* and has an agreed set of climate change risks that the organisation must manage.

Where possible, Council will adopt the following sustainability requirements for asset construction:

1. Maximise the use of low carbon materials including concrete in line with relevant standards
2. Avoid use of high embodied emission material such as aluminium
3. Maximise the use of recycled materials
4. Ensure demolition waste is appropriately disposed of at its highest value
5. Identify opportunities for reuse or refurbishment of demolition materials from projects into other Council projects
6. Optimise design to minimize materials and water use
7. Prioritise steel sourced from accredited suppliers for the Environment Sustainability Charter of Australia Steel Institute

Council assets will be impacted by climate hazards - if they haven't been already. Climate Hazards that are likely to have a significant impact on Council roads include: extreme rainfall and flooding, extreme temperature and drought, and sea level rise. Council's climate change risk register includes the high priority risk "Temporary inundation of council roads, drainage and open spaces from Sea Level Rise and Storm Surge".



Adaptation actions to mitigate the impacts of these climate hazards, as well as Asset Vulnerability data must be considered during asset planning and construction.

5.9 Road Construction by Special Charge Scheme

As stated earlier, the statutory duty imposed by subsection (1) of Section 40 of the Act does not create a duty to upgrade a road or to maintain a road to a higher standard than the standard to which the road is constructed. Should Council receive a request from a property owner or a group of property owners to have their street fully or partially constructed then Section 163 of the *Local Government Act 2020* shall apply. Under these provisions, a Special Charge Scheme may be initiated whereby property owners deemed to receive a special benefit from the works will be required to contribute to the cost of construction.

Under Section 163B of the Local Government Act, should the amount to be contributed by the property owners exceed two third of the total cost, then only if it is supported by a majority of at least 75% of the property owners can a Scheme be initiated.



6 Technical References

- i. AS ISO 31000:2018 – Risk Management – Guidelines
- ii. Integrated Asset Management Guidelines for Road Networks (AP-R202) 2002, Austroads Inc.
- iii. International Infrastructure Management Manual (IIMM) 2015, IPWEA
- iv. VicRoads Risk Management Guidelines
- v. VicRoads Standard Specification Section 750 – Routine Maintenance

7 Attachments

Appendix A: Municipal Boundary Roads

Appendix B: Inspection Frequency and Condition Assessment Response Timeframes

Appendix C: Defect Intervention Levels, Response and Repair Timeframes

Appendix D: List of State Arterial Roads

Appendix E: List of Shopping Centres

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Appendix A: Municipal Boundary Roads

The roads set out below form the common boundaries between City of Port Phillip and the adjoining Municipalities:

Boundary Road	From	To	Boundary Location	Classification	Adjoining Municipality
Todd Road	Port Phillip Bay	Williamstown Road	Full width of road from Port Phillip Bay to the entrance of Perc White Reserve then centre of road	Collector Road	City of Melbourne
Todd Road	Williamstown Road	West Gate Freeway	Centre of road	Arterial Road	City of Melbourne
West Gate Freeway	Kings Way	Todd Road	South boundary of freeway reserve	State Freeway	City of Melbourne
Kings Way	West Gate Freeway	Dorcas Street	Centre of road	State Highway	City of Melbourne
Dorcas Street	Kings Way	St Kilda Road	Centre of road	Municipal Road	City of Melbourne
St Kilda Road	Dorcas Street	High Street	Centre of road	Arterial Road	City of Melbourne
High Street	St Kilda Road	Punt Road	Centre of road	Arterial Road	City of Melbourne
Punt Road	High Street	Queens Way	Centre of road	State Highway	City of Stonnington
Queens Way	Punt Road	Chapel Street	Centre of road	State Highway	City of Stonnington
Dandenong Road	Chapel Street	Orrong Road	Centre of road	State Highway	City of Stonnington

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Boundary Road	From	To	Boundary Location	Classification	Adjoining Municipality
Orrong Road	Dandenong Road	Inkerman Street	Centre of road	Municipal Road	City of Glen Eira
Inkerman Street	Orrong Road	Hotham Street	Centre of road	Municipal Road	City of Glen Eira
Hotham Street	Inkerman Street	Brighton Road	Centre of road	Arterial Road	City of Glen Eira
Brighton Road	Hotham Street	Glen Huntley Road	Centre of road	State Highway	City of Glen Eira
Glen Huntley Road	Brighton Road	St Kilda Street	Centre of road	Arterial Road	City of Bayside
St Kilda Street	Glen Huntly Road	Head Street	Centre of road	Arterial Road	City of Bayside
Head Street	Ormond Esplanade	Port Phillip Bay	Centre of road	Municipal Road	City of Bayside

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Appendix B: Inspection Frequency and Condition Assessment Response Timeframes

Road Type: (NOTE: road inspections include inspections for Pavement Structure, Pavement Line Marking, Kerb and Channel, Traffic Management and Control Devices, Drainage Pits and Road)	Reactive Inspection Timeframes (Working Days)	Proactive Inspection Timeframes (Months)	Road Asset Condition Assessment Timeframes
Major (Sub-Arterial)	2	3	36
Collector Road	3	6	36
Local Road	5	12	36
Laneway	10	24	36
Major Carpark	5	3	36
Minor Carpark	10	12	36
Bridges - Level 1	2	12	N/A
Bridges - Level 2	2	36	N/A
Bridges - Level 3	2	As Required	As Required
Footpath, Shared Paths - Primary	3	12	36
Footpath, Shared Paths - Secondary	5	12	36
Footpath, Shared Paths - Other	10	12	36
Footpath, Shared Paths – Shopping Major	3	3	36

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Road Type: (NOTE: road inspections include inspections for Pavement Structure, Pavement Line Marking, Kerb and Channel, Traffic Management and Control Devices, Drainage Pits and Road)	Reactive Inspection Timeframes (Working Days)	Proactive Inspection Timeframes (Months)	Road Asset Condition Assessment Timeframes
Footpath, Shared Paths – Shopping Minor	5	6	36
Emergency Situation - Reported Incidents / Hazards that present an immediate and significant risk to members of the public. Temporary measures (e.g. installing barriers, signage, closing the road/footpath, etc.) will be implemented to reduce the risk to users of the road network until such time as appropriate repairs can be completed.	2	N/A	N/A

¹ Note: The same proactive footpath inspection frequencies apply on arterial roads where Council is the Responsible Road Authority as per the RMA Code of Practice – Operational Responsibility for Public Roads

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Appendix C: Defect Intervention Levels, Response and Repair Timeframes

An appropriate hazard response will include inspection to undertake an initial inspection, installation of temporary control measures or repairs (provision of warning signs, barriers, and traffic control) and/or permanent remedial repairs within a designated timeframe based on risk. The response times in business working days and exclude weekends and public holidays is measured from the confirmation and reporting of the hazard (from the initial inspection) and issuing work order by the maintenance team to repair, secure the site or otherwise resolve. Data collected for defects below the standard intervention level is recorded for asset management purposes. There is no guarantee that any action will be taken on defects below the intervention level as it is considered safe.

In some situations where the hazard cannot be repaired within the timeframes specified due to lack of resources or budget a temporary repair will be carried out until the permanent works will be planned as part of maintenance or capital works programs.

Safety is the primary factor for response times.

An assessment of risk is required taking into consideration both the intervention levels, the asset type and it's use. The risk assessment indicates there are three types of hazard response with response times detailed below.

RESPONSE	DESCRIPTION	HAZARD CONTROL / RESPONSE TIME	ACTION / RESPONSE TIME	SYSTEM PRIORITY DESCRIPTION
Immediate	potential to cause injury to person or property	Provide temporary repair within 2 hours.	Rectify by end of next working day.	P1-HSE (Priority 1- Critical/HSE Issue)
Urgent	will have the potential to cause injury to persons or property	Provide temporary repair within 1 day.	Rectify by end of next working day.	P2-HIGH (Priority 2- High)

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RESPONSE	DESCRIPTION	HAZARD CONTROL / RESPONSE TIME	ACTION / RESPONSE TIME	SYSTEM PRIORITY DESCRIPTION
Non-Urgent	Routine Maintenance works where the condition is not immediate or urgent.	Provide temporary repair within 2 days.	P3 rectify within 1 month. P4 rectify within 3 months.	P3- MED (Priority 3- Medium) P4- LOW (Priority 4- Low)
Add to works program	Showing signs of deterioration but no maintenance required. Refer to works program for longer term renewal.	N/A	Add to works program	P5 – VERY LOW

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Asset Type	Material and extent of defects	Defect Intervention Level	Risk Response Major R, Collect, Local
Road Pavement including carparks	Asphalt Pavement (area is less than or equal 2m2)	* Patching pothole with diameter greater than or equal 300mm diameter and depth greater than or equal 50mm * Regulate and level wheel rut, mounding or depression when rut/depression is greater than 50mm * crack width is greater than 20mm (excluding crocodile cracking greater in area than one square metre)	Urgent – by end of next working day
	Concrete paving (area is less than or equal 2m2)	cracked, moved, loose areas etc. when the level difference between concrete slabs, cracks, missing and broken pieces.	Urgent – by end of next working day
	Bluestone and Segmental pavement (area is less than or equal 2m2)	potholes, steps greater than 75mm, depression and loose pavers or pavers	Urgent – by end of next working day

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Asset Type	Material and extent of defects	Defect Intervention Level	Risk Response Major R, Collect, Local
Footpath and Shared Paths	Asphalt Pavement (area is less than or equal 2m2)	vertical displacement is greater than 50mm isolated potholes in footpath area when diameter is exceeding 300mm and 25mm in depth (except repairs as part of work carried out on tree roots)	Urgent – by end of next working day
	Concrete paving (area is less than or equal 2m2)	grind (Joint step less than 25mm) or replace paved area where sunk, cracked, moved or loose etc.: * vertical displacement (mounding/ depression) greater than 50mm * heaving over 1.2m straight edge greater than 75mm * Ponding over 1.2m straight edge greater than 40mm	Urgent – by end of next working day
	Segmental pavement (area is less than or equal 2m2)	differential movement of adjoining pavers (intervention level in the table above)	Urgent – by end of next working day

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Asset Type	Material and extent of defects	Defect Intervention Level	Risk Response Major R, Collect, Local
K&CH	Concrete and bluestone Kerb & Channel (length less than or equal 6m)	damaged, sunk, cracked, moved kerb and channel >75mm	Urgent – by end of next working day
Drainage Pits	Pits covers, grates, surrounds and any pit cover related works	pit covers/lids/grates/lintels or frames - missing, broken, damaged, loose etc.	Urgent – by end of next working day
Bridges		The repair, cleaning & maintenance of decks, joints, footings, abutments, wingwalls, superstructures	Urgent – by end of next working day
Traffic Management and Control Devices	Extent of traffic control device affecting function or visibility	Missing, Damaged, Vandalised or severe deterioration.	Urgent – by end of next working day

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For non-urgent defects: installation of temporary control measures/ temporary repair and repair with Non-Urgent timeframes:

Asset Type	Material and extent of defects	Defect Intervention Level	Response Time Major Roads	Response Time Collector Roads	Response Time Local Roads
Road Pavement	Pavement Patching (area is greater than 2m ²)	all potholes, regulate wheel ruts and depression, edge repairs etc.	P3 – 1 month	P4 – 3 months	P4 – 3 months
	Concrete paving (area is greater than 2m ²)	Repair/Replacement of all or part of existing concrete		P4 – 3 months	P4 – 3 months
	Bluestone Pitcher / Segmental Paving (area is greater than 2m ²)	Repair/Replacement of all or part of existing bluestone laneways or segmental paved area		P4 – 3 months	P4 – 3 months
	Reconstruction (area is greater than 2m ²)	treatment of major failed pavement areas by replacement		P4 – 3 months	P4 – 3 months
	Resurfacing (area is greater than 2m ²)	Surface treatment (Resealing or resheeting) of asphalt pavement to maintain the integrity of the pavement surface		P4 – 3 months	P4 – 3 months
	Crack Sealing (area is greater than 2m ²)	seal cracks when pavement cracks generally greater than 2mm in width		P4 – 3 months	P4 – 3 months

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Asset Type	Material and extent of defects	Defect Intervention Level	Response Time Major Roads	Response Time Collector Roads	Response Time Local Roads
Footpath and Shared Paths	Asphalt and Concrete footpaths (area is greater than 2m ²)	sunk, cracked, moved etc. when: * Level difference between concrete slabs/pavers greater than 10mm * Cracked, missing and broken pieces * Heaving and settling (caused by tree roots etc.) greater than specified degraded pavement and a potential hazard to pedestrian, affected access, creates a backfall on the footpath or pooling of water	P3 – 1 month	P4 – 3 months	P4 – 3 months
K&CH	Concrete and bluestone Kerb & Channel (length is greater than 6m)	sunk, cracked, moved etc. when: * heaving and settling (caused by tree roots etc.) * missing and displaced pieces * holding significant water (ponding greater than 40mm in depth) * likely to create a trip hazard,	P3 – 1 month	P4 – 3 months	P4 – 3 months

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Asset Type	Material and extent of defects	Defect Intervention Level	Response Time Major Roads	Response Time Collector Roads	Response Time Local Roads
		become health hazard or likely to deteriorate rapidly			
Drainage Pipes & Pits	Programmed Repairs	short sections of unserviceable pipe	P3 – 1 month	P4 – 3 months	P4 – 3 months
Pavement Marking	Raised Reflective Pavement Marking (RRPM)	RRPMs should be replaced when more than 15% are missing or not reflecting	P3 – 1 month	P4 – 3 months	P4 – 3 months
	replacement of worn-out road markings including car parking, Statcon, school crossing, rail crossings	Repaint worn road marking when more than 30% of the marking is worn through.	P3 – 1 month	P4 – 3 months	P4 – 3 months
Bridges	Programmed Repairs	Repairs to restore the structure to a safe and functional condition.	P3 – 1 month	P4 – 3 months	P4 – 3 months



Asset Type	Material and extent of defects	Defect Intervention Level	Response Time Major Roads	Response Time Collector Roads	Response Time Local Roads
Traffic Management and Control Devices	Extent of traffic control device affecting function or visibility	Signs of deterioration	P3 – 1 month	P4 – 3 months	P4 – 3 months



Appendix D: List of State Arterial Roads

Road Name	Start	End	Location
Albert Road	Kingsway	Canterbury Road	South Melbourne
Bay Street	Beach Street	Pickles Street	Port Melbourne
Beach Road (Beaconsfield Parade/Jacka Boulevard / Marine Parade/Ormond-Esplanade)	Bay Street	Head Street	Albert Park – Middle Park – St Kilda West – St Kilda – Elwood
Barkly Street (Hoddle Main Road)	Ormond Esplanade	St Kilda Road	Elwood – St Kilda
Canterbury Road	Albert Road	Fitzroy Street	Middle Park – St Kilda West
Carlisle Street	Barkly Street	Hotham Street	St Kilda - Balaclava
City Road	Pickles Street	West Gate Freeway	South Melbourne - Southbank
Clarendon Street	West Gate Freeway	Albert Road	Southbank – South Melbourne
Ferrars Street	City Road	Kerferd Road	South Melbourne – Albert Park
Fitzroy Street	St Kilda Road	Canterbury Road	St Kilda
Glen Eira Road	Brighton Road	Hotham Street	Ripponlea
Glenhuntly Road	Marine Parade	St Kilda Street	Elwood
Glenhuntly Road (east bound lane)	St Kilda Street	Nepean Hwy	Elwood
Graham Street	Williamstown Road	Bay Street	Beacon Cove – Port Melbourne
High Street (west bound lane)	St Kilda Road	Punt Road	Melbourne

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Road Name	Start	End	Location
Hotham Street (north bound lane)	Brighton Road	Inkerman Street	Balaclava
Hotham Street	Inkerman Street	Dandenong Road	St Kilda East
Kings Way	Queens Road	St Kilda Road	Melbourne
Montague Street	West Gate Freeway (ramp)	City Road	South Melbourne - Port Melbourne
Normanby Road	Ingles Street	West Gate Freeway	South Melbourne
Plummer Street	Graham Street	Prohasky Street	Port Melbourne
St Kilda Road (north bound c/way)	Dorcas Street	High Street	South Melbourne - Melbourne
St Kilda Road	High Street	Dandenong Road	Melbourne
St Kilda Street (north bound lane)	Ormond Esplanade	Glenhuntly Road	Elwood
Todd Road (south bound lane)	West Gate Freeway (ramp)	Williamstown Road	Port Melbourne
Union Street	Queens Road	St Kilda Road	Melbourne
Williamstown Road	Ingles Street	Todd Road	Port Melbourne



Appendix E: List of Shopping Centres

SHOPPING CENTRES	CLASS
Acland Street - from Barkly St. to Robe St. (With Esplanade intersections, Carlisle Street to Barkly Street, and Shakespeare Grove)	Major
Bay Street - from Graham St. to Ingles St., (with Crockford St. between Bay St. and Ingles St. including Graham St. intersection)	Major
Bridport Street – from Ferrars Street to Merton Street (with Dundas Pl and Montague Street to O’Grady Street)	Major
Carlisle Street – from St Kilda Road to Carlisle Avenue (with Camden Street and Nelson Street between Carlisle St and Alfred St)	Major
Clarendon Street – from Westgate Street to Napier Street	Major
Fitzroy Street – from St Kilda Road to The Esplanade (With Grey Street to Dalgety Street)	Major
South Melbourne Market - (York Street and Coventry Street between Ferrars Street and Clarendon Street, Cecil Street between York Street and Coventry Street)	Major
Armstrong Street – from Canterbury Road to Neville Street	Local
Barkly Street - from Blessington Street to Inkerman Street with Grey Street to Gurner Street	Local
Centre Av – from Howe Parade to Dunstan Parade	Local
Glen Eira Road – from Hotham Street to Rail line	Local
Ormond Road – from Glen Huntly Road to Pine Avenue	Local
Park Street – from Moray Street to Cecil Street	Local
Victoria Avenue – from Beaconsfield Parade to Richardson Street (right hand side)	Local
Victoria Avenue – from Moubay Street to Merton Street	Local
City Road and Montague Street (B/w Boundary Street and Thistlethwaite Street and with Montague Street intersection)	Local

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SHOPPING CENTRES	CLASS
Corner Addison Street and Meredith Street	Local
Corner Montague Street and Park Street	Local
Corner Williamstown Road and Graham Street	Local
Cowderoy Street and York Street Roundabout	Local
St Kilda Road - Argyle Street to Inkerman Street (outbound)	Local
St Kilda Road - Octavia Street to Alma Road (outbound)	Local
Tennyson Street - Scott Street to Coleridge Street	Local
Station Pier Street	Local
Corner Wellington Street and St Kilda Road	Local
Corner Chapel Street and Dandenong Road	Local
Blessington Street both sides with Barkly Street Intersection	Local
Brighton Road - Milton Street and Hennessy Avenue	Local
Brighton Road - Chapel Street to Brunning Street	Local
Corner Inkerman Street to Hotham Street	Local



Summary of proposed changes

Road Management Plan 2025

The table below summarises the proposed changes to the Road Management Plan (RMP).

These changes relate to road maintenance standards and are consistent with the latest industry standards from the Municipal Association of Victoria (MAV).

RMP Category / Detail	Previous Standard (RMP 2021)	Proposed Standard (RMP 2025)	Reason for Change
Proactive Inspections - Frequency	No inspection frequency on Bridges.	Proposed frequencies of Level 1-3 Bridges.	Added to provide clarity.
Reactive Inspections – Initial Response (All Asset Types)	Not detailed. Definition of response, temporary repair, and rectification was not clear.	2-10 working days depending on asset.	Added to provide clarity. Added to align with MAV advice.
Proactive/Reactive Inspections – Hazard Control / Temporary Repair (All Asset Types)	Definition of initial response, temporary repair and rectification was not clear. Urgent: Current plan does not specify. Non-Urgent: <i>Priority 3</i> Rectification within 2 working days; <i>Priority 4</i> Rectification 12-24 months in works program.	Urgent: Temporary repair within 1 working day. Non-Urgent: Temporary repair within 2 working days. No Repair Required: add to capital works program.	Added to provide clarity on temporary repair.
Proactive/Reactive Inspections – Rectification (All Asset Types)	Definition of initial response, temporary repair, and rectification was not clear.	Immediate: Rectify by end of next working day. Non-Urgent: <i>Priority 3</i>	Added to provide clarity and align with MAV advice. Consideration given to



	<p>Immediate: Current plan does not specify.</p> <p>Non-Urgent: <i>Priority 3</i></p> <p>Rectification within 2 working days; <i>Priority 4</i> Rectification 12-24 months in works program.</p>	<p>Rectification within 1 month; <i>Priority 4</i></p> <p>Rectification within 3 months.</p> <p>No Repair Required: Add to capital works program.</p>	neighbouring municipalities.
Defect Intervention Level – Kerb and Channel	No displacement provided.	Vertical displacement greater than 75mm.	Added to align with MAV advice.
Defect Intervention Level – Traffic Management and Control	No intervention level considered.	Missing, Damaged, Vandalised, or severe deterioration.	Added to align with MAV advice.



13.2 **APPROACH TO MELBOURNE WATER'S FLOOD MAPPING UPDATE**

EXECUTIVE MEMBER: **BRIAN TEE, GENERAL MANAGER, CITY GROWTH AND DEVELOPMENT**

PREPARED BY: **LUKE ROGERS, STRATEGIC PLANNER**

1. PURPOSE

- 1.1 This report seeks Council support of the approach of Melbourne Water regarding updated flood mapping and the adoption of that mapping into the Port Phillip Planning Scheme via a Planning Scheme Amendment.

2. EXECUTIVE SUMMARY

- 2.1 The impact of flood on the City of Port Phillip is a significant and growing risk. A large portion of the municipality is susceptible to flooding, and the severity of these events is expected to increase due to climate change. Council has a responsibility to prepare for and mitigate flood risks using the 'best available' flood data.
- 2.2 Melbourne Water is in the process of updating flood modelling across the Greater Melbourne area. This includes updating maps of the City of Port Phillip (CoPP) showing areas that are likely to be impacted by flooding events.
- 2.3 Once updated, the flood mapping is used to update the Port Phillip Planning Scheme (the Scheme) through a Planning Scheme Amendment (PSA). This update will identify land within the flood mapping overlay. An overlay will contain requirements for development on flood affected land.
- 2.4 Melbourne Water (MW) has been developing a community engagement approach on flood modelling and the new flood information. This will be led by MW in collaboration with Councils.
- 2.5 In October 2024, MW's Managing Director wrote to the CEO of CoPP outlining the timeline for delivering the updated flood modelling and their intention for implementing the modelling through a PSA.
- 2.6 The updated modelling will be completed in groups of councils. CoPP will have their modelling updated in the third group of councils, expected in June 2025.
- 2.7 The MW process outlined in their letter to the CEO is a streamlined process that responds to the scale of the flood modelling program, recent recommendations from the Parliamentary Inquiry into the 2022 floods, and feedback from councils. The process is for the PSA to be a group amendment, where all affected councils in our group work together with MW to progress the PSA as a Ministerial amendment.
- 2.8 A Ministerial amendment, as proposed by MW:
- Is less resource intensive for Council;
 - Is faster, allowing our community to act to protect their properties and prepare for potential flood events; and,
 - Reduces the regulatory burden and risk to Council.
- 2.9 Under MW's proposed approach, the requirement to provide formal notice to materially affected parties would be removed. However, the Minister for Planning retains



discretion to consult with Council and other stakeholders before making a final decision.

2.10 Council can choose to respond to the Managing Director of Melbourne Water letter by:

- **Option 1:** Indicating support for the Melbourne Water approach and requesting the Minister for Planning utilises their discretion to consult broadly with stakeholders before deciding the ministerial amendment (recommended).
- **Option 2:** Propose an alternate approach where Council seeks to enter a partnership with Melbourne Water and leads our own planning scheme amendment. This was Melbourne Water's previous approach.
- **Option 3:** Council can choose not to respond. MW's letter did not specifically request a Council position and if we do not respond, MW will continue with their intended approach, engaging with Council as required.

3. RECOMMENDATION

That Council:

- 3.1 Notes the officer report in relation to the proposed approach to Melbourne Water's flood mapping update.
- 3.2 Endorses the proposed approach of Melbourne Water for the upcoming flood mapping update and resulting planning scheme amendment to the Port Phillip Planning Scheme.
- 3.3 Authorises the Chief Executive Officer (or their delegate) to prepare a response to the Managing Director of Melbourne Water that:
 - Indicates support for the Melbourne Water approach and requests that the Minister for Planning consults broadly with stakeholders before making a decision on the ministerial amendment.

4. KEY POINTS/ISSUES

Flooding and Flood Modelling

- 4.1 The City of Port Phillip is vulnerable to flooding, both from overland water flows and from inundation from sea level rise. Melbourne Water (MW) and CoPP share responsibilities to manage stormwater from rain events and runoff through our respective stormwater systems.
- 4.2 The management of stormwater is complex and requires high levels of technical expertise and infrastructure investment to manage. MW is the floodplain manager under the *Water Act 1989*. Beyond managing the physical infrastructure, MW models the impacts of flooding.
- 4.3 The flood modelling produced by MW indicates what land is likely to be impacted by overland flow of stormwater in a flooding event.
- 4.4 The Scheme requires that planning must "identify at risk areas using the best available data and climate change science." The data produced by MW is considered the 'best available data'. It should therefore inform our flood mitigation actions.
- 4.5 The use of flood modelling and mapping in the Scheme will allow use and development to respond to the dangers caused by floods. This is achieved through setting building flood levels at a height above expected flood waters, or for alternative measures to mitigate the damage from flood.



- 4.6 MW undertakes the process of updating flood mapping generally every five years. The latest round of flood modelling updates by MW is underway, with updated modelling being produced for the wider Melbourne Metropolitan region. MW is completing the flood modelling in groups of councils, or tranches.
- 4.7 CoPP is grouped within the third, and largest, tranche of councils. It is anticipated that the MW updated modelling will be available in June 2025.
- 4.8 Flood modelling is generally adopted into the Scheme by updating overlay maps. This overlay map is applied to land which, based on the MW modelling, is likely to be impacted by flood. When a use or development permit application is lodged concerning land within the overlay, the proposal must meet certain requirements, which may include referral of the application to MW for assessment.

Planning Scheme Amendment Process

- 4.9 The updated flood modelling should be introduced into the Port Phillip Planning Scheme as soon as possible. The community will then be able to act on that updated information when undertaking applications for use and development.
- 4.10 Adoption of the flood modelling into the Scheme will require a Planning Scheme Amendment (PSA). Council is tasked with maintaining and updating the Port Phillip Planning Scheme.
- 4.11 PSAs can be used to amend a single planning scheme or can be used to amend several planning schemes simultaneously. Where several councils are amending their planning schemes in the same way, they can apply for a Group Council (GC) Amendment so that the process is more streamlined and the outcome more consistent.
- 4.12 A PSA can be achieved in several ways, however one of the most common forms Council’s use is an Exhibited Planning Scheme Amendment process (this was the previous approach adopted by Melbourne Water. The Exhibited Amendment Process has the steps as outlined below:

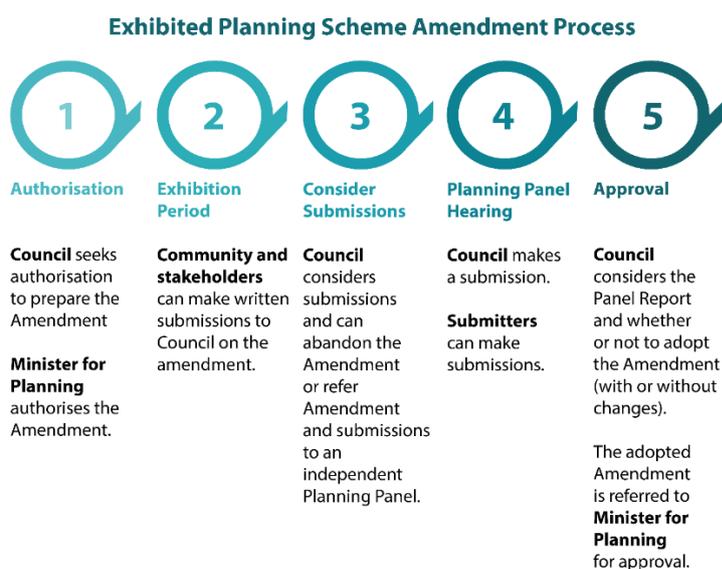


Figure 1: Exhibited Planning Scheme Amendment Process Flowchart

- 4.13 As with all PSA processes, the exhibited amendment process requires the Minister for Planning to authorise and ultimately adopt the PSA.
- 4.14 A key feature of the exhibited amendment process is consultation with the community. This is to allow community input on the planning rules. CoPP has a long history of running these processes and incorporating the views of the community.
- 4.15 Where Council is driving a PSA, an exhibited amendment process is the most common. However, an alternative process is available which sees the Minister for Planning expedite the process.
- 4.16 A Ministerial amendment process exempts the Minister for Planning from some of the steps that are included in usual process, including the requirement for a formal exhibition period and a planning panel hearing.
- 4.17 The Ministerial Amendment Process has the steps as outlined below:

Ministerial Planning Scheme Amendment Process



Figure 2: Ministerial Planning Scheme Amendment Process Flowchart

- 4.18 Both the exhibited and ministerial amendment process have their benefits. The main benefit of the exhibited process is the ability to have the community shape the PSA and have the amendment documentation tested at a planning panel hearing. The key benefit of the ministerial amendment process is the considerably shorter timeframe, and the greatly reduced costs.

Melbourne Water’s Previous “Business as Usual” Approach

- 4.19 Prior to the new proposed approach to a PSA, MW requested Councils to participate in a joint Planning Scheme Amendment.
- 4.20 The joint PSA consisted of a partnership with the relevant council to run an exhibited amendment process. The partnership would entail running the amendment together and typically sharing the costs.

New Melbourne Water Proposed Approach

- 4.21 The Managing Director of MW wrote to the CEO of CoPP in October 2024 outlining the timeline for updated modelling and mapping and the process they intend for the subsequent Planning Scheme Amendment.



- 4.22 MW are seeking to partner with various councils to progress the required PSAs as quickly and uniformly as possible. Where partnerships can take place, cost and resource sharing could also take place.
- 4.23 Given the scale of the flood modelling program, the recent recommendations from the Parliamentary Inquiry into the 2022 floods, and feedback from councils, MW intends to progress a GC PSA. This would include all nine councils in the third tranche and address both MW and council-managed drainage assets.
- 4.24 As well as proposing a GC amendment, MW is also proposing to submit a request for a Ministerial PSA, rather than an exhibited PSA. This is primarily due to the technical nature of the flood modelling not being subject to review or change. This is a similar process that occurs with hazard planning that takes place with bushfire management.
- 4.25 The Minister for Planning must consent to acting as the Planning Authority for the amendment. It is MWs intention to apply for the Minister of Planning to take this role.
- 4.26 MW has outlined assistance they would provide through the process, including working with impacted councils on a community awareness and information campaign. Councils could use materials, information and collateral created by MW. MW would draft the text and maps of the planning controls for adoption into the Scheme.

Risks and Benefits

Benefits of Proposed Approach

- 4.27 The updated flood modelling being produced by MW will be considered 'best available data', as such the mapping produced should be incorporated into the planning scheme as soon as possible. Ministerial amendments are faster and less likely to be subject to long delays for assessment and authorisation.
- 4.28 The PSA is used to enshrine technical reporting and modelling of natural hazards into a Planning Scheme. Similar processes have been demonstrated to be effective for natural hazard mapping, such as bushfire risk. It is not practical or feasible for a PSA of this type to require a formal exhibition under the Act, as there is no ability for community members to object to adoption of best available natural hazard information.
- 4.29 Adoption of a process to update flood modelling into the Scheme CoPP minimises exposure to potential liability to council and allows our community to act to protect their properties and prepare for potential flood events.

Risks of Proposed Approach

- 4.30 The primary risk of adopting MWs proposed approach is the potential public concern about the removal of a formal public notice period through the planning scheme amendment process.
- 4.31 This risk can be minimised through community engagement. Council will participate in this engagement in partnership with MW.
- 4.32 The Ministerial PSA process allows the Minister for Planning to choose to consult with Council and stakeholders, and Council could advocate for stakeholder consultation to occur.
- 4.33 The reputational risk to CoPP is minimised where it can be clearly demonstrated that the proposed flood modelling changes are based on the expert information provided by MW. The Victorian Government is responsible for the information and Council has a legal requirement to act on the information provided. This is best communicated to our



community by the various councils acting together and in partnership with MW, with the Minister for Planning acting as Planning Authority for the PSA.

Risks of "Business as Usual" Approach

- 4.34 CoPP has the option to seek the exhibited amendment process "Business as Usual" approach. This approach, though tested at planning panels and used by the City of Melbourne and the City of Yarra, does come with significant risks.
- 4.35 There is a risk associated with running a formal public notice and submission process that informs the community but does not allow their input to affect the PSA. Flood overlay mapping and wording are dictated by the technical experts at MW, meaning no alterations can be made. This could cause frustration and confusion among community members if they expect to be able to contribute to the outcome.
- 4.36 If CoPP enters a partnership with Melbourne Water and follows the exhibited amendment process, it would likely face substantial financial and administrative burdens. While MW has offered to share PSA process costs in the past, this offer may not apply if CoPP opts out of supporting their intended approach. CoPP would then need to manage all aspects of the PSA independently, including community engagement, without external support. If a Planning Panel Hearing is required, securing representation for these proceedings would incur significant costs.
- 4.37 Beyond financial and administrative costs, pursuing an exhibited amendment under the "Business as Usual" approach would delay the adoption of the flood overlay and the assessment of new planning applications. The timelines for authorisation, panel hearings, and adoption can vary widely, sometimes stretching over years from the initial lodgement.

City of Melbourne - Amendment C238melb

- 4.38 The City of Melbourne's experience with Amendment C238melb highlights the challenges of the "Business as Usual" approach.
- 4.39 The amendment, which aimed to integrate Melbourne Water's data into the Melbourne Planning Scheme, was costly, complex, and took over four years to complete.
- 4.40 Following Council authorisation, Amendment C384melb was exhibited from October to November 2021. In response to submissions from materially affected parties, Council requested an independent Panel, which convened in October 2022 for hearings.
- 4.41 The Council's consideration of the panel report was subsequently delayed due to extensive legal proceedings. On 14 August 2023, VCAT struck out an appeal from two parties involved in the Panel hearing. These parties then appealed to the Supreme Court, with hearings in April 2024. On 21 June 2024, the Supreme Court dismissed the appeal, ruling in favour of Council and Melbourne Water.
- 4.42 The City of Melbourne ultimately ended up adopting Amendment C384 with changes on 27 August 2024, and the amendment was gazetted on 13 December 2024, concluding a protracted, expensive and complex process.

Options for Response Flood Modelling

- 4.43 Council can respond to the Managing Director of Melbourne Water letter by:
- **Option 1:** (Recommended option) Indicating support for the Melbourne Water approach and requesting the Minister for Planning utilises their discretion to consult broadly with stakeholders before deciding the ministerial amendment.



- **Option 2:** Propose an alternate approach where Council seeks to enter a partnership with Melbourne Water and leads our own planning scheme amendment. This was Melbourne Water's previous approach.
- **Option 3:** Council can also choose not to respond. MW's letter did not specifically request a Council position and if we do not respond, MW will continue with their intended approach, engaging with Council as required.

5. CONSULTATION AND STAKEHOLDERS

- 5.1 Ongoing discussions have been held with Melbourne Water. This report is in response to the position of Melbourne Water.
- 5.2 Internal stakeholders have been consulted. The Flood Steering Committee determined to support the position of MW in a committee meeting in November of 2024.
- 5.3 Discussion have been held with officers from other councils that are facing a similar decision. Officers understand that, aside from Moonee Valley and Yarra (who conducted their own modelling) other councils have not received finalised modelling data from MW or progressed to the amendment stage of the process.
- 5.4 On 19 September 2024, the City of Darebin wrote to Melbourne Water in support of the proposed new approach. Their preference is for a State Government-initiated PSA covering multiple councils. The key reasons include:
 - Alignment with the legislative framework and respective roles of State and local governments.
 - A consistent approach across multiple councils, reducing regulatory burden and ensuring efficiency.
 - Minimising delays and ensuring a transparent consultation process

6. LEGAL AND RISK IMPLICATIONS

- 6.1 The proposed approach to the flood modelling update aligns with Council's obligations under the Planning and Environment Act 1987 and the Water Act 1989.
- 6.2 There are legal risks and implications of not appropriately acting on the flood information that Council is provided by the Floodplain Management Authority, Melbourne Water.

7. FINANCIAL IMPACT

- 7.1 The flood modelling update has been budgeted assuming a partnership with Melbourne Water in FY2024/25 and into FY2025/2026. A budget of \$20,000 has been requested as part of the Planning Scheme Amendments budget for 2025/26. If an alternative approach were to be sought, the costs would be significantly higher.

8. ENVIRONMENTAL IMPACT

- 8.1 By utilising up to date information on flooding, CoPP is better placed to ensure that any new developments or uses in our municipality do not exacerbate the issue of flooding.

9. COMMUNITY IMPACT

- 9.1 The impact of flooding on the community is high and increasing over time with changes to the climate. Appropriately planning for, and mitigating the effects of, flooding is required to minimise that impact.



- 9.2 The proposed approach to the Planning Scheme Amendment ensures that the community is informed of changes and can respond to flood risks in their use and development of land.

10. ECONOMIC IMPACT

- 10.1 The updated flood modelling will have some significant economic impacts. Inclusion of properties within a known flood area often impact property and insurance prices. However, the information that is being produced will have these impacts regardless of the actions of Council.
- 10.2 There are significant economic impacts if property owners are not sufficiently prepared and aware of potential flooding risks. Properties that are developed with the appropriate flood mitigation techniques will be less likely to suffer negative economic impacts in the event of a flood.

11. GENDER IMPACT ASSESSMENT

- 11.1 The impact of flooding is similar across all genders, however, impacts to those who are at risk within our community are more keenly felt.
- 11.2 A Gender Impact Assessment has not been completed for this project. One may be required for the resulting PSA.

12. ALIGNMENT TO COUNCIL PLAN AND COUNCIL POLICY

- 12.1 The recommendation to support the proposed approach is informed by Council's policies and strategies and will contribute to achieving the strategic directions outlined in the current Council Plan 2021-31.

13. IMPLEMENTATION STRATEGY

- 13.1 The updated flood modelling is expected to be provided by Melbourne Water in July 2025, at which time Council will be updated on the progress of this work.
- 13.2 Upon receipt of the updated flood modelling, discussions will be held with Melbourne Water and other impacted Councils to prepare a planning scheme amendment.

14. OFFICER MATERIAL OR GENERAL INTEREST

- 14.1 No officers involved in the preparation of this report have a material or general interest in the matter.

ATTACHMENTS 1. Letter from Melbourne Water re Flood Modelling Update  

OFFICIAL



14/10/2024

Chris Carroll
CEO
Port Phillip, City of

By email: chris.carroll@portphillip.vic.gov.au

Dear Chris

Update on flood modelling program

First, thank you for your support in working with Melbourne Water over recent weeks and months as we have progressed our updated flood modelling program.

Following on from previous correspondence, I am writing to provide you another update on Melbourne Water’s progress towards deployment of new flood modelling, and in particular, how we intend to work with groups of Councils through the implementation stages over the next few years.

As outlined in previous letters, Melbourne Water is updating all flood models across the Port Phillip and Westernport catchments by 2026, and where possible, we’re updating flood models in collaboration with our Local Government partners. Your Council is one of the councils we are currently working with to undertake new flood modelling and I would like to thank you and your officers for the continued commitment to the project.

We have now advanced our approach to public release and implementation of new flood information, once the modelling stage is completed. Due to the scale of the program, we have grouped councils into ‘tranches’ based on the anticipated timing for modelling completion. Once the modelling stage is completed, we intend to work with these council groupings on the next steps to develop the subsequent planning scheme amendment and associated public exhibition and community engagement.

The current council groupings to the end of 2025 are shown in the table below, noting tranches 2, 3 and 4 are somewhat fluid as the timing for modelling completion is subject to partnerships and decisions of individual councils. (Councils not included in the table are either yet to

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Printed on 100% recycled paper



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commence a joint modelling project with Melbourne Water, or are due for completion post 2025.)

Table – Anticipated timing for modelling completion phase

First tranche 2024	Second tranche (anticipated by Dec '24)	Third tranche (anticipated by June '25)	Fourth tranche (anticipated by Dec '25)
Darebin Moonee Valley Yarra (Maribyrnong River)	Glen Eira Merri-bek* Mornington Stonnington Whitehorse	Banyule Bayside Brimbank Dandenong Hobsons Bay Kingston Knox Maribyrnong Port Phillip	Casey Macedon Ranges Manningham Monash Wyndham (Yarra River)

Working with Council groupings

Melbourne Water is already working with your officers through the development of the flood modelling.

Once modelling is complete, we will transition to working with groups of Councils, and VicSES through the deployment program which includes the following key components:

- Community awareness – partnership between Melbourne Water, Councils and VicSES to ensure the community is aware of the new flood information, knows their flood risk and what to do to be prepared for a flood.
- Planning scheme controls – Melbourne Water will draft planning scheme controls based on the new 2100 flood hazard information for review and feedback from Councils.
- Emergency planning – Melbourne Water supports VicSES to update Municipal Flood & Storm Emergency Management Plans and Local Flood Guides with the latest flood information.

Planning Scheme Amendment

Given the scale of our rolling program of flood modelling across Greater Melbourne, the recent recommendations from the Parliamentary Inquiry into the 2022 floods and strong feedback received by many councils, it is our current view that 'Group Council' (GC) planning scheme amendments, covering both Melbourne Water and Council drainage assets, are the most efficient way to implement new flood modelling into planning schemes.

Other aspects of the PSA approach we are exploring are to request the Planning Minister act as the Planning Authority for GC amendments and to appoint a Standing Advisory Committee to consider the ongoing program of group amendments that will continue as we implement our rolling program of new flood modelling across the entire Port Phillip and Westernport region.

Melbourne Water has communicated this preferred approach to the Department of Transport and Planning and is continuing to work with the department on the associated details.

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Publishing and use of new flood information

Melbourne Water currently proposes to publicly release the new flood mapping at the commencement of public exhibition of the planning scheme amendment, supported by a comprehensive community engagement program. Alternatively, we have heard from some Councils that a softer approach to release of the new information could occur sooner and we understand some Councils may prefer this approach – we continue to explore these options and remain open to feedback.

Melbourne Water is currently proposing to authorise use of the new '2100 climate change scenario' flood information for referral advice and decision making at the commencement of the planning scheme amendment process, once notice of public exhibition of the amendment appears in the government gazette. We believe this is striking the right balance between using 'best available' information, as well as ensuring planning consideration is made based on publicly available state of knowledge.

We are also currently developing an online mapping tool to enable the community to search for their property-specific flood information to support release of the new data. Once the tool has been developed, new flood information would be made available to the public via the tool at the commencement of the PSA process.

Community engagement

Melbourne Water has also been developing the details of a comprehensive community engagement approach to flood modelling and release of new flood information. There is further work to do to develop and tailor the community consultation approach in collaboration with Councils over coming months. Melbourne Water is ready to play a lead role in communications and engagement activities, in partnership with each council, and my team is developing a comprehensive suite of collateral to support this.

In addition, later this year, we are planning a region-wide flood risk awareness campaign that aims to raise broad flood awareness within the community and set the context for the roll-out of the Greater Melbourne flood modelling program. This campaign will deliver a phased approach to ensure timely communication to target audiences. This will involve:

- Stakeholder engagement - A program of verbal and written briefings will be delivered to ensure the relevant stakeholders, including Councils, are informed of the information campaign, activities and messages.
- Launch of the Greater Melbourne Modelling Program website – Information on the modelling program will be published on Melbourne Water's website and will include the context, importance of flood modelling, how flood modelling is used, program information and a short animation.
- Advertising campaign for the Greater Melbourne Modelling Program - A campaign will be developed to promote information to a broad audience about the flood modelling program. This phase would involve a broad reach paid social media campaign. Key messages, imagery and animations are being developed for the campaign.

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Next steps

My team will continue to work together with your officers through the flood modelling phase and will reach out to discuss opportunities for enhanced community engagement opportunities.

Once modelling is complete, we will transition to working together with each tranche of Councils through the deployment program as outlined above.

In the meantime, should you have any questions, please don't hesitate to reach out to me directly via phone on 0466 207 968. Melbourne Water would also be happy to support any briefings to Councillors or senior executive at your Council.

Yours sincerely

Dr Nerina Di Lorenzo

Managing Director



Cc:

CEOs from each Council listed in the table



13.3 VICTORIAN ELECTORAL COMMISSION'S (VEC) REPORT ON
THE 2024 CITY OF PORT PHILLIP GENERAL ELECTION

EXECUTIVE MEMBER: ROBYN BORLEY, DIRECTOR, GOVERNANCE AND
ORGANISATIONAL PERFORMANCE

PREPARED BY: KATRINA COLLINS, SENIOR GOVERNANCE ADVISOR

1. PURPOSE

- 1.1 To present the Victorian Electoral Commission's report on the 2024 City of Port Phillip general election.

2. EXECUTIVE SUMMARY

- 2.1 In accordance with section 263 (1) of the *Local Government Act 2020* (the Act) the Victorian Electoral Commission (VEC) is the statutory election service provider for the conducted of local government elections in Victoria.
- 2.2 The Act outlines that the general election of Councillors for all councils must be held every four years on the fourth Saturday in October.
- 2.3 In 2024, the local government general elections were held on 26 October 2024 for 78 out of 79 Councils, as Moria Shire Council was dismissed, and administrators were appointed until 2028.
- 2.4 The Local Government Amendment (Governance and Integrity) Act 2024 received royal assent on 25 June 2024 and introduced a number of changes, to the local government electoral legislation, requiring immediate implementation (refer to page 6 of the Election Report).
- 2.5 Regulation 83(1) of the Local Government (Electoral) Regulations 2020 requires the VEC to prepare a report to the Chief Executive Officer of a council on the conduct of the election within the period of six months after election day.
- 2.6 Regulation 83(3) requires the Chief Executive Officer to ensure that the report is submitted to the Council at the earliest practicable meeting of the Council held after received.
- 2.7 The 2024 City of Port Phillip Council – Election Report (Attachment 1) prepared by the VEC, was received on 15 April 2025.

3. RECOMMENDATION

That Council:

- 3.1 receives and notes the report provided by the Victorian Electoral Commission on the 2024 City of Port Phillip Council general election at Attachment 1.

4. KEY POINTS/ISSUES

- 4.1 The VEC's report on the 2024 City of Port Phillip Council general election details the end-to-end service delivery of the legislative requirements under the Act, the activities carried out by the VEC throughout the election timeline, voter statistics, and the election results. The report also provides details of post-election activities including compulsory voting enforcement.



- 4.2 The VEC conducted the 2024 City of Port Phillip elections in accordance with the service level agreement established in March 2024, managing the elections from Port Melbourne Town Hall.
- 4.3 The certified voters' roll for the 2024 City of Port Phillip Council general election included 74,098 enrolled voters.
- 4.4 Participation rate
 - 4.4.1 Participation is measured by the number of marks on the roll as a percentage of total enrolment and can vary from turnout (total ballot papers counted as a percentage of total enrolment)
 - 4.4.2 The participation rate in the 2024 City of Port Phillip general election was 74.22%, which is lower than the state average of 83.79% (excluding Melbourne City Council). Additionally, the participation rate for Port Phillip in 2024 was higher than the 71.06% at the 2020 City of Port Phillip general election.
- 4.5 Turnout
 - 4.5.1 Voter turnout is measured by the number of formal and informal ballot papers counted in the election as a percentage of voters on the voters' roll for the election.
 - 4.5.2 The overall voter turnout for the 2024 City of Port Phillip general election general election was 72.85%. This is compared to the State average turnout of 81.46% (excluding Melbourne City Council). The voter turnout at the 2020 City of Port Phillip general election was 69.54%.
- 4.6 Informality
 - 4.6.1 The overall informal voting rate recorded at the 2024 City of Port Phillip general election was 2.36%, compared with the State average of 3.47%. An informality rate of 3.73% was recorded at the City of Port Phillip Council general election held in October 2020.
- 4.7 Key Statistics on results information for each Ward are provided from Appendix 8 of the 2024 City of Port Phillip Council general election report.

5. CONSULTATION AND STAKEHOLDERS

- 5.1 The VEC consulted with the voters, councils, and other stakeholders in the lead up to publishing the 2024 Local Government elections Service Plan.
- 5.2 As part of the VEC evaluation framework, they will seek feedback from internal and external stakeholders, election participants and advisory groups. In addition to evaluating stakeholder satisfaction with the delivery of the 2024 local government elections, including a sample of candidates who nominated for the election.

6. LEGAL AND RISK IMPLICATIONS

- 6.1 The VEC ensured that arrangements were established to address any legal or regulatory issues that emerged during the election.

7. FINANCIAL IMPACT

- 7.1 An allocation of \$866,620 (excluding GST) was made in the 2024/25 Council budget for the delivery of the 2024 City of Port Phillip general election.
- 7.2 The VEC will issue an invoice for the final election costs to the Council in due course.



7.3 The VEC's invoice for conducting the election will be issued during the 2024-25 financial year, while invoices for enforcing compulsory voting will be issued during the 2024-25 and 2025-26 financial years.

8. ENVIRONMENTAL IMPACT

8.1 The VEC is committed to managing resources in a way that minimises environmental impact across its operations.

9. COMMUNITY IMPACT

9.1 The VEC delivered a state-wide advertising campaign to maximise public awareness and participation amongst all eligible voters. Campaign activities and consistent messaging were delivered across two phases – enrolment and voting – and through multiple traditional and emerging mediums, including radio, digital and social media, and offline/outdoor advertising.

9.2 The VEC delivered voter engagement programs. The program sessions were implemented throughout Victoria and were specific to local demographics.

10. GENDER IMPACT ASSESSMENT

10.1 Receiving and noting the VEC's report on the conduct of the 2024 City of Port Phillip general election has no direct GIA impact on the community.

11. ALIGNMENT TO COUNCIL PLAN AND COUNCIL POLICY

11.1 The receipt of the VEC's report aligns with the outcomes of strategic direction 5 – Well Governed Port Phillip, by ensuring Council meets its statutory obligations.

12. IMPLEMENTATION STRATEGY

12.1 TIMELINE

12.1.1 In accordance, with section 267 of the Act, the VEC has commenced its compulsory voting enforcement program.

12.2 COMMUNICATION

12.2.1 Pursuant to section regulation 83(3) of the Local Government (Electoral) Regulations 2020 (Regulations) the VEC's 2024 Port Phillip City Council election report is submitted to the Council.

13. OFFICER MATERIAL OR GENERAL INTEREST

13.1 No officers involved in the preparation of this report has declared a material or general interest in the matter.

ATTACHMENTS

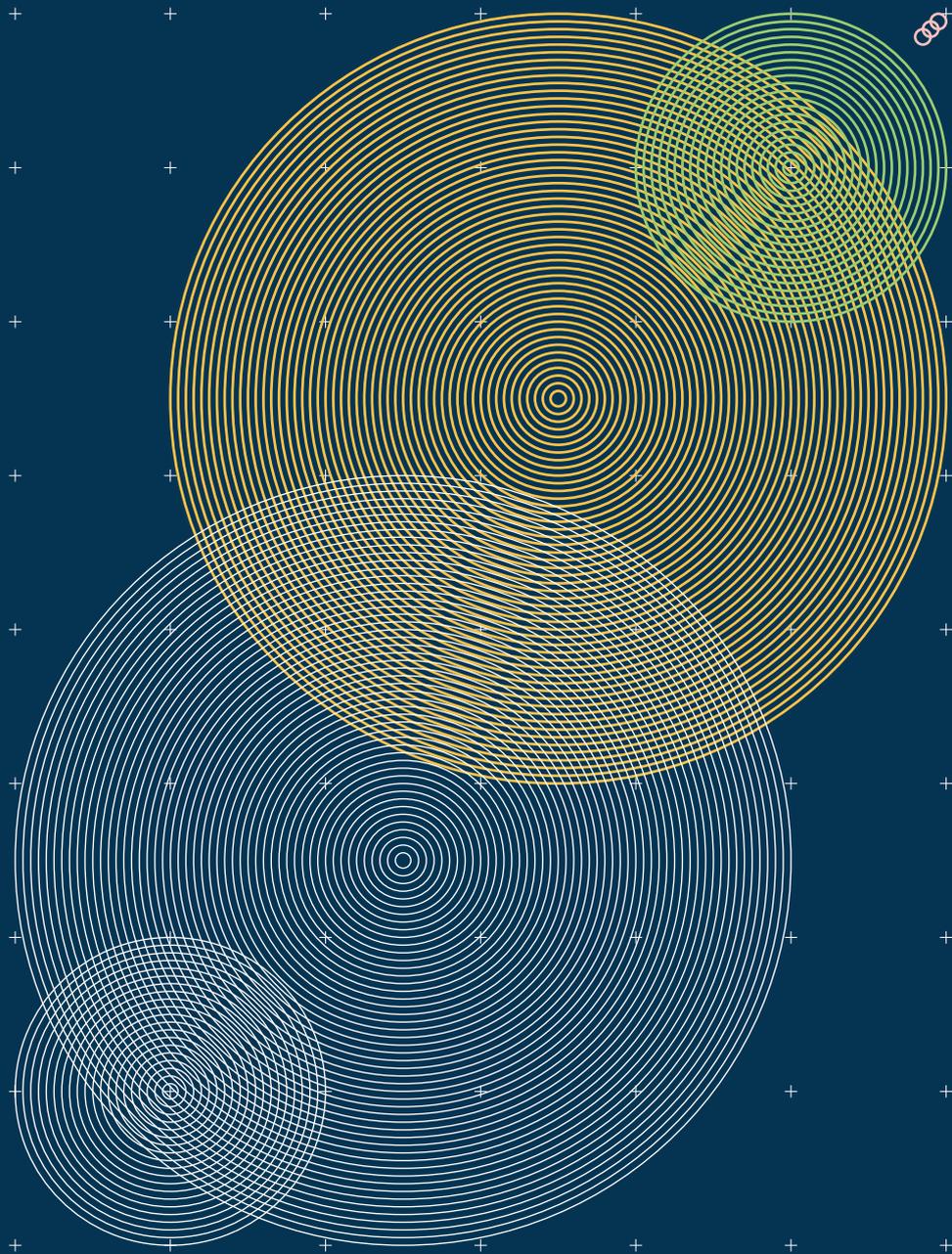
1. Victorian Electoral Commission - 2024 Port Phillip City Council general election report  [↓](#)

Election report

Port Phillip City Council

2024 Local government elections

April 2025



Letter of Transmittal

14 April 2025

Mr Chris Carroll
Chief Executive Officer
Port Phillip City Council
Private Bag 3
St Kilda VIC 3182

Dear Mr Carroll

Pursuant to Regulation 83 of the Local Government (Electoral) Regulations 2020, I submit this report to the Chief Executive Officer of Port Phillip City Council on the general election held in October 2024.

Yours sincerely



Sven Bluemmel
Electoral Commissioner

Acknowledgement of Country

The Victorian Electoral Commission (VEC) acknowledges the Aboriginal and Torres Strait Islander people of this nation, as the traditional custodians of the lands on which the VEC works and where we conduct our business. We pay our respects to ancestors and Elders, past, present, and emerging. The VEC is committed to honouring Aboriginal and Torres Strait Islander peoples' unique cultural and spiritual relationships to the land, waters and seas and their rich contribution to society.

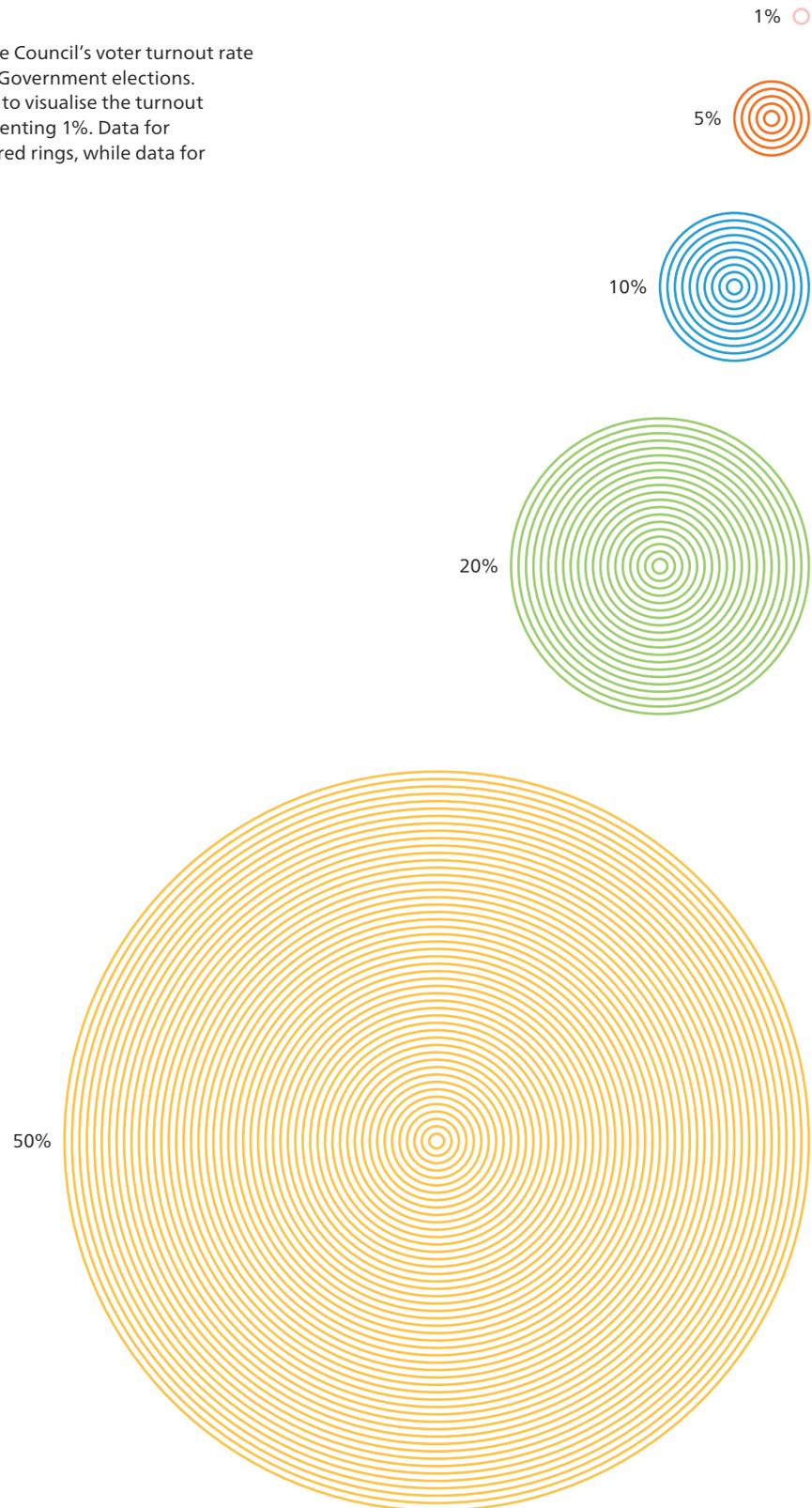
Election report
Port Phillip City Council
2024 Local government elections

Voter turnout (front cover)

Graphic representation of the Council's voter turnout rate for the 2024 and 2020 Local Government elections. Rings are grouped into units to visualise the turnout percentage, each ring representing 1%. Data for 2024 is depicted using coloured rings, while data for 2020 is shown in white.

Port Phillip City Council

Turnout (2024): 72.85%
Turnout (2020): 69.54%



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1. Introduction

The Victorian local government general elections are held every 4 years as set out in the *Local Government Act 2020* (Vic) (**LG Act**). In 2024, general elections were held for 78 of the 79 Victorian councils with Saturday 26 October marking election day. In accordance with section 263(1) of the LG Act, the Victorian Electoral Commission (**VEC**) is the statutory election service provider for the conduct of local government elections in Victoria.

This report provides information on the 2024 Port Phillip City Council general election including details of the end-to-end service delivery of electoral activities throughout the election timeline. This report also provides details of post-election activities including compulsory voting enforcement.

About the Victorian Electoral Commission

The VEC is an independent statutory authority established under the *Electoral Act 2002* (Vic) (**Electoral Act**). The VEC's principal functions are to conduct State elections, local government elections, certain statutory elections and polls, commercial and community elections, and to support electoral representation processes for local councils and the Electoral Boundaries Commission for State electoral boundaries. The VEC is also responsible for maintaining the Victorian register of electors and administering political funding and donation disclosure laws. The VEC has a mandated role to conduct electoral research, provide communication and education services, and inform and engage Victorians in the democratic process.

Sven Bluemmel is the appointed Electoral Commissioner and Dana Fleming is the appointed Deputy Electoral Commissioner. The Electoral Commissioner and Deputy Electoral Commissioner report to the Victorian Parliament in relation to the VEC's operations and activities.

The Electoral Commissioner heads the VEC's Executive Management Group that comprises the Deputy Electoral Commissioner, the Executive Director, Corporate Services and 7 Directors, each leading the main functional areas of the VEC. Each Director acts as subject matter experts and oversees legislative responsibilities under the LG Act and the Electoral Act.

The VEC has a dedicated local government election program framework that incorporates a range of programs, projects and activities that are supported through strategic planning, project management, and process mapping. The program is overseen by the VEC's Delivery Group and has sponsorship from the Executive Management Group.

2. Key changes

Changes in legislation

The *Local Government Amendment (Governance and Integrity) Act 2024* (Vic) received royal assent on 25 June 2024 and introduced a number of changes to local government electoral legislation.

The VEC implemented the necessary changes to the 2024 local government election program in response to the reforms as they applied to the elections.

Key changes from *Local Government Amendment (Governance and Integrity) Act 2024*

Close of roll	<p>The date for the close of roll was extended from 57 days to 80 days before the election. For all elections after the October 2024 general elections, including by-elections, the date for the close of roll will be 73 days before election day.</p> <p>The previous timelines were no longer viable due to an increase in the scale and complexity of local government elections, including changes to enrolment entitlements, population growth, higher number of wards, likely increase in the number of candidates, and reduction in mail services offered by Australia Post.</p> <p>By moving this date earlier, other key dates including nomination day, the lodgement date for candidate statements and questionnaires, and the period for mailing out of ballot materials have been brought forward through the <i>Local Government (Electoral) Regulations 2020</i> (Vic) (LG Regulations) providing more time to ensure they are sustainable.</p>
Certification of the roll	<p>The timeframe for roll certification was increased to 23 business days (previously 13 business days) to ensure CEOs (or their delegates) and the VEC have adequate time to process enrolment applications and complete related roll certification processes.</p>
Candidate statement word limit	<p>In response to the pandemic, the LG Regulations permitted candidate statements to be increased from 200 to 300 words for the 2020 local government elections, acknowledging that candidates at the 2020 elections would face restrictions in campaigning.</p> <p>As candidates would no longer face pandemic-based barriers to campaigning activities, the word limit was reverted to 200 words. Equivalent amendments were also applied to the <i>City of Melbourne (Electoral) Regulations 2022</i> (Vic).</p> <p>Returning to the original word limit allowed the VEC to produce smaller candidate statement booklets, reducing associated printing costs and administrative burden.</p>
Rejection and amendment of candidate statements	<p>The time allowed for a candidate to amend their statement was reduced by one day to now be the day after the close of nominations (or 38 days before election day). This aligned the periods for rejections and amendments with the earlier deadline for lodging a candidate statement, allowing additional time to print ballot packs.</p>
Close of candidate statements, photos and questionnaires	<p>The deadline for submitting a candidate statement, photograph and questionnaire was amended to close the same day as the close of nominations at 12 noon, facilitating a more efficient process for candidates and allowing the VEC more time to print ballot packs.</p>
Mailout of ballot pack	<p>The timeline for conducting the mailout of ballot materials was extended from occurring over 3 business days to 4 business days, allowing the VEC to manage the risk of mail service level reductions and provide additional safeguards against election fraud.</p>

3. Election dates

Key timelines for the 2024 local government elections

Deadline fixed by the VEC for council primary enrolment data	Monday 15 July 2024
Close of roll	4 pm Wednesday 7 August 2024
Opening of the election office to the public	Monday 9 September 2024
Certification of the voters' roll and opening of nominations	Monday 9 September 2024
Close of nominations	12 noon Tuesday 17 September 2024
*Deadline for lodging candidate statements, photographs and questionnaires	12 noon Tuesday 17 September 2024
*Ballot draw	From 10 am Wednesday 18 September 2024
*General mail out of ballot packs to voters	Monday 7 October to Thursday 10 October 2024
*Close of voting	6 pm Friday 25 October 2024
Day prescribed as Election Day	Saturday 26 October 2024
*Close of extended postal vote receipt period	12 noon Friday 1 November 2024
Declaration of election results	No later than Friday 15 November 2024

*Dates with asterisks relate to contested elections only.

4. About Port Phillip City Council

Port Phillip City Council is comprised of 9 councillors elected from a subdivided structure.

The electoral structure of Port Phillip City Council was last reviewed in 2023. The electoral structure was confirmed in May 2024 under the new Act.

Figure 1: The electoral structure of Port Phillip City Council at the general election held on 26 October 2024.



5. Voters' roll

The VEC prepared the voters' roll for the election under section 8(2)(c) of the Electoral Act and in accordance with section 249 of the LG Act. The close of roll for the election was 4 pm on Wednesday 7 August 2024. Pursuant to section 249(4) of the LG Act, the VEC certified the voters' roll on Monday 9 September 2024.

At certification, the voters' roll for the 2024 Port Phillip City Council general election included 74,098 enrolled voters.

Composition of the voters' roll

Section 249 of the LG Act specifies that the voters' roll for a local government election is formed by combining 2 separate lists of voters:

1. The Electoral Commissioner's list (EC list) – list of State electors that are enrolled within that local government area.
2. The Chief Executive Officer's list (CEO list) – list of council-entitled voters.

Refer to **Appendix 1** for a breakdown of the Port Phillip City Council general election voters' roll.

Amendments to the voters' roll

In accordance with section 250 of the LG Act, the VEC is able to amend any error or omission in the preparation, printing or copying of the voters' roll, or correct any misnomer or inaccurate description of any person, place or thing on the voters' roll. Amendments to the voters' roll are to be certified by the VEC.

All voters added to the roll were issued with a ballot pack. Where a voter was removed from the roll after the mail-out of ballot material, the VEC had systems in place to ensure that returned ballot papers from the deleted voters could be identified and excluded from the extraction and count. Where roll amendments were required, the total number of voters on the roll was updated.

Following the close of roll, the VEC made 3 amendments to the voters' roll, zero additions and 3 deletions.

6. Advertising and communication campaign

State-wide advertising

The VEC delivered a state-wide advertising campaign to maximise public awareness and participation amongst all eligible voters. Campaign activities and consistent messaging were delivered across 2 phases – enrolment and voting – and through multiple traditional and emerging mediums, including radio, digital and social media, and offline/outdoor advertising.

Public notices

The VEC published a series of public notices on the VEC website throughout the election as required by the LG Act. The notices included critical information relevant to each milestone of the election timeline.

For the 2024 general election, Port Phillip City Council nominated the following newspaper for the public notices:

- › The Australian Jewish News

Refer to **Appendix 2** for further information in relation to the public notices.

VEC website

The VEC provided council specific information regarding the election on its website. The VEC website went live for the local government elections in early July 2024. Whilst some council-specific data remained static during the election, the website was regularly updated with content relevant to the election and at each key milestone such as close of roll, nominations, voting and results.

Media liaison

An online media briefing was held on Monday 29 July 2024. The briefing was made available to view on the VEC website for media representatives unable to join the live event. The media briefing provided an overview of the planning, timeline, legislative changes and other key information for the 2024 local council elections.

Media outlets were provided with a media handbook that outlined the election timeline and key information, and provided the VEC's head office media contacts. This was made available along with other resources from the VEC's media centre webpage. The VEC's communication team supported each election manager with managing media interest locally in their council area.

The VEC's media liaison program principally featured scheduled state-wide and tailored council-specific media releases aimed at highlighting key milestones during the election and capitalise on existing general news coverage.

More information on the VEC's media release schedule is available at **Appendix 3**.

The media program also involved a responsive media enquiry service, as well as the translation and distribution of 3 key media releases for multiple non-English news outlets in Victoria.

Social media campaign

As part of its state-wide advertising campaign, the VEC used paid promotions on social media platforms including Facebook, Instagram, Snapchat, TikTok and WeChat, targeting voters through audience segmentation.

This advertising was supported by a defined timeline of organic social media posts on the VEC's channels, designed to cover each of the key messages of the communication campaign to further extend the reach to the community and promote conversation about the democratic process.

VoterAlert advisories

State-enrolled voters can sign up to VoterAlert, our free SMS and email service, to receive reminder messages about elections that affect them. They can subscribe to messages via SMS, email, or both.

During the general election, we used VoterAlert to send direct messages on:

Wednesday 17 to Wednesday 31 July 2024 – 49,947 voters were contacted by VoterAlert messages sent by SMS and/or email reminding voters to enrol or update their details by the close of roll.

Monday 7 October to Monday 14 October 2024 – 49,624 voters were contacted by VoterAlert messages sent by SMS and/or email advising that we had commenced posting ballot packs.

Tuesday 15 October 2024 – 9,168 voters were contacted by VoterAlert messages sent by SMS and/or email to voters in the Port Phillip City Council, South Melbourne ward to advise of an error that was printed in a candidate statement.

Tuesday 22 October to Wednesday 23 October 2024 – 34,795 voters were contacted by VoterAlert messages sent by SMS and/or email reminding voters that it was the last week to post their ballot material back to us.

More information on VoterAlert is available at **Appendix 4**.

Voter engagement

The VEC delivered an extensive voter engagement program throughout Victoria, specific to local demographics.

A total of 1,276 telephone calls were recorded for Port Phillip City Council during the 2024 local government elections. An overall total of 11,758 email queries were received for all councils.

Appendix 5 contains the full list of initiatives for the 2024 local government elections.

Democracy ambassadors

The VEC delivered education sessions conducted by our Democracy Ambassadors to a range of councils. The sessions focused on enrolment and voting for the election. These sessions were offered to councils in priority areas and delivered at no cost to council. Where resourcing allowed, requests for sessions that were not in the priority area were also fulfilled.

Six sessions were delivered for the Port Phillip City Council election.

Blind and low-vision services

Braille and large print ballot material was available to blind and low-vision voters who registered for these products by 5 pm on Tuesday 17 September 2024.

The VEC received and processed 2 requests for braille ballot material and no requests for large print ballot material for Port Phillip City Council.

Interpreting services

The VEC engaged the Victorian Interpreting and Language Services' Language Loop to provide a telephone interpreting service for telephone enquiries from voters who had a first language other than English. The VEC advertised direct lines for 20 languages other than English and a general line for all other languages.

Public enquiry service

A centralised contact centre was established to respond to telephone public enquiries. This ensured consistency in messaging, early identification of themes and trends along with the opportunity to enable election offices to focus on election administration. The call centre was also responsible for emails received during the local government elections. Any calls regarding CEO list applications were referred to the relevant councils. Outside the call centre hours of operation, a recorded service was available that provided information on enrolment and voting.

Election offices fielded phone queries from local candidates on issues directly related to their candidacy (as separate to general queries about running as a candidate).

7. Election manager

The VEC maintains a pool of trained senior election officials from across Victoria to fill election management roles for State and local government elections. Election-specific training is provided to senior election officials before they are appointed for each election.

The size of election management teams depends on the size of the council. Under the LG Act, an election manager is appointed to conduct each council's election and is supported by one or more assistant election managers.

In accordance with regulation 21(1) of the LG Regulations, the VEC appointed Rodney Van Cooten as the election manager for the 2024 Port Phillip City Council general election.

The appointed assistant election manager was Richard Leslie Smith.

8. Election office

The election manager was responsible for establishing and managing the election office at Port Melbourne Town Hall, 333 Bay Street, Port Melbourne. The premises were provided by the Council.

9. Candidates

Nominations opened at 9 am on Monday 9 September and closed at 12 noon on Tuesday 17 September 2024. Candidates were required to lodge their nomination forms in person at the election office. The nomination fee was \$250.

Candidate information

The VEC developed resources to support prospective candidates with the nomination process, including a candidate handbook. From mid-July, candidates could access information about nominating as a candidate for the election. The online Candidate Helper, accessible via the VEC website, went live on Tuesday 20 August 2024. Candidate Helper enabled candidates to complete most of their nomination forms and other forms online before lodging them in person with the election manager.

For the Port Phillip City Council 2024 elections, the VEC's candidate information session was delivered in person by the election manager. Additionally, a candidate information video was available on the VEC website from Tuesday 20 August 2024.

Nominations

At the close of nominations, 48 candidates had successfully nominated for the elections, which includes any candidates who retired after the close of nominations. Candidates who withdrew before the close of nominations are not included.

The following is a breakdown of candidate nominations per ward:

- › Albert Park Ward - 7 nominations
- › Alma Ward - 5 nominations
- › Balaclava Ward - 7 nominations
- › Elwood Ward - 4 nominations
- › Lakeside Ward - 5 nominations
- › Montague Ward - 5 nominations
- › Port Melbourne Ward - 5 nominations
- › South Melbourne Ward - 4 nominations
- › St Kilda Ward - 6 nominations

Ballot draws to determine the order of the names on the ballot paper were held at the election office following the close of nominations using the VEC's computerised ballot draw application.

See **Appendix 6** for the list of candidates in ballot draw order.

Candidate statements and photos

In accordance with regulation 39 of the LG Regulations, candidates were able to submit a 200-word statement and a recent photograph for inclusion in the ballot packs sent to voters. The deadline for these items was 12 noon on Tuesday 17 September 2024.

See **Appendix 6.1** for a breakdown of submitted statements and photos and **6.2** for sample ballot material.

Candidate questionnaires

In accordance with regulation 43 of the LG Regulations, candidates could also submit answers to a set of prescribed questions. The election manager accepted questionnaires from 48 of the 48 candidates at the election.

Voters could read the completed questionnaires on the VEC website or access them by contacting the election office.

Retirement of a candidate

In accordance with the LG Regulations, at any time after the close of nominations and before election day, a candidate may retire, or be retired by the VEC. A candidate can only retire if it will result in an uncontested election or if they are not qualified to be a Councillor. If the VEC believes a candidate was not entitled to nominate, it must formally query the candidate's qualification and invite written reasons why they are entitled. If the VEC remains satisfied that the candidate is not entitled, it must retire the candidate from the election.

When a candidate is retired from an election, the VEC is required to take all practicable steps to remove the retired candidate's name from ballot papers. If it is not practicable to do so, during the counting of votes the retired candidate's votes are passed on to other candidates according to voters' preferences.

There were no candidate retirements at the Port Phillip City Council elections.

10. Voting

Ballot pack preparation and redirection

Artwork for ballot papers and candidate statements is generated using the VEC's automation tool. This tool selects from a range of pre-defined artwork templates and populates them with the relevant candidate information directly from the VEC's election management system database.

Following an extensive quality assurance process, print-ready artwork files were securely transmitted directly to the VEC's contracted ballot material printer ready for production. The VEC's contracted mail house directly printed the voters' addresses (mailing and entitlement address) and barcodes on the ballot paper envelopes in preparation for assembly and delivery of ballot packs. The VEC utilised multiple third party providers to assemble the ballot packs prior to the mail house lodging with Australia Post. The mail house allocated a secure area within its operations that was used solely for the printing, insertion, and dispatch of ballot material. This ensured the highest standards of security were met.

Electors could apply to have their ballot material redirected to an address other than their entitlement address. Voters had until the certification day for the voters' roll (also the day that nominations open) to apply for their ballot material to be redirected. The VEC arranged for ballot material to be delivered to any voter applying for redirection to the address specified in their request. For the 2024 local government elections, voters had until Monday 9 September 2024 to submit redirection requests.

The election manager received 115 requests for redirection of ballot packs for the election.

Early votes

Voters could request an early postal ballot envelope (early vote) before the general mail out of ballot packs. The election manager processed requests and issued early votes where the request was assessed as reasonable. Requests for early votes could be processed from Wednesday 18 September 2024, the day after nominations closed, until the start of the general mail out of ballot packs on Monday 7 October 2024.

Due to the timing of early votes, some early voters may not have had access to the candidate statements, photographs or questionnaires.

The election manager issued a total of 155 early votes for the election.

Mail-out of ballot packs

The VEC mailed 74,085 ballot packs between Monday 7 and Thursday 10 October 2024.

See **Appendix 7** for a breakdown of the packs sent on each day of the general mail out. The VEC did not mail ballot packs to voters who passed away between the close of roll and generation of the mail-out file.

This included 115 ballot packs which were redirected to alternative addresses for voters who had applied to redirect their ballot pack by Monday 9 September 2024.

In accordance with regulation 49(3) of the LG Regulations, no more than 35% of ballot packs were mailed or delivered to voters on any one day during the mail-out period. All ballot packs were lodged with Australia Post under the priority paid delivery timetable.

The VEC liaised closely with Australia Post during the mail-out period to confirm that ballot packs had been delivered to voters. Australia Post confirmed all ballot packs had been delivered by Tuesday 15 October 2024.

During the voting period, 1,859 ballot packs were returned to the election office by Australia Post as return-to-sender mail. In most cases, this was likely due to the addressee no longer residing at the address.

Australia Post

Australia Post advised the VEC that a disused Australia Post street post box on the corner of Stewart Street and Murray Road, Ormond was found vandalised and partly open by a member of the public on Wednesday 30 October 2024. On investigation by Australia Post, the post box contained 2 reply paid envelopes for Port Phillip City Council, Balaclava Ward.

These envelopes were delivered to the election office for inclusion in the Group B extraction and count if found to pass the declaration scrutiny. A candidate bulletin was provided to candidates and forwarded to Council on Thursday 31 October 2024.

Unenrolled votes

The election manager issued unenrolled votes to people whose names could not be found on the voters' roll but said they were entitled to vote at the election. The unenrolled ballot pack included a declaration for the voter to sign. The election manager assessed the declaration and decided to admit or disallow the vote.

The election manager issued 14 unenrolled votes and following relevant checks, one was admitted to the count.

Replacement ballot packs

Following the general mail out of ballot packs, a voter who claimed that their ballot pack had not been received, or had been lost, spoiled, or destroyed, could apply for a replacement vote by completing an online application form or contacting the public enquiry service.

A centralised team processed applications and mailed replacement ballot packs to the postal address provided. Voters also had the option to attend the election office in the council for which they hold entitlement, to have a replacement vote issued over the counter.

3,741 replacement ballot packs across all wards during the voting period were issued. Please refer to **Schedule 1** for further information on replacement ballot packs issued.

11. Return of ballot paper envelopes

VEC provided voters with a priority reply paid envelope to return their completed ballot paper and ballot paper envelope. The return mail was delivered to the election office from local postal facilities or mail distribution centres. Voters could also put their ballot papers and envelope in a ballot box at the election office.

As ballot paper envelopes were returned, they were progressively checked by the election manager to ensure they had been signed by the voter. Additionally, processes were in place to ensure that only one returned ballot paper from any one voter could proceed to the extraction and count.

The election manager received a total of 44,727 returned ballot paper envelopes across all wards by the close of voting at 6 pm on Friday 25 October 2024.

In accordance with regulation 57(3) of the LG Regulations, the election manager could accept returned ballot paper envelopes until 12 noon on the Friday following the close of voting, if they thought the voter had signed the envelope before voting closed.

The election manager accepted 10,778 ballot paper envelopes across all wards during the extended postal vote receipt period.

The total returned ballot paper envelopes for Port Phillip City Council was 55,505.

The election manager set aside 1,235 returned ballot paper envelopes that were not admitted to the extraction and counting process due to the voter not having signed the declaration envelope or, in the case of unenrolled declaration votes, an entitlement was not found for the person, or the declaration envelope was not returned with the vote.

Refer to **Schedule 1** for the total certified record of ballot papers and declaration envelopes across all wards for Port Phillip City Council.

12. Results

Extraction

The extraction process involved separating the declaration flaps containing voters' details from each admitted ballot paper envelope, and then extracting the ballot papers from the envelopes. This 2-stage process maintains anonymity and ensures the VEC can track the number of envelopes for ongoing reconciliation.

A total of 54,270 ballot paper envelopes were admitted to the extraction process.

Ballot papers were extracted at the election office from Tuesday 29 October 2024. The extraction of all admitted ballot paper envelopes was completed on Thursday 7 November 2024, following the close of the extended postal vote receipt period.

If the VEC found any returned ballot paper envelopes that did not contain a ballot paper, contained more than one ballot paper, or did not contain the correct ballot paper, these were required to be rejected and not counted. There were 286 returned ballot paper envelopes rejected during the extraction activity.

Following the extraction of ballot papers from the ballot paper envelopes, a total of 53,984 ballot papers proceeded to the count.

Manual count

After extraction, the VEC counted ballot papers for all wards manually at the election office using the preferential method of counting.

The ballot papers were sorted to first preference votes for each candidate and to informal votes. At this point, the VEC counted the ballot paper votes sorted to first preferences.

If a candidate had not achieved an absolute majority of votes (>50%) on first preference votes, the VEC conducted a preference distribution. Preference distributions were required for all wards.

The VEC published provisional results on its website as they became available. Results were updated as finalised once declarations had taken place.

For a breakdown of first preference results by ward, refer to **Appendix 8**.

Recounts

At any time before a candidate is declared elected, the election manager or a candidate may initiate a recount.

Election managers initiate recounts if margins in a preference distribution are close or critical. Candidates must ask for a recount in writing, with the reasons for their request. The election manager and head office staff assess candidate recount requests and either accept or deny them.

The election manager did not receive any requests for a recount following the count.

Scrutineers

Scrutineers help deliver fair and transparent elections by observing election activities. They contribute to electoral integrity and help build public trust. Scrutineers can observe all activities involved in ballot paper and envelope processing.

Candidates are not permitted in election venues during extraction and counting activities and instead appoint scrutineers. Each candidate could appoint one scrutineer per election official involved in an activity. To appoint scrutineers, candidates completed a hardcopy 'Appointment and declaration of scrutineer form', which the candidate signed and submitted to the election manager. All scrutineers then had to sign the form's formal declaration in front of an election official. The declaration meant the scrutineers committed to eligibility and legal requirements and the VEC's conditions of entry.

A *Scrutineer handbook* was made available to all candidates and scrutineers with information on the role and responsibility of scrutineers during election activities. It included overviews of the activities so that scrutineers could understand what to expect during election activities they may attend. When scrutineers attended election venues they were briefed on their responsibilities and the processes they would witness. Scrutineers were instructed when and how they could challenge activities when ballot paper formality was being decided and votes were being counted. Scrutineers were allowed to notify election managers if they disagreed with the decision made by an election official on ballot paper formality or whether votes were counted for the selected candidate. Election managers reviewed the challenge and made a final decision on the ballot paper.

Declaration of results

In the Service Plan, the VEC committed to complete all results declarations by Friday 15 November 2024.

The results of the 2024 Port Phillip City Council general election were declared at 3 pm on Tuesday 12 November 2024 at Port Phillip City Council, Council Chambers St Kilda Town Hall, 99A Carlisle Street, St Kilda for all wards.

The VEC website was updated following the declaration to reflect the elected candidates.

13. Election statistics

Participation

Participation is measured by the number of voters marked off the roll as a percentage of the total enrolment and can vary from turnout. The overall participation rate in the Port Phillip City Council election was 74.22%, which is lower than the state average of 83.79% (excluding Melbourne City Council) and higher than the 71.06% rate at the 2020 Port Phillip City Council general election.

Analysis of voter participation for the different enrolment categories shows that participation is lower for voters who are enrolled on the EC's list (73.87%) compared to voters enrolled on the CEO's list (91.94%).

Refer to **Appendix 9** for further information on participation, including a breakdown by enrolment category.

Turnout

Voter turnout is measured by the number of formal and informal ballot papers counted in the election as a percentage of voters on the voters' roll for the election.

The overall voter turnout for the 2024 Port Phillip City Council general election was 72.85%. This is compared to the state average turnout of 81.46% (excluding Melbourne City Council). The voter turnout at the 2020 general election for the council was 69.54%.

Informality

The overall informal voting rate recorded at the 2024 Port Phillip City Council general election was 2.36%, compared with the State average of 3.47%. An informality rate of 3.73% was recorded at the Port Phillip City Council general election held in October 2020.

14. Complaints

Type of complaints

At local government elections, complaints generally fall into 2 broad categories:

1. Election Administration

Complaints about the conduct of the election and services to voters.

2. Election participation and conduct

Complaints about candidates and other participants in the election, at times alleging a breach of the LG Act or local laws.

Most complaints at the 2024 local government elections related to the second category, and often alleged inappropriate or illegal action by a person or group associated with the election.

Complaints process

The VEC have a streamlined complaints process during elections, developed with local councils and enforcement agencies. Complaints must be lodged in writing, then processed at head office. For the 2024 local government elections, customers could provide feedback and complaints online.

Complaints alleging a breach of the LG Act are forwarded to the Local Government Inspectorate. Complaints relating to local laws are referred to council. Complaints about the VEC's services, or the behaviour or actions of VEC staff and election officials, are the responsibility of the VEC.

The VEC is committed to responding to each complaint within 5 working days.

Complaints received

The VEC received 30 written complaints relating to the election for Port Phillip City Council.

Please see **Appendix 10** for a description of complaints received by the VEC.

15. Post-election activities

Storage of election material

The VEC will keep all records from the election safely and secretly in accordance with regulation 79 of the LG Regulations.

Refund of nomination fees

Nomination fees were refunded to eligible candidates on Tuesday 17 December 2024. Eligible candidates include those elected or who received at least 4% of the first preference vote. Any forfeited nomination fees were remitted to the council on Tuesday 17 December 2024.

Courts and tribunals

The Victorian Civil and Administrative Tribunal (VCAT) is responsible for hearing disputes on the validity of an election under section 311 of the LG Act.

Applications for a review of the declaration of the results of an election must be lodged within 14 days of the declaration and can be made by a candidate in the election, 10 persons who were entitled to vote at the election, or the VEC.

There were no applications to VCAT disputing the result of the Port Phillip City Council general election.

16. Non-voter follow up

In accordance with section 267 of the LG Act, the VEC has commenced its compulsory voting enforcement program. Any person who was required to vote at the election and failed to vote will be issued with an 'Apparent failure to vote' notice in February/March. Apparent non-voters have 28 days to respond.

People who do not respond to the notice, or do not provide a satisfactory response, may be issued with an infringement notice in April/May that will incur a penalty. Further follow-up with a penalty reminder notice in July may also occur – this stage includes the original penalty and a penalty reminder notice fee. Penalties collected on behalf of council will be reimbursed at the end of the infringement and reminder notice stages.

Additionally, during the infringement and penalty reminder notice stages, non-voters may ask for their matter to proceed directly to the Magistrates' Court.

These requests will be actioned at the conclusion of the infringement and penalty reminder notice stages. The VEC will lodge the file of any remaining non-voters with Fines Victoria at the end of the penalty reminder notice stage.

17. Evaluating VEC services

The VEC is committed to providing high quality election services to its local government clients. Through a formal feedback and debriefing program, the VEC can gauge its performance and seek advice for future local government election projects.

Feedback from councils

The VEC invited feedback from councils on its services in December 2024 and acknowledges the receipt of feedback provided by Port Phillip City Council. Additional feedback can be provided to the LG2024 Program Manager by emailing LGProgram2024@vec.vic.gov.au

Internal debriefing program

After every electoral event, the VEC conducts an internal debriefing program that includes input from all areas of its workforce. Internal debriefing following the local government elections began in December 2024. The VEC will publish a consolidated report on its performance and key statistics from the elections. This will be tabled in Parliament and available on the VEC website.

Appendices

Schedule 1: Record of ballot papers and declaration envelopes

Albert Park Ward election	
Ballot papers printed	
Victorian Electoral Commission	11,000
Election manager	30
Total	11,030
Ballot papers issued	
General mail out	8,648
Early and replacement votes	507
Unenrolled declaration votes	2
Spoilt	2
Sub total	9,159
Unused	1,871
Total	11,030
Declarations returned	
General mail out admitted to the extraction	6,506
Early and replacement votes admitted to the extraction	370
Unenrolled declaration votes admitted to the extraction	1
Returned declarations unable to be admitted to the extraction	153
Declarations returned to sender	172
Sub total	7,202
Declarations not returned	1,957
Total	9,159

Schedule 1: Record of ballot papers and declaration envelopes

Port Phillip City Council

Alma Ward election	
Ballot papers printed	
Victorian Electoral Commission	11,001
Election manager	15
Total	11,016
Ballot papers issued	
General mail out	8,158
Early and replacement votes	563
Unenrolled declaration votes	3
Spoilt	0
Sub total	8,724
Unused	2,292
Total	11,016
Declarations returned	
General mail out admitted to the extraction	5,510
Early and replacement votes admitted to the extraction	353
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to be admitted to the extraction	119
Declarations returned to sender	186
Sub total	6,168
Declarations not returned	2,556
Total	8,724

Balaclava Ward election	
Ballot papers printed	
Victorian Electoral Commission	12,000
Election manager	20
Total	12,020
Ballot papers issued	
General mail out	9,134
Early and replacement votes	479
Unenrolled declaration votes	0
Spoilt	3
Sub total	9,616
Unused	2,404
Total	12,020
Declarations returned	
General mail out admitted to the extraction	6,288
Early and replacement votes admitted to the extraction	300
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to be admitted to the extraction	134
Declarations returned to sender	229
Sub total	6,951
Declarations not returned	2,665
Total	9,616

Schedule 1: Record of ballot papers and declaration envelopes

Port Phillip City Council

Elwood Ward election	
Ballot papers printed	
Victorian Electoral Commission	10,000
Election manager	15
Total	10,015
Ballot papers issued	
General mail out	7,935
Early and replacement votes	431
Unenrolled declaration votes	1
Spoilt	0
Sub total	8,367
Unused	1,648
Total	10,015
Declarations returned	
General mail out admitted to the extraction	5,503
Early and replacement votes admitted to the extraction	295
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to be admitted to the extraction	151
Declarations returned to sender	188
Sub total	6,137
Declarations not returned	2,230
Total	8,367

Lakeside Ward election	
Ballot papers printed	
Victorian Electoral Commission	10,000
Election manager	15
Total	10,015
Ballot papers issued	
General mail out	7,618
Early and replacement votes	495
Unenrolled declaration votes	1
Spoilt	0
Sub total	8,114
Unused	1,901
Total	10,015
Declarations returned	
General mail out admitted to the extraction	5,060
Early and replacement votes admitted to the extraction	301
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to be admitted to the extraction	114
Declarations returned to sender	183
Sub total	5,658
Declarations not returned	2,456
Total	8,114

Schedule 1: Record of ballot papers and declaration envelopes

Port Phillip City Council

Montague Ward election	
Ballot papers printed	
Victorian Electoral Commission	10,000
Election manager	27
Total	10,027
Ballot papers issued	
General mail out	7,412
Early and replacement votes	474
Unenrolled declaration votes	4
Spoilt	1
Sub total	7,891
Unused	2,136
Total	10,027
Declarations returned	
General mail out admitted to the extraction	5,228
Early and replacement votes admitted to the extraction	350
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to be admitted to the extraction	137
Declarations returned to sender	149
Sub total	5,864
Declarations not returned	2,027
Total	7,891

Port Melbourne Ward election	
Ballot papers printed	
Victorian Electoral Commission	11,000
Election manager	25
Total	11,025
Ballot papers issued	
General mail out	8,329
Early and replacement votes	445
Unenrolled declaration votes	1
Spoilt	0
Sub total	8,775
Unused	2,250
Total	11,025
Declarations returned	
General mail out admitted to the extraction	6,119
Early and replacement votes admitted to the extraction	330
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to be admitted to the extraction	157
Declarations returned to sender	250
Sub total	6,856
Declarations not returned	1,919
Total	8,775

Schedule 1: Record of ballot papers and declaration envelopes

Port Phillip City Council

South Melbourne Ward election	
Ballot papers printed	
Victorian Electoral Commission	10,001
Election manager	25
Total	10,026
Ballot papers issued	
General mail out	7,925
Early and replacement votes	446
Unenrolled declaration votes	1
Spoilt	0
Sub total	8,372
Unused	1,654
Total	10,026
Declarations returned	
General mail out admitted to the extraction	5,449
Early and replacement votes admitted to the extraction	315
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to be admitted to the extraction	135
Declarations returned to sender	261
Sub total	6,160
Declarations not returned	2,212
Total	8,372

St Kilda Ward election	
Ballot papers printed	
Victorian Electoral Commission	12,000
Election manager	25
Total	12,025
Ballot papers issued	
General mail out	8,926
Early and replacement votes	502
Unenrolled declaration votes	1
Spoilt	2
Sub total	9,431
Unused	2,594
Total	12,025
Declarations returned	
General mail out admitted to the extraction	5,666
Early and replacement votes admitted to the extraction	326
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to be admitted to the extraction	135
Declarations returned to sender	241
Sub total	6,368
Declarations not returned	3,063
Total	9,431

Schedule 2: Certification statement

In accordance with Regulation 77, I certify that Schedule 1 of this report on the conduct of the 2024 Port Phillip City Council local government election is a true and correct account of the number of ballot papers issued, returned and not used in this election and declarations not returned.



Sven Bluemmel
Electoral Commissioner

Appendix 1: Breakdown of the voters' roll

Port Phillip City Council election	Voters enrolled through an entitlement under section 241 of the LG Act	Voters enrolled through entitlements under sections 242–245 of the LG Act	Total voters enrolled
Port Phillip City Council	72,681	1,417	74,098
Albert Park Ward	8,551	99	8,650
Alma Ward	7,978	181	8,159
Balaclava Ward	8,965	169	9,134
Elwood Ward	7,842	94	7,936
Lakeside Ward	7,381	239	7,620
Montague Ward	7,319	95	7,414
Port Melbourne Ward	8,193	136	8,329
South Melbourne Ward	7,725	202	7,927
St Kilda Ward	8,727	202	8,929

Appendix 2: Public notices

Schedule of public notices

Close of roll notice	
VEC website/public notices	24 July 2024
The Australian Jewish News	26 July 2024
Notice of election	
VEC website/public notices	12 August 2024
The Australian Jewish News	9 August 2024
Voting details notice	
VEC website/public notices	20 September 2024
The Australian Jewish News	4 October 2024
Reminder notice	
The Australian Jewish News	18 October 2024
Notice of result	
VEC website/public notices	12 November 2024
The Australian Jewish News	22 November 2024

Appendix 2.1: Sample public notices

Close of roll

Sample Council postal election

My council, my vote

You must be enrolled to vote

A general election for Sample Council will be held in October 2024. To be able to vote in the election, you must be enrolled by the close of roll at **4 pm on Wednesday 7 August 2024**. Two categories of voters can be enrolled to vote in the Sample Council election: State-enrolled voters and Council-enrolled voters.

State-enrolled voters

Am I enrolled to vote?

You are automatically enrolled for this election if:

- you will be 18 years of age or over on Saturday 26 October 2024 and
- you live in the Sample Council and you are on the State electoral roll for your current address.

You need to enrol if:

- you are an Australian citizen aged 18 or over on Saturday 26 October 2024 and
- you live in the Sample Council and you are not on the State electoral roll or
- you have lived at your current residential address within the Sample Council for at least a month and have not yet updated your enrolment details, including any changes to your postal address.

How do I enrol?

You can enrol online at vec.vic.gov.au

You can also download an enrolment form from the website.

All enrolment applications must be received by the Victorian Electoral Commission by the close of roll at **4 pm on Wednesday 7 August 2024**.

How can I check my State enrolment?

You can check your enrolment details online at vec.vic.gov.au at any time, or call 131 832.

Council-enrolled voters

Am I enrolled to vote?

To be a Council-enrolled voter, you must be:

- 18 years of age or over on Saturday 26 October 2024 and
- not a State-enrolled voter within the Sample Council.

New rules mean you are no longer automatically enrolled if you are a non-resident property owner (e.g. a landlord or a business owner that pays rates). If you are a non-resident property owner within the Sample Council, you need to apply to enrol if you wish to vote in the Sample Council election.

Who else can enrol & vote?

You may also apply to enrol if:

- you have purchased a rateable property within the Sample Council location since the last election but you are not a resident of the Sample Council, or
- you are not an Australian citizen and you live in, and pay rates for, a property within the Sample Council location, or
- you are a director or company secretary of a corporation within the Sample Council that pays rates to Sample Council and you have no other voting entitlement within the Sample Council.

How do I apply to be a Council-enrolled voter?

If you meet any of the above criteria and wish to enrol, contact Sample Council on 0000 0000 for a council enrolment form. Council enrolment forms must be received by the Council by the close of roll at **4 pm on Wednesday 7 August 2024**.

How can I check if I am Council-enrolled?

You can check your enrolment details by contacting the Council on 0000 0000.

Thinking about standing for election?

To nominate as a candidate for Sample Council, you must:

- be an Australian citizen and enrolled on the voters' roll for Sample Council and
- be eligible to become a councillor and
- have completed the mandatory candidate training provided by Local Government Victoria before lodging your nomination with the Election Manager.

For further information, visit vec.vic.gov.au

Enrolment closes
4 pm Wednesday 7 August 2024

State-enrolled voters can register for free VoterAlert SMS and email reminders at vec.vic.gov.au

vec.vic.gov.au | 131 832

For enquiries in languages other than English:
 * Arabic (Arabic) 9209 0100 * Azərbaycani (Azerbaijani) 9209 0160 * বাংলা (Burmese) 9209 0161 * 普通话 (Mandarin) 9209 0108 * 廣東話 (Cantonese) 9209 0101
 * Български (Croatian) 9209 0102 * বাংলা (Bengali) 9209 0103 * ไทย (Thai) 9209 0104 * हिन्दी (Hindi) 9209 0105 * বাংলা (Bengali) 9209 0106 * Italiano (Italian) 9209 0104
 * 한국어 (Korean) 9209 0192 * 한국어 (Korean) 9209 0194 * Македонски (Macedonian) 9209 0105 * नेपाली (Nepali) 9209 0163 * فارسی (Persian) 9209 0195 * ไทย (Thai) 9209 0104
 * Türkçe (Turkish) 9209 0110 * اردو (Urdu) 9209 0165 * Tiếng Việt (Vietnamese) 9209 0111 * All other non-English languages 9209 0112
 Authorised by S. Blumenthal, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.

Notice of election

Sample Council postal election

My council, my vote

Vote by post this October

Ballot packs will be mailed to voters enrolled in the Sample Council general election from Monday 7 October. Complete and return your ballot material ASAP. Ballot material must be in the mail or delivered to the election manager by **6 pm on Friday 25 October**.

If you will be away

If you will be away when ballot packs are mailed, or your address has changed since Wednesday 7 August, you can request for your ballot pack to be redirected by completing the online redirection form at vec.vic.gov.au/redirections, or call 131 832.

Requests for redirection must be received by 5 pm on Monday 9 September.

Large print and braille ballot papers

Large print or braille ballot papers are available for voters who are blind or have low vision—please register by 5 pm Tuesday 10 September. To register, call 03 8620 1314 during business hours.

Early votes

If you will be away during the voting period (7–25 October), you can go to your local election office to vote in person, from 10 am on Wednesday 18 September.

The Sample Council election office is at:
Sample election office address

How to nominate as a candidate

To nominate as a candidate, you must:

- be an Australian citizen and enrolled on the voters roll for Sample Council AND
- be eligible to become a councillor should you be elected AND
- have completed the mandatory candidate training before lodging your nomination with the election manager.

To nominate, complete the nomination form and lodge it with the election manager together with the \$250 nomination fee. Nomination forms can be lodged by appointment during business hours from Monday 9 September until 12 noon on Tuesday 17 September at the election office.

Visit vec.vic.gov.au for more information and to pre-complete your nomination form using the online Candidate Helper. The online Candidate Helper will be available from Tuesday 20 August.

If you use the online Candidate Helper, print your pre-completed form and make an appointment to lodge it with the election manager along with the nomination fee.

Call the election manager from Monday 9 September on 131 832 to make a nomination appointment.

Nominations close 12 noon Tuesday 17 September.

Candidate information session

Sample time sample date at sample venue name, sample address

Candidate information kits containing nomination forms and other electoral information will be available online and from the election manager.

State-enrolled voters can register for free VoterAlert SMS and email reminders at vec.vic.gov.au

For enquiries in languages other than English:
 * Arabic (Arabic) 9209 0100 * Azərbaycani (Azerbaijani) 9209 0160 * বাংলা (Burmese) 9209 0161 * 普通话 (Mandarin) 9209 0108 * 廣東話 (Cantonese) 9209 0101 * Български (Croatian) 9209 0102 * বাংলা (Bengali) 9209 0103 * ไทย (Thai) 9209 0104 * हिन्दी (Hindi) 9209 0105 * বাংলা (Bengali) 9209 0106 * Italiano (Italian) 9209 0104
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 Authorised by S. Blumenthal, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.

Victorian Electoral Commission

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Voting details notice

Sample Council postal election

My council, my vote

An election will be held for Sample Council.

Check the mail for your ballot pack
Ballot packs containing voting material will be mailed to enrolled voters from **Monday 7 October**. This is a postal election only. If you do not receive your ballot pack by **Tuesday 15 October** please visit vec.vic.gov.au to complete the online replacement form, or call **131 832** to arrange a replacement.

Candidates
Candidates who have nominated for election are listed in the ballot packs and at vec.vic.gov.au. A photo and candidate statement will also be included if provided by candidates. Responses to a candidate questionnaire, if provided, are available at vec.vic.gov.au.

How to vote correctly
You must complete your ballot paper correctly for your vote to count. Put the number **1** in the box next to the candidate you want to see elected, then number all the other boxes in order of your choice. You must number **every box** and only use each number once.

Sample Council logo

How to return your ballot pack
Put your completed ballot paper in the ballot paper envelope, complete the declaration, then post it ASAP using the reply-paid envelope provided, or hand deliver it during election office hours to:
Sample election office address

Voting is compulsory
Voting is compulsory for all voters who were enrolled at 4 pm on Wednesday 7 August. This includes state-enrolled and council-enrolled voters. If you don't vote and don't have a valid excuse, you may be fined.

Your completed ballot pack must be in the mail or hand delivered by **6 pm Friday 25 October**. State-enrolled voters can register for free VoterAlert SMS and email reminders at vec.vic.gov.au

vec.vic.gov.au | 131 832
For enquiries in languages other than English:
 * Arabic (Arabic) 9209 0100 * Azərbaycani (Azerbaijani) 9209 0160 * বাংলা (Burmese) 9209 0161 * 普通话 (Mandarin) 9209 0106 * 廣東話 (Cantonese) 9209 0101
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 * ភាសាខ្មែរ (Khmer) 9209 0162 * ភាសាខ្មែរ (Korean) 9209 0104 * Македонски (Macedonian) 9209 0105 * नेपाली (Nepali) 9209 0163 * ភាសាខ្មែរ (Persian) 9209 0195 * ภาษาไทย (Thai) 9209 0164
 * Türkçe (Turkish) 9209 0110 * ភាសាខ្មែរ (Urdu) 9209 0165 * Tiếng Việt (Vietnamese) 9209 0111 * All other non-English languages 9209 0162

Authorised by S. Blumenthal, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.

@electionsvic

Victorian Electoral Commission

Reminder notice

Sample Council postal election

My council, my vote

An election is being held for Sample Council.

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Ballot packs containing voting material were mailed to enrolled voters from **Monday 7 October**. This is a postal election only. If you do not receive your ballot pack by **Tuesday 15 October** please visit vec.vic.gov.au to complete the online replacement form, or call **131 832** to arrange a replacement.

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Sample Council logo

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 * Български (Croatian) 9209 0102 * ភាសាខ្មែរ (Dan) 9209 0193 * ភាសាឌាវ (Dinka) 9209 0119 * Ελληνικά (Greek) 9209 0103 * Հայերեն (Hazareg) 9209 0162 * Italiano (Italian) 9209 0104
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Authorised by S. Blumenthal, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.

@electionsvic

Victorian Electoral Commission

Declaration of results

Sample Council election Declaration of results		Sample Council logo
The following candidates were elected to Sample Council at the general election held in October 2024:		
Sample Ward 1 Sample elected candidate 1	Sample elected candidate 4	Sample Ward 8 Sample elected candidate 8
Sample Ward 2 Sample elected candidate 2	Sample Ward 5 Sample elected candidate 5	Sample Ward 9 Sample elected candidate 9
Sample Ward 3 Sample elected candidate 3	Sample Ward 6 Sample elected candidate 6	
Sample Ward 4	Sample Ward 7 Sample elected candidate 7	
Further details about the results are available at vec.vic.gov.au		
Sample Election Manager name Election Manager		
Sample declaration date		
<small>vec.vic.gov.au 131 832 @elections.vic</small>		
<small>Authorised by S. Blumenthal, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.</small>		

Appendix 3: Schedule of media releases and advisories

Port Phillip City Council council-specific media releases and advisories

Enrol now for the Port Phillip City Council election	Monday 29 July 2024
Call for candidates for Port Phillip City Council election	Thursday 22 August 2024
Ballot packs mailed for Port Phillip City Council election	Monday 7 October 2024
Voting closes soon for Port Phillip City Council election	Tuesday 15 October 2024
New councillors for Port Phillip City Council	Tuesday 12 November 2024

Statewide media releases and advisories

Victorians urged to enrol for upcoming local council elections	Monday 22 July 2024
Media advisory: 2024 local council elections briefing	Monday 22 July 2024
Last chance to enrol for Victorian council elections	Friday 2 August 2024
News alert: Enrolment closes tomorrow for October's council local elections	Tuesday 6 August 2024
Nominations open soon for Victorian local council elections	Monday 26 August 2024
Media advisory: Accessing candidate information for the 2024 Victorian local council elections	Friday 6 September 2024
Nominations for the 2024 Victorian local council elections now open	Monday 9 September 2024
Over 4.6 million enrolled for local council elections	Tuesday 10 September 2024
Time is running out to nominate for this year's local council elections	Monday 16 September 2024
Electoral Commissioner calls for transparency in the use of AI in upcoming local council elections	Tuesday 17 September 2024
Media advisory: Media attendance at local council election ballot draw	Tuesday 17 September 2024
Nominations are in for October local council elections	Wednesday 18 September 2024
Democracy ambassadors help community voices 'Be Heard'	Thursday 19 September 2024
VEC retires 16 local council election candidates	Monday 30 September 2024
Voting starts next week for Victoria's local council elections	Friday 4 October 2024

Statewide media releases and advisories

Police investigate break-in at the Ballarat election office	Thursday 10 October 2024
Voters urged to request a replacement ballot pack following van theft	Friday 18 October 2024
Local council elections voting deadline looms	Monday 21 October 2024
Voters urged to request a replacement ballot pack following theft	Thursday 24 October 2024
Final day of voting	Friday 25 October 2024
Media advisory: Results timelines for Victorian local council elections	Friday 25 October 2024
Media advisory: Media attendance at results declarations	Wednesday 6 November 2024
Suspected postal vote tampering in 2 local council elections referred for inquiry	Wednesday 13 November 2024
Didn't vote in the 2024 local council elections?	Monday 17 February 2025
Non-voters asked to explain why they didn't vote in the 2024 local council elections	Friday 7 March 2025
Infringements sent to 2024 local council election non-voters	Scheduled for Monday 14 April 2025
Act on penalty reminder notice or risk enforcement action	Scheduled for Thursday 1 July 2025

Appendix 4: VoterAlert advisories

Appendix 4.1: SMS alerts

Close of roll – sent from Wednesday 17 July to Wednesday 31 July 2024

VoterAlert: Vic council elections will be held by post this Oct. Make sure your details are correct before 4pm Wed 7 Aug. More info <https://vec.vic.gov.au/LG24>. If you'd rather not open links in this message, look up the VEC website or call 131 832 to check. Unsubscribe <https://vec.vic.gov.au/voteralert>

Uncontested election – sent from Wednesday 25 September to Tuesday 1 October 2024

VoterAlert: the election in your area is uncontested, as only one person nominated per vacancy. You do not need to vote. More info: <https://vec.vic.gov.au/LG24>. If you'd rather not visit links in this message, look up the VEC website or call 131 832. Unsubscribe: <https://vec.vic.gov.au/voteralert>

Mail-out of ballot packs – sent from Monday 7 October to Monday 14 October 2024

VoterAlert: ballot packs for the local council elections are on their way, arriving by 15 Oct. Complete and return before 6pm on Fri 25 Oct. For more info visit <https://vec.vic.gov.au/LG24>, look up the VEC website or call 131 832. Unsubscribe: <https://vec.vic.gov.au/voteralert>

Error in printed candidate statement – sent Tuesday 15 October 2024

VoterAlert: there is an error in the printed candidate statement of Bridget Mullahy contained in the Port Phillip City Council, South Melbourne Ward ballot pack. Correct statement is on our website at vec.vic.gov.au/south-melb-ward. If you'd rather not visit links in this message, look up the VEC website or call 131 832. Unsubscribe: <https://vec.vic.gov.au/voteralert>

Reminder close of voting – sent from Tuesday 22 October to Wednesday 23 October 2024

VoterAlert: return your council election ballot pack by 6pm Fri Oct 25. If your ballot pack hasn't arrived, find out how to get a replacement at <https://vec.vic.gov.au/LG24>. Ignore if you've already voted or asked for a replacement. If you'd rather not visit links in this message, look up the VEC website or call 131 832. Unsubscribe: <https://vec.vic.gov.au/voteralert>

Appendix 4.2: Email alerts

Close of roll email

Do not reply to this email. Replies go to an unmonitored inbox. ContactUs with any questions.

VoterAlert 

Hi

Victorian local council elections are being held by post this October. You must be correctly enrolled by **4 pm on Wednesday 7 August**.

What you need to do

Not sure if your enrolment details are up to date? You can check online at vec.vic.gov.au/enrolment

If you've changed your address or name since you last voted in an election, you should update your details. Please also check the postal address listed on your enrolment, as this is where we will send your ballot pack.

[CHECK MY DETAILS](#)

If your details **haven't changed** since the last time you voted, get ready to vote. All voting in this election is by post. We will start posting ballot packs out from Monday 7 October.

The full list of candidates will be available on our website from 12 noon on Tuesday 17 September.

[Find out more about your council election.](#)

Voting is compulsory – don't risk a fine.

If you own properties in more than one Victorian council

Some people are eligible to enrol in more than one council. If you own or pay rates on a property in a Victorian council other than where you normally live, you can apply to enrol with that council. This is known as council enrolment.

Contact the council directly for more information about council enrolment.

[Find out more about council enrolment.](#)

You **must** vote for all councils you are enrolled in.

Electoral structure changes

Over half of Victoria's local councils have new electoral structures or have changed internal ward boundaries. You may be voting in a new ward this October.

You can check your council's ward boundaries on our [interactive map](#).

Information in your language

You can find election information in 20 languages other than English on our website.

[Find in-language information.](#)

Security

If you would rather not click any links in this email, all this information and more is on our website at vec.vic.gov.au. You can also hover over links to confirm they go to a vic.gov.au website before you click them.

Be aware of scams: all emails we send you will have 'Victorian Electoral Commission <voteralert@info.vec.vic.gov.au>' as the sender. We will never ask you to enter credit card details or make payments through a website.

More information

Visit vec.vic.gov.au or call us on **131 832** between 8:30 am and 5 pm Monday to Friday.

Authorised by S. Bluemmel, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.

Our mailing address is:
Level 11, 530 Collins Street, Melbourne VIC 3000

This message was sent to you by the Victorian Electoral Commission because your contact details are listed on the Victorian electoral roll. Responses are not monitored.

[UNSUBSCRIBE](#)



[VEC website](#) | [Contact us](#) | [Privacy](#) | [Legal](#)

Uncontested election email

Do not reply to this email. Replies go to an unmonitored inbox. ContactUs with any questions.

VoterAlert 

Hi

The Ward election is uncontested as there were the same number of candidates as vacancies at the close of nominations.

You are not required to vote this October.

If you own properties in any other Victorian councils

You will still get a ballot pack for any other councils you are enrolled in. Please complete and return all ballot packs you receive before **6 pm on Friday 25 October**.

If you don't vote you may risk a fine.

Check your enrolment online or contact the council directly to check your enrolment details.

[Check my enrolment](#)

Security

If you would rather not click any links in this email, all this information and more is on our website at vec.vic.gov.au. You can hover your mouse over links to make sure they go to a vic.gov.au website before you click them.

Be aware of scams: all emails we send you will have 'Victorian Electoral Commission <voteralert@info.vec.vic.gov.au>' as the sender. We will never ask you to enter credit card details or make payments through a website.

More information

For more information visit vec.vic.gov.au or call us on **131 832** between 8:30 am and 5 pm, Monday to Friday.

Authorised by S. Bluemmel, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.

Our mailing address is:
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[UNSUBSCRIBE](#)



[VEC website](#) | [Contact us](#) | [Privacy](#) | [Legal](#)

Ballot pack mail-out email

Do not reply to this email. Replies go to an unmonitored inbox. Contact us with any questions.

VoterAlert 

Hi

You are enrolled to vote in the 2024 local council elections.

Your vote matters. Local council elections are your chance to vote on who represents you on the local community issues that you care about.

How to vote

Voting in these elections is by **post**.

We have started posting ballot packs to all enrolled voters. They will arrive by **Tuesday 15 October**.

Please follow the instructions in your ballot pack to complete your vote and mail it back to us as soon as possible.

If you're unsure, you can learn [how to fill out a ballot paper](#) on our website.

Voting closes at **6 pm on Friday 25 October**, but your local mail collection times may be earlier than this. We recommend you return your completed vote as soon as possible.

You can also drop your vote off at your local election office.

If you don't get a ballot pack

Ballot packs are in the mail and will arrive by **Tuesday 15 October**.

If you don't get a ballot pack by then, you can ask us to send you a replacement by calling **131 832** between 8:30 am and 5 pm, Monday to Friday.

Moved house or away from your address

If you are away from your mailing address you can request a replacement ballot pack. You can:

- call us on **131 832** between 8:30 am and 5 pm, Monday to Friday
- visit the election office of your **old address** to get a replacement on the spot. If you will be away during the election, you can fill in your vote there and return it straight away.

[Find my election office](#)

Find candidates

Information about candidates, including statements and candidate questionnaire responses are on our website.

[Find candidates](#)

Information in your language

Our website has information in more than 20 languages. There are also videos explaining how to vote in 10 different languages.

[Find information in your language](#)

Security

If you would rather not click any links in this email, all this information and more is on our website: vec.vic.gov.au. You can hover your mouse over links to confirm they go to a vic.gov.au website before you click them.

Be aware of scams: all emails we send you will have 'Victorian Electoral Commission <voteralert@info.vec.vic.gov.au>' as the sender. We will never ask you to enter credit card details or make payments through a website.

More information

For more information visit vec.vic.gov.au or call us on **131 832** between 8:30 am and 5 pm, Monday to Friday.

Authorised by S. Bluemmel, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.

Our mailing address is:
Level 11, 530 Collins Street, Melbourne VIC 3000

This message was sent to you by the Victorian Electoral Commission because your contact details are listed on the Victorian electoral roll. Responses are not monitored.

[UNSUBSCRIBE](#)



[VEC website](#) | [Contact us](#) | [Privacy](#) | [Legal](#)

Error in printed candidate statement

Do not reply to this email. Replies go to an unmonitored inbox. Contact us with any questions.

VoterAlert 

Dear

We are emailing you because you are enrolled to vote in the Port Phillip City Council, South Melbourne Ward election.

We have discovered an error in the candidate leaflet included in your postal ballot pack, caused by a VEC system issue.

The error is in the statement from Bridget Mullahy. The leaflet states "0%" but should have read "~30%".

This is the result of a special character that our system did not recognise. Because of this, it was printed as a blank space in your ballot pack.

You can check the list of candidates in [South Melbourne Ward](#) on our website to see the correct statement.

We apologise for any inconvenience.

Security

If you would rather not click any links in this email, all this information and more is on our website: vec.vic.gov.au. You can hover your mouse over links to confirm they go to a vic.gov.au website before you click them.

Be aware of scams: all emails we send you will have 'Victorian Electoral Commission <voteralert@info.vec.vic.gov.au>' as the sender. We will never ask you to enter credit card details or make payments through a website.

More information

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[UNSUBSCRIBE](#)



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Last week to vote email

Do not reply to this email. Replies go to an unmonitored inbox. Contact us with any questions.

VoterAlert 

Reminder: voting for the 2024 local council elections closes at 6 pm this Friday 25 October.

Please ignore this email if you've already voted or asked for a replacement ballot pack.

How to vote

Voting in these elections is by **post**.

Please follow the instructions in your ballot pack to complete your vote and mail it back to us as soon as possible. You can find instructions on [how to fill out a ballot paper](#) on our website.

Voting closes at **6 pm on Friday 25 October**, but your local mail collection times may be earlier than this. We recommend you return your completed vote as soon as possible.

You can also drop your vote off at your local election office.

[Find my election office](#)

If you don't get a ballot pack

If you haven't received your ballot pack in the mail yet, you can ask us to send you a replacement by:

- visiting your election office* to get a replacement on the spot. You can fill in your vote there and return it straight away.
- calling us on [131 832](tel:131832) between 8:30 am and 6 pm, Monday to Friday
- filling in our [online form](#).

*This must be the election office for your enrolled address. [Check your enrolment details](#) if you've recently moved.

[Find my election office](#)

Information in your language

Our website has information in more than 20 languages. There are also videos explaining how to vote in 10 different languages.

[Find information in your language](#)

Security

If you would rather not click any links in this email, all this information and more is on our website: vec.vic.gov.au. You can hover your mouse over links to confirm they go to a vic.gov.au website before you click them.

Be aware of scams: all emails we send you will have 'Victorian Electoral Commission <voteralert@info.vec.vic.gov.au>' as the sender. We will never ask you to enter credit card details or make payments through a website.

More information

For more information visit vec.vic.gov.au or call us on [131 832](tel:131832) between 8:30 am and 6 pm, Monday to Friday.

Authorised by S. Bluemmel, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.

Our mailing address is:
Level 11, 530 Collins Street, Melbourne VIC 3000

This message was sent to you by the Victorian Electoral Commission because your contact details are listed on the Victorian electoral roll. Responses are not monitored.

[UNSUBSCRIBE](#)

[VEC website](#) | [Contact us](#) | [Privacy](#) | [Legal](#)

Appendix 5: Voter engagement program and initiatives

Program	Program details
Be Heard Democracy Ambassador program	This program provides free peer-led electoral education and information sessions to those under-represented in the electoral process. This includes people with disability and their carers, culturally and linguistically diverse (CALD) communities, people experiencing homelessness and young people. A total of 238 sessions were provided across the state reaching over 10,000 participants.
Specialist mobile enrolment	This program delivered peer-led enrolment sessions in prisons, homeless services, schools and tertiary education settings to reach young people and Aboriginal community settings across Melbourne and regional Victoria.
CALD in-language social media videos	This project produced a series of videos in 11 different languages including Auslan. Languages were chosen to reach language groups most in need of additional support. The videos provided electoral information on how to enrol, how to vote by post, and how to respond to an Apparent Failure to Vote Notice. These were widely distributed and shared through the VEC's social media platforms, community networks, and partner organisations.
Active Citizenship program	Electoral and civics education workshops were delivered to CALD community leaders in 3 locations across regional Victoria.
Aboriginal engagement	This program delivered information and engagement sessions across the greater Melbourne area and regional Victoria. These were designed to raise awareness that voting was compulsory and taking place via post. Culturally appropriate resources were produced to provide information on how to respond to an Apparent Failure to Vote Notice, including a video which was distributed and shared through the VEC's social media platforms and partner organisations.
Easy English guide	This was produced for people with low English proficiency and designed as a co-read product where a person supports the reader. These were distributed by Democracy Ambassadors as a key resource, and also available for download from the VEC's website.

Appendix 6: Final list of candidates in ballot paper order

The candidates, in ballot paper order, were as follows:

Albert Park Ward election

PINDER, Beverley

SLATTERY, Connor

SHERSON, Lauren

HARDY, Rod

LAMB, Joan B.

WILLIAMS, Ellie

SMALL, Rhonda

Alma Ward election

GROSS, Dick

HALLIDAY, Justin

FOSTER, Josie

HORMAN, Jill

PERERA, Brendan

Balaclava Ward election

IAMPOLSKI, Rachel

WAJSBORT, Berri

KATS, Alex

WEBSTER, Jon

DI DONNA, Michelle

Balaclava Ward election

BUCKINGHAM, Libby

DARTON, Alex

Elwood Ward election

CARRANZA, Liliana

DE SILVA, Janet

CRAWFORD, Louise

GIBSON, Sally

Lakeside Ward election

MEARS, Bryan

SILCOX, Levi

McDONALD, Jo

PIERLOT, Ivy

MOORE, Barney

Montague Ward election

MAKIN, Alex

MARTIN, Peter

SCHWARZE, Chris

KNOFF, David

SAHAYANATHAN, Judy

Port Melbourne Ward election

WHITFIELD, Richard

Appendix 6: Final list of candidates in ballot paper order

Port Phillip City Council

Port Melbourne Ward election

WRIGHT, David

CUNSOLO, Heather

KING, Adrian William

SABLOK, Sabina

South Melbourne Ward election

LEWIS, Trina

JAY, Beti

JAMES, Earl

MULLAHY, Bridget

St Kilda Ward election

ROPER, Jenni

BAXTER, Tim

THOMANN, Serge

BLAKELEY, David

BOLGER, Colleen

NYAGUY, Robbie

Appendix 6.1: Candidate statements and photographs

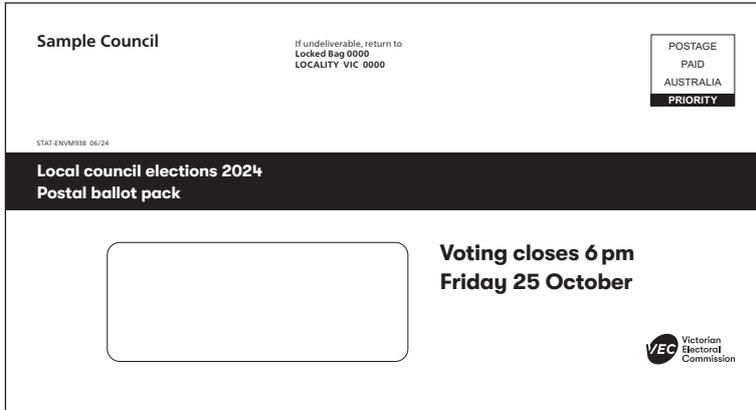
Port Phillip City Council election	Total number of candidates at close of nominations	Number of candidates that lodged a candidate statement	Number of candidates that lodged a candidate photograph
Albert Park Ward	7	7	7
Alma Ward	5	5	5
Balaclava Ward	7	7	7
Elwood Ward	4	4	4
Lakeside Ward	5	5	5
Montague Ward	5	5	5
Port Melbourne Ward	5	5	5
South Melbourne Ward	4	4	4
St Kilda Ward	6	6	6

Appendix 6: Final list of candidates in ballot paper order

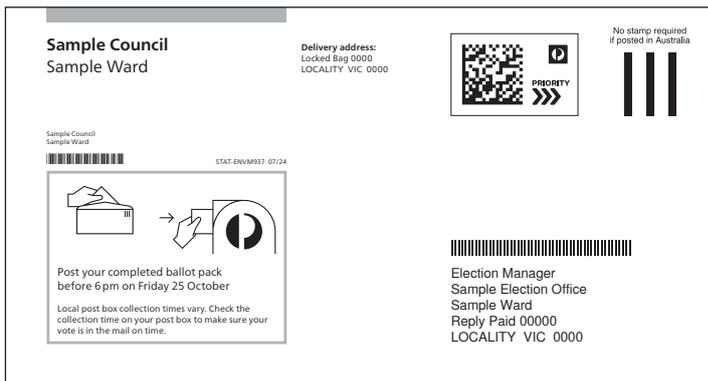
Port Phillip City Council

Appendix 6.2: Sample ballot material

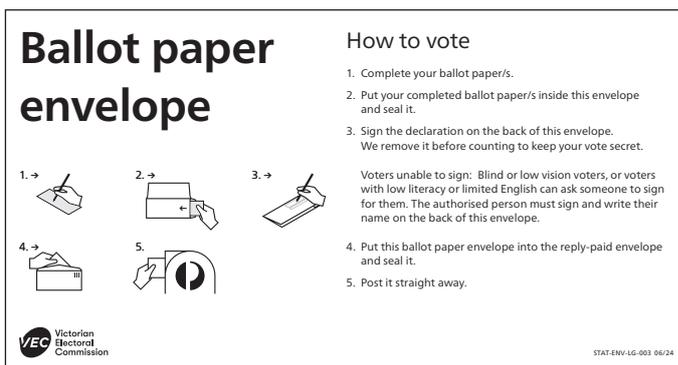
Outer envelope



Reply-paid envelope



Ballot paper envelope



Candidate leaflet

Voting closes
6 pm Friday
25 October 2024

All voting in this election is by post.
Post your vote before voting closes.
We cannot accept late votes.

Local post box collection times vary. Check the collection time on your post box to make sure your vote is in the mail on time.
You can also drop your vote off during business hours to:

Address line 1
Address line 2
Address line 3

For more information, visit vec.vic.gov.au or call 131 832 during business hours.

Voting is compulsory

You are enrolled to vote in this election.
Voting is your right. By voting, you get to have a say in who represents you on your local council.
Voting is also a responsibility. If you don't vote, you may get a fine.
If your enrolment details have changed, it is your responsibility to update them. Visit vec.vic.gov.au/update for more information.

Sample Council
Sample Ward



Candidate leaflet

Sample Council election 2024
Sample Ward

Sample Ward



Notice

The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the election manager. Candidate statements are also available at vec.vic.gov.au.
Candidates may also provide answers to a questionnaire. Responses are available at vec.vic.gov.au.



How to vote multi-language leaflet
If applicable

How to vote leaflet



Language support
Visit vec.vic.gov.au/languages for more information in your language.
For interpreter assistance, call us. See the phone numbers on the next page.



STAT-LEAMUL01 07/24

Ballot paper

Sample Council
Sample Ward

Election of 1 Councillor

Number the boxes 1 to 4 in the order of your choice.
Number every box to make your vote count.
You must not use any number more than once.

CANDIDATE, Name
 CANDIDATE, Name
 CANDIDATE, Name
 CANDIDATE, Name

Appendix 6.3: Sample uncontested ward leaflet

Sample Council election 2024
Sample Ward

At the close of nominations for the Sample Council, Sample Ward election, one nomination was received for one vacancy. Therefore, Candidate Name will be elected unopposed.

You are not required to vote.

Election Manager Name
Election Manager
For more information call 131 832



Appendix 7: Daily breakdown of the general mail out

Port Phillip City Council election	7 October 2024	8 October 2024	9 October 2024	10 October 2024	Total general mail out
Port Phillip City Council	25,190	25,190	11,854	11,851	74,085
Albert Park Ward	2,940	2,940	1,384	1,384	8,648
Alma Ward	2,774	2,774	1,305	1,305	8,158
Balaclava Ward	3,106	3,106	1,461	1,461	9,134
Elwood Ward	2,698	2,698	1,270	1,269	7,935
Lakeside Ward	2,590	2,590	1,219	1,219	7,618
Montague Ward	2,520	2,520	1,186	1,186	7,412
Port Melbourne Ward	2,832	2,832	1,333	1,332	8,329
South Melbourne Ward	2,695	2,695	1,268	1,267	7,925
St Kilda Ward	3,035	3,035	1,428	1,428	8,926

Appendix 8: Result information

Albert Park Ward count summary

Enrolment	8,649
Formal votes	6,672
Informal votes	153 (2.24% of the total votes)
Voter turnout	6,825 (78.91% of the total enrolment)

Candidates (in ballot paper order)	First preference votes	Percentage
PINDER, Beverley	731	10.96%
SLATTERY, Connor	619	9.28%
SHERSON, Lauren	670	10.04%
HARDY, Rod	2,745	41.14%
LAMB, Joan B.	195	2.92%
WILLIAMS, Ellie	188	2.82%
SMALL, Rhonda	1,524	22.84%

Successful candidates

HARDY, Rod

Alma Ward count summary

Enrolment	8,159
Formal votes	5,714
Informal votes	115 (1.97% of the total votes)
Voter turnout	5,829 (71.44% of the total enrolment)

Candidates (in ballot paper order)	First preference votes	Percentage
GROSS, Dick	1,021	17.87%
HALLIDAY, Justin	1,703	29.80%
FOSTER, Josie	1,216	21.28%

Alma Ward count summary

HORMAN, Jill	604	10.57%
PERERA, Brendan	1,170	20.48%

Successful candidates

HALLIDAY, Justin

Balaclava Ward count summary

Enrolment	9,133
Formal votes	6,393
Informal votes	162 (2.47% of the total votes)
Voter turnout	6,555 (71.77% of the total enrolment)

Candidates (in ballot paper order)	First preference votes	Percentage
------------------------------------	------------------------	------------

IAMPOLSKI, Rachel	1,712	26.78%
WAJSBORT, Berri	801	12.53%
KATS, Alex	420	6.57%
WEBSTER, Jon	250	3.91%
DI DONNA, Michelle	734	11.48%
BUCKINGHAM, Libby	1,752	27.40%
DARTON, Alex	724	11.32%

Successful candidates

BUCKINGHAM, Libby

Elwood Ward count summary

Enrolment	7,936
Formal votes	5,641
Informal votes	132 (2.29% of the total votes)
Voter turnout	5,773 (72.74% of the total enrolment)

Candidates (in ballot paper order)	First preference votes	Percentage
------------------------------------	------------------------	------------

Elwood Ward count summary

CARRANZA, Liliana	1,679	29.76%
DE SILVA, Janet	1,467	26.01%
CRAWFORD, Louise	1,647	29.20%
GIBSON, Sally	848	15.03%

Successful candidates

CRAWFORD, Louise

Lakeside Ward count summary

Enrolment	7,620
Formal votes	5,178
Informal votes	150 (2.82% of the total votes)
Voter turnout	5,328 (69.92% of the total enrolment)

Candidates (in ballot paper order)	First preference votes	Percentage
------------------------------------	------------------------	------------

MEARS, Bryan	1,694	32.72%
SILCOX, Levi	441	8.52%
McDONALD, Jo	1,118	21.59%
PIERLOT, Ivy	1,168	22.56%
MOORE, Barney	757	14.62%

Successful candidates

MEARS, Bryan

Montague Ward count summary

Enrolment	7,414
Formal votes	5,394
Informal votes	151 (2.72% of the total votes)
Voter turnout	5,545 (74.79% of the total enrolment)

Candidates (in ballot paper order)	First preference votes	Percentage
------------------------------------	------------------------	------------

Montague Ward count summary

MAKIN, Alex	1,466	27.18%
MARTIN, Peter	1,383	25.64%
SCHWARZE, Chris	456	8.45%
KNOFF, David	602	11.16%
SAHAYANATHAN, Judy	1,487	27.57%

Successful candidates

MAKIN, Alex

Port Melbourne Ward count summary

Enrolment	8,328
Formal votes	6,289
Informal votes	129 (2.01% of the total votes)
Voter turnout	6,418 (77.07% of the total enrolment)

Candidates (in ballot paper order)	First preference votes	Percentage
WHITFIELD, Richard	905	14.39%
WRIGHT, David	783	12.45%
CUNSOLO, Heather	2,667	42.41%
KING, Adrian William	1,617	25.71%
SABLOK, Sabina	317	5.04%

Successful candidates

CUNSOLO, Heather

South Melbourne Ward count summary

Enrolment	7,927
Formal votes	5,619
Informal votes	126 (2.19% of the total votes)
Voter turnout	5,745 (72.47% of the total enrolment)

South Melbourne Ward count summary

Candidates (in ballot paper order)	First preference votes	Percentage
LEWIS, Trina	1,378	24.52%
JAY, Beti	1,670	29.72%
JAMES, Earl	1,099	19.56%
MULLAHY, Bridget	1,472	26.20%

Successful candidates

JAY, Beti

St Kilda Ward count summary

Enrolment	8,929
Formal votes	5,808
Informal votes	154 (2.58% of the total votes)
Voter turnout	5,962 (66.77% of the total enrolment)

Candidates (in ballot paper order)	First preference votes	Percentage
ROPER, Jenni	1,528	26.31%
BAXTER, Tim	772	13.29%
THOMANN, Serge	1,320	22.73%
BLAKELEY, David	915	15.75%
BOLGER, Colleen	461	7.94%
NYAGUY, Robbie	812	13.98%

Successful candidates

THOMANN, Serge

Appendix 9: Election participation statistics

Participation is measured by the number of marks on the roll as a percentage of total enrolment and can vary from turnout (total ballot papers counted as a percentage of total enrolment).

Port Phillip City Council election participation	2020	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	84.25%	85.10%	86.64%
20–24	74.11%	72.42%	80.02%
25–29	64.93%	62.77%	74.09%
30–34	64.28%	62.25%	73.31%
35–39	65.75%	65.77%	76.18%
40–44	68.45%	68.26%	78.99%
45–49	71.14%	72.79%	81.92%
50–54	73.37%	77.98%	84.69%
55–59	76.30%	81.19%	87.46%
60–64	78.14%	83.25%	89.16%
65–69	80.18%	84.17%	90.41%
70+	80.26%	83.52%	88.77%
Voters enrolled through section 241 of the LG Act	75.68%	73.87%	86.27%
Voters enrolled through sections 243–245 of the LG Act	50.64%	91.94%	60.96%
Total voters enrolled	71.06%	74.22%	84.12%

Appendix 9: Election participation statistics

Port Phillip City Council

Albert Park Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council	Alma Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	88.37%	86.64%	18–19	84.85%	86.64%
20–24	85.11%	80.02%	20–24	69.94%	80.02%
25–29	70.35%	74.09%	25–29	67.21%	74.09%
30–34	68.01%	73.31%	30–34	64.29%	73.31%
35–39	66.67%	76.18%	35–39	67.81%	76.18%
40–44	69.60%	78.99%	40–44	68.43%	78.99%
45–49	75.48%	81.92%	45–49	71.11%	81.92%
50–54	82.86%	84.69%	50–54	75.00%	84.69%
55–59	84.88%	87.46%	55–59	80.41%	87.46%
60–64	86.32%	89.16%	60–64	83.55%	89.16%
65–69	88.66%	90.41%	65–69	84.41%	90.41%
70+	87.40%	88.77%	70+	80.67%	88.77%
Voters enrolled through section 241 of the LG Act	80.46%	86.27%	Voters enrolled through section 241 of the LG Act	72.12%	86.27%
Voters enrolled through sections 243–245 of the LG Act	93.88%	60.96%	Voters enrolled through sections 243–245 of the LG Act	95.03%	60.96%
Total voters enrolled	80.61%	84.12%	Total voters enrolled	72.63%	84.12%

Port Phillip City Council

Appendix 9: Election participation statistics

Balaclava Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council	Elwood Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	86.79%	86.64%	18–19	89.13%	86.64%
20–24	69.87%	80.02%	20–24	76.66%	80.02%
25–29	60.93%	74.09%	25–29	65.36%	74.09%
30–34	63.76%	73.31%	30–34	60.71%	73.31%
35–39	69.84%	76.18%	35–39	65.96%	76.18%
40–44	69.88%	78.99%	40–44	67.09%	78.99%
45–49	74.69%	81.92%	45–49	70.81%	81.92%
50–54	79.57%	84.69%	50–54	77.93%	84.69%
55–59	78.59%	87.46%	55–59	82.79%	87.46%
60–64	82.10%	89.16%	60–64	83.85%	89.16%
65–69	83.30%	90.41%	65–69	84.16%	90.41%
70+	81.28%	88.77%	70+	84.10%	88.77%
Voters enrolled through section 241 of the LG Act	72.59%	86.27%	Voters enrolled through section 241 of the LG Act	73.88%	86.27%
Voters enrolled through sections 243–245 of the LG Act	92.86%	60.96%	Voters enrolled through sections 243–245 of the LG Act	94.68%	60.96%
Total voters enrolled	72.97%	84.12%	Total voters enrolled	74.13%	84.12%

Lakeside Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council	Montague Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	83.67%	86.64%	18–19	79.81%	86.64%
20–24	67.53%	80.02%	20–24	73.74%	80.02%
25–29	62.29%	74.09%	25–29	56.64%	74.09%
30–34	63.28%	73.31%	30–34	60.25%	73.31%
35–39	62.23%	76.18%	35–39	69.19%	76.18%
40–44	67.47%	78.99%	40–44	71.68%	78.99%
45–49	69.72%	81.92%	45–49	76.38%	81.92%
50–54	73.79%	84.69%	50–54	82.09%	84.69%
55–59	80.19%	87.46%	55–59	84.37%	87.46%
60–64	80.83%	89.16%	60–64	86.04%	89.16%
65–69	82.83%	90.41%	65–69	84.85%	90.41%
70+	82.17%	88.77%	70+	86.42%	88.77%
Voters enrolled through section 241 of the LG Act	70.72%	86.27%	Voters enrolled through section 241 of the LG Act	76.12%	86.27%
Voters enrolled through sections 243–245 of the LG Act	91.63%	60.96%	Voters enrolled through sections 243–245 of the LG Act	89.47%	60.96%
Total voters enrolled	71.38%	84.12%	Total voters enrolled	76.29%	84.12%

Port Phillip City Council

Appendix 9: Election participation statistics

Port Melbourne Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council	South Melbourne Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	84.16%	86.64%	18–19	82.72%	86.64%
20–24	75.67%	80.02%	20–24	67.93%	80.02%
25–29	65.32%	74.09%	25–29	62.21%	74.09%
30–34	64.94%	73.31%	30–34	61.89%	73.31%
35–39	67.29%	76.18%	35–39	66.93%	76.18%
40–44	69.57%	78.99%	40–44	69.29%	78.99%
45–49	78.45%	81.92%	45–49	72.15%	81.92%
50–54	82.78%	84.69%	50–54	74.63%	84.69%
55–59	81.64%	87.46%	55–59	81.70%	87.46%
60–64	81.62%	89.16%	60–64	82.96%	89.16%
65–69	86.28%	90.41%	65–69	84.05%	90.41%
70+	86.05%	88.77%	70+	81.47%	88.77%
Voters enrolled through section 241 of the LG Act	78.19%	86.27%	Voters enrolled through section 241 of the LG Act	73.41%	86.27%
Voters enrolled through sections 243–245 of the LG Act	93.33%	60.96%	Voters enrolled through sections 243–245 of the LG Act	90.10%	60.96%
Total voters enrolled	78.43%	84.12%	Total voters enrolled	73.84%	84.12%

St Kilda Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	86.42%	86.64%
20–24	65.35%	80.02%
25–29	54.62%	74.09%
30–34	53.11%	73.31%
35–39	56.03%	76.18%
40–44	61.31%	78.99%
45–49	66.36%	81.92%
50–54	73.13%	84.69%
55–59	76.17%	87.46%
60–64	81.97%	89.16%
65–69	78.96%	90.41%
70+	82.12%	88.77%
Voters enrolled through section 241 of the LG Act	67.46%	86.27%
Voters enrolled through sections 243–245 of the LG Act	88.61%	60.96%
Total voters enrolled	67.94%	84.12%

Appendix 10: Complaints

Written complaints received by the VEC

Where an outcome is a follow-up response, the customer may have replied to the VEC's response and the VEC has therefore replied to that follow-up email.

Where an outcome has no action taken, this could be an anonymous submission that doesn't contain feedback and therefore can't be passed on to another team.

Date	Nature of complaint	Action taken by the VEC
Sunday 4 August 2024	VEC Complaint - Postal voting process	Response provided
Thursday 12 September 2024	VEC Complaint - Information about candidates	Response provided
Tuesday 17 September 2024	LGI Complaint - Incorrectly authorised material; Misleading and deceptive material	Referred to LGI
Wednesday 18 September 2024	VEC Complaint - Location of signs	Response provided
Wednesday 25 September 2024	VEC Complaint - Checking enrolment	Response provided
Tuesday 1 October 2024	VEC Complaint - Interference with signage; Behaviour of other electors	Response provided
Monday 7 October 2024	VEC Complaint - Location of signs	Response provided
Wednesday 9 October 2024	VEC Complaint - Overseas and interstate voting	Response provided
Wednesday 9 October 2024	VEC Complaint - Incorrect enrolment	Response provided
Wednesday 9 October 2024	LGI Complaint - Misleading and deceptive material	Referred to LGI
Monday 14 October 2024	LGI Complaint - Electoral integrity; Conduct of candidate away from election office	Referred to LGI
Tuesday 15 October 2024	VEC Complaint - Postal vote receipt delayed	Response provided
Friday 18 October 2024	LGI Complaint - Misleading and deceptive material; False claims in material	Referred to LGI
Friday 18 October 2024	LGI Complaint - Misleading and deceptive material	Referred to LGI
Monday 21 October 2024	VEC Complaint - Location of signs	Response provided

Date	Nature of complaint	Action taken by the VEC
Monday, 21 October 2024	LGI Complaint - unauthorised material	Referred to LGI
Wednesday 23 October 2024	VEC Complaint - Updating enrolment	Response provided
Saturday 26 October 2024	VEC Complaint - Compulsory voting - generally	Response provided
Saturday 26 October 2024	VEC Complaint - Compulsory voting - generally	Response provided
Sunday 27 October 2024	VEC Complaint - Failed to vote	No action
Monday 28 October 2024	VEC Complaint - Information about candidates; Postal voting process; Failed to vote	Response provided
Monday 28 October 2024	VEC Complaint - Postal vote not received by election; Overseas and interstate voting	Follow-up response provided
Monday 28 October 2024	VEC Complaint - Overseas and interstate voting	Response provided
Monday 28 October 2024	VEC Complaint - Postal vote not received by election	Response provided
Monday 28 October 2024	VEC Complaint - Failed to vote; Removal from roll	Response provided
Tuesday 29 October 2024	VEC Complaint - Overseas and interstate voting; Failed to vote	Response provided
Wednesday 30 October 2024	VEC Complaint - Postal voting process; Postal vote not received by election	Response provided
Wednesday 6 November 2024	VEC Complaint - Postal vote not received by election	Response provided
Thursday 7 November 2024	VEC Complaint - Results	Response provided
Friday 15 November 2024	VEC Complaint - Electoral boundaries	Response provided

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(Victorian Electoral Commission)
April 2025

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13.4 POLICY AND PLAN COMPLETION UPDATES

EXECUTIVE MEMBER: ROBYN BORLEY, DIRECTOR, GOVERNANCE AND ORGANISATIONAL PERFORMANCE

PREPARED BY: JACKY BAILEY, HEAD OF CORPORATE PLANNING

1. PURPOSE

1.1 To seek approval to extend the expiry date for ten key documents, as detailed below.

2. EXECUTIVE SUMMARY

2.1 As part of our central management of policies and strategies, officers have identified 10 documents that were adopted by Council, which we recommend be extended for one of the following reasons:

2.1.1 To enable the renewal to happen concurrently with, or immediately following, the renewal of the 'parent' strategy, for efficiency and to ensure strategic alignment

2.1.2 To enable more time for councillor consideration, noting that the timetable has had very limited capacity in recent months due to the focus on developing the Plan for Port Phillip and annual budget.

2.1.3 To enable time for more in-depth community consultation and engagement.

2.2 The nominated documents have undergone desktop review by council officers and remain fit for purpose until the proposed extension date.

3. RECOMMENDATION

3.1 Council approves an extension to the expiry dates of the following documents, to enable the renewal to happen concurrently with, or immediately following, the renewal of the 'parent' strategy:

3.1.1 Outdoor Sport Lighting Operating Guidelines to December 2027

3.1.2 Sport Surface Operating Guidelines to December 2027

3.1.3 Outdoor Trading (Dining) Policy to November 2026

3.1.4 Nature Strip and Street Gardening Guidelines to June 2026

3.1.5 Public Place CCTV Policy to November 2027.

3.2 Council approves an extension to the expiry dates of the following documents, to enable more time for councillor consideration:

3.2.1 Community Flagpole and Illumination Scheme (formerly Flagpole and Banner Scheme) to July 2025

3.2.2 Councillor Gift and Hospitality Policy to August 2025

3.2.3 Port Phillip City Collection Policy 2019 to May 2026

3.3 Council approves an extension to the expiry dates of the following documents, to enable more time for in-depth community consultation and engagement:

3.3.1 Footpath Trading Fee Policy to December 2025

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3.3.2 Community Engagement Policy to December 2025.

3.4 Council notes that the above documents have undergone a desktop review by council officers and remain fit for purpose until the proposed extension date.

4. KEY POINTS/ISSUES

4.1 Council officers have identified 10 documents that we recommend Council extend the deadline on, as summarised in *Table 1*.

Table 1: Documents requiring extensions

Document name	Responsible Department	Original Adoption Date	Expiry Date	Proposed Renewal Date
1. Community Flagpole and Illumination Scheme (formerly Flagpole and Banner Scheme).	Governance and Organisational Performance	May 2018	Jul 2024	Jul 2025
2. Nature Strip and Street Gardening Guidelines	Open Space, Recreation and Community Resilience	Aug 2022	Dec 2024	Jun 2026
3. Councillor Gift and Hospitality Policy	Governance and Organisational Performance	Apr 2021	Apr 2025	Aug 2025
4. Footpath Trading Fee Policy	Safety & Amenity	May 2019	May 2025	Dec 2025
5. Community Engagement Policy	Governance and Organisational Performance	Feb 2021	Jun 2025	Dec 2025
6. Port Phillip City Collection Policy	City Growth and Culture	Jul 2019	Jul 2025	May 2026
7. Outdoor Sport Lighting Operating Guidelines 2021	Open Space, Recreation and Community Resilience	May 2021	Jul 2025	Dec 2027
8. Sport Surface Operating Guidelines	Open Space, Recreation and Community Resilience	Jul 2021	Jul 2025	Dec 2027
9. Outdoor Trading (Dining) Policy	City Growth and Culture	Nov 2023	Nov 2025	Nov 2026
10. Public Place CCTV Policy	Community Building and Inclusion	2023	Nov 2025	Nov 2027

4.2 Five documents are recommended for extension, to bring the renewal schedule into alignment with other key documents they connect with. This will improve efficiency of the review, and ensure alignment across strategic documentation:



- The Outdoor Sport Lighting Operating Guidelines were prepared to guide Council's investment in sportsground lighting and manage expectations of sports clubs and sports associations with changes in facility guidelines. The guidelines speak to infrastructure provision, usage requirements and operational requirements. These guidelines will be considered as part of the Sport and Recreation Strategy review and will either be embedded within this document or an updated set of guidelines will be prepared in response to this Strategy. This is anticipated to occur in 2027.
 - The Sport Surface Operating Guidelines were prepared to help guide decision making on types and quality of sportsground surfaces. These guidelines fed into the Sports Facilities Plan 2024 (internal document) and should be considered with respect to the Act and Adapt: Sustainable Environment Strategy 2023-2028. These guidelines will be considered as part of the Sport and Recreation Strategy review and will either be embedded within this document or an updated set of guidelines will be prepared in response to this Strategy. This is anticipated to occur in 2027.
 - The Outdoor Trading (Dining) Policy sets out the objectives, policy framework and intentions for Outdoor Trading across the Municipality including footpath trading and parklets. The policy has been well received since implementation, has received no adverse feedback, and no issues have been identified that warrant further review or updating. It is recommended that the next review occur in November 2026, concurrently with the Creative and Prosperous City Strategy 2023-26.
 - The Nature Strip and Street Gardening Guidelines set out how to plan, plant and maintain the nature strip or street garden outside a home or business. In 2024 the Urban Forest Strategy was adopted - this strategy provides the strategic framework and policy context for the development and management of all greening across the municipality. This includes how we approach nature strip gardening in our municipality. The comprehensive review of these Guidelines, to align with the newly adopted Strategy, will be completed by June 2026.
 - The Public Place Closed-Circuit Television (CCTV) Policy provides direction for Council's decision making process in relation to the proposed installation of CCTV in public places. The policy presents guiding principles to govern how Council will approach safety in public places in the determination of whether a public CCTV application is appropriate for approved implementation. This policy works in conjunction with Council's Memorandum of Understanding with Victoria Police. The policy was amended in August 2023 to include capacity for Council to fund renewal and upgrade of existing CCTV systems through appropriate approval processes. It is recommended that the review date be extended to allow for consideration of any changes following the development of the new Community Safety Plan 2025-2029 due by the end of this year.
- 4.3 Three key strategic documents came due for consideration late in the previous council term and were therefore deferred to be considered by the incoming councillors, post-election. We recommend they be extended, to allow more time for councillor consideration and discussion:
- The Community Flagpole and Illumination Scheme (formerly Flagpole and Banner Scheme) outlines how the community can access the community flagpoles, including the criteria and the conditions for applications. This document will be presented to Council alongside the Civic and Community Flag Protocol.



- The Councillors Gift and Hospitality Policy establishes a clear policy position for Councillors in relation to gifts, benefits, and hospitality. It supports Councillors in avoiding conflicts of interest and maintaining high levels of integrity, accountability, and public trust.
- The Port Phillip City Collection Policy articulates the context and principles for managing the Port Phillip City Collection, which includes contemporary and historic art, heritage furniture, photographs, memorials and monuments, public art and civic material. The Collection Policy is part of an integrated suite of visual arts and activation documents that is scheduled to come to Council in mid-2026.

4.4 Two documents require more in-depth community consultation and consideration. It is recommended that they be extended to allow for this:

- The Footpath Trading Fee Policy determines the fees charged to businesses for outdoor dining, for goods and advertising boards on our footpaths. The policy was reviewed in 2023, at which time council delayed consideration of the fee structure and proceeded with community engagement on other aspects of the policy. The fee structure was deferred so officers could do further work on the fee structure options and the impacts of those options on business. Following community engagement, changes to the other aspects of the policy have been adopted by Council. Officers have now prepared alternative fee structure options, which will be brought to council with a recommendation to commence community engagement on those options in 2025.
- The Community Engagement Policy outlines how Council will facilitate genuine and transparent opportunities for the community to provide feedback and inform the decisions made by Council. An extension will allow additional time for community, councillors, and other key stakeholders to consider and provide feedback on the proposed approach.

4.5 A range of process improvements are being implemented and will continue to be refined to minimise the number of documents that require extension, including:

- regular review and updating of the Policy and Strategy Register
- proactive communication with document owners about timelines
- development of tools to help staff review and develop documents
- reinforcing with document owners that expiry dates or sunset clauses should only be included in documents if required by legislation or another compelling reason.

5. CONSULTATION AND STAKEHOLDERS

5.1 No community consultation is required for the purposes of this report.

6. LEGAL AND RISK IMPLICATIONS

6.1 It is important we formally extend these policies, so as to avoid any implication or misunderstanding that Council is operating without the relevant policies in place.

7. FINANCIAL IMPACT

7.1 None. Renewing policies is part of Council's business as usual operations.

8. ENVIRONMENTAL IMPACT

8.1 There are no direct environmental impacts as a result of this report.



9. COMMUNITY IMPACT

9.1 The identified policies have direct or indirect community impact. Formally extending them ensures the community has clarity about when and how these policies apply.

10. GENDER IMPACT ASSESSMENT

10.1 Not required.

11. ALIGNMENT TO COUNCIL PLAN AND COUNCIL POLICY

11.1 This supports the 'Well Governed' strategic direction.

12. IMPLEMENTATION STRATEGY

12.1 The Policy and Strategy Register will be updated with the new expiry dates.

Table 2: Document status and next steps

Document name	Current status	Next steps
1. Community Flagpole and Illumination Scheme (formerly Flagpole and Banner Scheme)	Replacement documents being finalised.	Council consideration (June, July)
2. Nature Strip and Street Gardening Guidelines	Nature Strip Guidelines Review to be presented Executive Leadership Team (April)	Council consideration (May)
3. Councillors Gift and Hospitality Policy	Policy review being finalised	Council consideration (May/June)
4. Footpath Trading Fee Policy	Officers reviewing 2025 retail rent valuation data to inform modelling fee policy options for Council consideration, prior to community consultation, June 2025.	Draft policy for Council consideration (June) Community consultation (August) Policy adoption by Council (December)
5. Community Engagement Policy	Engagement with Council and other stakeholders ongoing.	Councillor briefing to inform policy direction (May)
6. Port Phillip City Collection Policy	Internal consultation has been completed	Draft policy to be taken to Council for consideration under the new Creative and Prosperous City Strategy in mid-2026.
7. Outdoor Sport Lighting Operating Guidelines 2021	Desktop review by Council Officers completed	Awaiting completion of the Sport and Recreation Strategy

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Document name	Current status	Next steps
8. Sport Surface Operating Guidelines	Desktop review by Council Officers completed	Awaiting completion of the Sport and Recreation Strategy
9. Outdoor Trading (Dining) Policy	Desktop review by Council Officers completed	Suggest update and review in November 2026 pending Councillor and trader discussion.
10. Public Place CCTV Policy	Internal review has been completed.	Awaiting completion of the Community Safety Plan 2025-2029.

12.2 COMMUNICATION

12.2.1 If the extensions are approved, the relevant documents will be updated accordingly and republished on the intranet or internet as relevant and the relevant policy owners will be formally notified of the change.

13. OFFICER MATERIAL OR GENERAL INTEREST

13.1 No officers involved in the preparation of this report has declared a material or general interest in the matter.

ATTACHMENTS

Nil



13.5 APPOINTMENT OF AUTHORISED OFFICER PURSUANT TO THE PLANNING AND ENVIRONMENT ACT 1987

EXECUTIVE MEMBER: ROBYN BORLEY, DIRECTOR, GOVERNANCE AND ORGANISATIONAL PERFORMANCE

PREPARED BY: KATRINA COLLINS, SENIOR GOVERNANCE ADVISOR

1. PURPOSE

1.1 The purpose of this report is for Council to consider executing an Instrument of Appointment and Authorisation under the *Planning and Environment Act 1987* (**Attachment 1**).

2. EXECUTIVE SUMMARY

2.1 To seek the appointment of authorised officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act and under section 313 of the *Local Government Act 2020* which authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations.

2.2 Under the *Planning and Environment Act 1987* Authorised Officers can only be appointed by Council resolution as the Act prohibits delegation of the power to appoint Authorised Officers under the Act.

3. RECOMMENDATION

That Council:

3.1 In the exercise of the powers conferred by section 147(4) of the *Planning and Environment Act 1987* Council resolves that:

3.1.1 The members of Council staff referred to in the Instrument of Appointment and Authorisation at **Attachment 1** be appointed and authorised as set out in the Instrument.

3.1.2 The Instrument of Appointment and Authorisation comes into force immediately once the common seal of Council is affixed to the Instrument and remains in force until Council determines to vary or revoke it.

3.1.3 The previous Instruments of Appointment and Authorisation made under the *Planning and Environment Act 1987*, are revoked immediately after the common seal of Council is affixed to the Instrument of Appointment and Authorisation referred to in 3.1.2.

4. KEY POINTS/ISSUES

4.1 Council routinely appoints staff members as, Authorised Officers. Typically, they are directly appointed by the Chief Executive Officer through the power of delegation conferred through the S5 Instrument of Delegation.

4.2 Section 188 (2)(c) of the *Planning and Environment Act 1987* does not allow this function to be delegated to the Chief Executive Officer. The Act specifically requires that Council staff be appointed by resolution of the Council.



- 4.3 Council subscribes to the Maddocks Authorisation and Delegations Service, and relevant advice has been considered in the preparation of this report and the Instrument of Appointment and Authorisation.
- 4.4 Maddocks recommend that Instruments of Appointment and Authorisation be refreshed on a regular basis.
- 4.5 A review of existing Instrument of Appointment and Authorisation has been undertaken which ensures that all Council staff authorised under the S11A Instrument are appropriately maintained.
- 4.6 An administrative review of existing S11A Instruments of Appointment and Authorisation (Planning and Environment Act 1987) has been undertaken to ensure that it reflects the current Council staff authorised under the S11A Instrument.
- 4.7 The review identified a the following changes:
 - 4.7.1 The new appointment of three new council staff requiring authorisation under the S11A Instrument, including Laing, Samuel, Principal Planner; McInnes, James, Principal Planner; and Manickavasagam, Prash, Senior Urban Planner.
 - 4.7.2 Twenty-nine staff appointments renewed, and
 - 4.7.3 Twenty-two staff who cease to be employed by Council.
- 4.8 Based on advice from Maddocks, to ensure that the current S11A Instrument of Appointment and Authorisation (Planning and Environment Act 1987) accurately reflects the Council staff who need to be authorised, future reports will be presented to include new staff and/or remove staff who are no longer employed by the Council.

5. CONSULTATION AND STAKEHOLDERS

- 5.1 Council subscribes to the Maddocks Authorisations and Delegations Service, which provides advice regarding legislative amendments to instruments of delegation and authorisation templates.
- 5.2 Consultation with the City Development and Safety and Amenity Departments has taken place in preparation of the proposed Instrument of Appointment and Authorisation (*Planning and Environment Act 1897*).

6. LEGAL AND RISK IMPLICATIONS

- 6.1 The Instrument of Authorisation prepared is based on the latest Instrument and Authorisation template version supplied by Maddocks Lawyers.
- 6.2 It is essential that relevant Council staff have the proper authorisation required under the *Planning and Environment Act 1987* to enable them to undertake their responsibilities.
- 6.3 Section 188(2)(c) of the *Planning and Environment Act 1987* provides that a responsible authority cannot delegate the power to authorise officer under the Act.

7. FINANCIAL IMPACT

- 7.1 There are no financial implications as a direct result of this report.

8. ENVIRONMENTAL IMPACT

- 8.1 There are no environmental implications as a direct result of this report.



9. COMMUNITY IMPACT

9.1 There are no community impact implications as a direct result of this report.

10. GENDER IMPACT ASSESSMENT

10.1 A Gender Impact Assessment was not required.

11. ALIGNMENT TO COUNCIL PLAN AND COUNCIL POLICY

11.1 The proposed Instrument of Appointment and Authorisation is administrative. The report aligns with the outcomes of strategic direction 5 – *Well Governed Port Phillip*, by ensuring Council meets its statutory obligations.

12. IMPLEMENTATION STRATEGY

12.1 TIMELINE

12.1.1 The Instrument of Appointment and Authorisation pursuant to the *Planning and Environment Act 1987* will be effective immediately upon execution under the Seal of Council.

12.2 COMMUNICATION

12.2.1 Pursuant to section 224(1A) of the *Local Government Act 1989* Council must *maintain* a register that shows the names of all staff appointed to be authorised officers.

12.2.2 Additionally, sections 224(2) and (4) require authorised officers to be issued with an *identity* card which must be produced upon being requested to do so.

13. OFFICER MATERIAL OR GENERAL INTEREST

13.1 No officers involved in the preparation of this report has declared a material or general interest in the matter.

ATTACHMENTS 1. **S11A Instrument of Appointment - Planning and Environment Act 1987** 

*S11A Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)*

Port Phillip City Council

**Instrument of Appointment and Authorisation
(*Planning and Environment Act 1987* only)**



13.6 RECORDS OF INFORMAL MEETINGS OF COUNCIL

EXECUTIVE MEMBER: ROBYN BORLEY, DIRECTOR, GOVERNANCE AND ORGANISATIONAL PERFORMANCE

PREPARED BY: EMILY WILLIAMS, SENIOR COUNCIL BUSINESS ADVISOR

1. PURPOSE

1.1 To report to Council written records of Informal Meetings of Councillors at the City of Port Phillip as required by the Governance Rules.

2. EXECUTIVE SUMMARY

2.1 An Informal meeting of Council record is required by the City of Port Phillip Governance Rules (Chapter 6.1) if there is a meeting of Council that, is,

2.1.1 scheduled or planned for the purpose of discussing the business of Council or briefing Councillors;

2.1.2 is attended by at least one member of Council staff; and

2.1.3 is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting.

3. RECOMMENDATION

That Council:

3.1 Receives and notes the written records of Informal Meetings of Council (attached) as required by the City of Port Phillip Governance Rules.

4. ALIGNMENT TO COUNCIL PLAN AND COUNCIL POLICY

4.1 Reporting on the Informal Meetings of Council records delivers on Direction 5 of the Council Plan (Well Governed Port Phillip).

5. OFFICER MATERIAL OR GENERAL INTEREST

5.1 No officers involved in the preparation of this report has declared a material or general interest in the matter.

ATTACHMENTS 1. **Completed informal meetings of Council records - March 2025**



Informal Meeting of Councillors						
Name of meeting:	Councillor & ELT Time					
Date and Time:	Date: 5/03/2025			Time: 1:00pm		
Meeting conducted via:	In Person					
Councillors present: <i>Please mark <input checked="" type="checkbox"/> the Councillors present</i>		In person	Virtual		In person	Virtual
	Cr Buckingham	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Jay	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Crawford	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Makin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Cunsolo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Mears	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Halliday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Thomann	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Hardy	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Staff present: <i>Please mark <input checked="" type="checkbox"/> the Staff present</i>	<input checked="" type="checkbox"/> Chris Carroll		<input checked="" type="checkbox"/> Brian Tee			
	<input checked="" type="checkbox"/> Kylie Bennetts		<input checked="" type="checkbox"/> Claire Stevens			
	<input checked="" type="checkbox"/> Lachlan Johnson		<input checked="" type="checkbox"/> Robyn Borley			
	Other Staff:					
Matters considered:	<ul style="list-style-type: none"> Action Tracker Fee Waivers Community Safety Neighbourhood Engagement Program Hot Air Balloons Infrastructure Victoria 30-year plan Advisory Committee Terms of Reference Media Key Words Container Deposit Scheme Edwards Park 					
Conflict of Interest Disclosures						
A Conflict of Interest Disclosure form MUST be completed by members of Council staff						
Name	Subject / Matter			Left the Meeting?		
Nil	N/A			N/A		

Name of Officer submitting form: Robyn Borley, Director Governance and Performance

Informal Meeting of Councillors						
Name of meeting:	Melbourne Water Flood Mapping Update Approach					
Date and Time:	Date: 5/3/2025			Time: 8:00pm		
Meeting conducted via:	Hybrid (MS Teams/In Person)					
Councillors present: <i>Please mark <input checked="" type="checkbox"/> the Councillors present</i>		In person	Virtual		In person	Virtual
	Cr Buckingham	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Jay	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Crawford	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Makin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Cunsolo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Mears	<input type="checkbox"/>	<input type="checkbox"/>
	Cr Halliday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Thomann	<input type="checkbox"/>	<input type="checkbox"/>
	Cr Hardy	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Staff present: <i>Please mark <input checked="" type="checkbox"/> the Staff present</i>	<input type="checkbox"/> Chris Carroll - attending <input type="checkbox"/> Brian Tee - attending <input type="checkbox"/> Kylie Bennetts <input type="checkbox"/> Claire Stevens <input type="checkbox"/> Lachlan Johnson <input type="checkbox"/> James Gullan Other Staff: Mike Fisher, Craig McLean, Alayna Chapman, Luke Rogers					
Matters considered:	<ul style="list-style-type: none"> Approach to Melbourne Water Flood Mapping Update 					
Conflict of Interest Disclosures						
A Conflict of Interest Disclosure form MUST be completed by members of Council staff						
Name	Subject / Matter			Left the Meeting?		
Nil	N/A			N/A		

Name of Officer submitting form: Luke Rogers

Informal Meeting of Councillors						
Name of meeting:	Meeting with Better Balaclava					
Date and Time:	Date: 5/03/2025			Time: 1:30pm		
Meeting conducted via:	Hybrid (MS Teams/In Person)					
Councillors present: <i>Please mark <input checked="" type="checkbox"/> the Councillors present</i>		In person	Virtual		In person	Virtual
	Cr Buckingham	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Jay	<input type="checkbox"/>	<input type="checkbox"/>
	Cr Crawford	<input type="checkbox"/>	<input type="checkbox"/>	Cr Makin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Cunsolo	<input type="checkbox"/>	<input type="checkbox"/>	Cr Mears	<input type="checkbox"/>	<input type="checkbox"/>
	Cr Halliday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Thomann	<input type="checkbox"/>	<input type="checkbox"/>
	Cr Hardy	<input type="checkbox"/>	<input type="checkbox"/>			
Staff present: <i>Please mark <input checked="" type="checkbox"/> the Staff present</i>	<input type="checkbox"/> Chris Carroll		<input type="checkbox"/> Brian Tee			
	<input type="checkbox"/> Kylie Bennetts		<input type="checkbox"/> Claire Stevens			
	<input checked="" type="checkbox"/> Lachlan Johnson		<input type="checkbox"/> Robyn Borley			
	Other Staff: Mike Fisher and Craig McLean Members of the Better Balaclava community group					
Matters considered:	<ul style="list-style-type: none"> Proposed sale of land in Balaclava to Coles Preferred development outcomes for the site Carlisle St Streetscape Plan Upcoming engagement 					
Conflict of Interest Disclosures						
A Conflict of Interest Disclosure form MUST be completed by members of Council staff						
Name	Subject / Matter			Left the Meeting?		
Nil	N/A			N/A		

Name of Officer submitting form: Craig McLean

Informal Meeting of Councillors						
Name of meeting:	Draft Agenda Review Briefing – Council Meeting 19 March 2025					
Date and Time:	Date: 5/03/2025			Time: 5:30pm		
Meeting conducted via:	In Person					
Councillors present: <i>Please mark <input checked="" type="checkbox"/> the Councillors present</i>		In person	Virtual		In person	Virtual
	Cr Buckingham	<input type="checkbox"/>	<input type="checkbox"/>	Cr Jay	<input type="checkbox"/>	<input type="checkbox"/>
	Cr Crawford	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Makin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Cunsolo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Mears	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Halliday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Thomann	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Hardy	<input type="checkbox"/>	<input type="checkbox"/>			
Staff present: <i>Please mark <input checked="" type="checkbox"/> the Staff present</i>	<input checked="" type="checkbox"/> Chris Carroll		<input checked="" type="checkbox"/> Brian Tee			
	<input checked="" type="checkbox"/> Kylie Bennetts		<input checked="" type="checkbox"/> Claire Stevens			
	<input checked="" type="checkbox"/> Lachlan Johnson		<input checked="" type="checkbox"/> Robyn Borley			
	Other Staff: Vicki Tuchtan, Emily Williams					
Matters considered:	<ul style="list-style-type: none"> Draft reports ahead of the 19 March Council meeting 					
Conflict of Interest Disclosures						
A Conflict of Interest Disclosure form MUST be completed by members of Council staff						
Name	Subject / Matter				Left the Meeting?	
Nil	N/A				N/A	

Name of Officer submitting form: Emily Williams

Informal Meeting of Councillors						
Name of meeting:	Councillor Briefing - 2024 Annual Employee Survey					
Date and Time:	Date: 5/03/2025			Time: 6.00pm		
Meeting conducted via:	In Person					
Councillors present: <i>Please mark <input checked="" type="checkbox"/> the Councillors present</i>		In person	Virtual		In person	Virtual
	Cr Buckingham	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Jay	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Crawford	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Makin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Cunsolo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Mears	<input type="checkbox"/>	<input type="checkbox"/>
	Cr Halliday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Thomann	<input type="checkbox"/>	<input type="checkbox"/>
	Cr Hardy	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Staff present: <i>Please mark <input checked="" type="checkbox"/> the Staff present</i>	<input checked="" type="checkbox"/> Chris Carroll	<input type="checkbox"/> Brian Tee				
	<input type="checkbox"/> Kylie Bennetts	<input type="checkbox"/> Claire Stevens				
	<input type="checkbox"/> Lachlan Johnson	<input checked="" type="checkbox"/> Robyn Borley				
	Other Staff: Daniel Lew					
Matters considered:	<ul style="list-style-type: none"> Presentation and discussion of 2024 Annual Employee Survey 					
Conflict of Interest Disclosures						
A Conflict of Interest Disclosure form MUST be completed by members of Council staff						
Name	Subject / Matter			Left the Meeting?		
Nil	N/A			N/A		

Name of Officer submitting form: Daniel Lew

Informal Meeting of Councillors						
Name of meeting:	Review of Councillor Gift and Hospitality Policy					
Date and Time:	Date: 5/03/2025			Time: 6:15pm		
Meeting conducted via:	In Person					
Councillors present: <i>Please mark <input checked="" type="checkbox"/> the Councillors present</i>		In person	Virtual		In person	Virtual
	Cr Buckingham	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Jay	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Crawford	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Makin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Cunsolo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Mears	<input type="checkbox"/>	<input type="checkbox"/>
	Cr Halliday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Thomann	<input type="checkbox"/>	<input type="checkbox"/>
	Cr Hardy	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Staff present: <i>Please mark <input checked="" type="checkbox"/> the Staff present</i>	<input checked="" type="checkbox"/> Chris Carroll	<input type="checkbox"/> Brian Tee				
	<input type="checkbox"/> Kylie Bennetts	<input type="checkbox"/> Claire Stevens				
	<input type="checkbox"/> Lachlan Johnson	<input checked="" type="checkbox"/> Robyn Borley				
	Other Staff:					
Matters considered:	<ul style="list-style-type: none"> • Contents of the policy • Development of supporting guidelines • Declaration process 					
Conflict of Interest Disclosures						
A Conflict of Interest Disclosure form MUST be completed by members of Council staff						
Name	Subject / Matter			Left the Meeting?		
Nil	N/A			N/A		

Name of Officer submitting form: Katrina Collins, Senior Governance Advisor

Informal Meeting of Councillors						
Name of meeting:	Arts, Festivals and Events strategic overview					
Date and Time:	Date: 5/03/2025			Time: 7:30pm		
Meeting conducted via:	In Person					
Councillors present: <i>Please mark <input checked="" type="checkbox"/> the Councillors present</i>		In person	Virtual		In person	Virtual
	Cr Buckingham	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Jay	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Crawford	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Makin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Cunsolo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Mears	<input type="checkbox"/>	<input type="checkbox"/>
	Cr Halliday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Thomann	<input type="checkbox"/>	<input type="checkbox"/>
	Cr Hardy	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Staff present: <i>Please mark <input checked="" type="checkbox"/> the Staff present</i>	<input checked="" type="checkbox"/> Chris Carroll		<input checked="" type="checkbox"/> Brian Tee			
	<input type="checkbox"/> Kylie Bennetts		<input type="checkbox"/> Claire Stevens			
	<input type="checkbox"/> Lachlan Johnson		<input type="checkbox"/> Robyn Borley			
	Other Staff: Lauren Bialkower, Adele Denison, Justin Gayner, Laura Pohlenz, Richard Sowada					
Matters considered:	<ul style="list-style-type: none"> Principles of Arts, Festivals and Events strategies Planned activity around the Live Music Action Plan and Games Action Plan, First Peoples and Arts and Visual Arts activity 					
Conflict of Interest Disclosures						
A Conflict of Interest Disclosure form MUST be completed by members of Council staff						
Name	Subject / Matter			Left the Meeting?		
Nil	N/A			N/A		

Name of Officer submitting form: Lauren Bialkower

Informal Meeting of Councillors						
Name of meeting:	Melbourne Water Flood Mapping Update Approach					
Date and Time:	Date: 5/3/2025			Time: 8:00pm		
Meeting conducted via:	Hybrid (MS Teams/In Person)					
Councillors present: <i>Please mark <input checked="" type="checkbox"/> the Councillors present</i>		In person	Virtual		In person	Virtual
	Cr Buckingham	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Jay	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Crawford	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Makin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Cunsolo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Mears	<input type="checkbox"/>	<input type="checkbox"/>
	Cr Halliday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Thomann	<input type="checkbox"/>	<input type="checkbox"/>
	Cr Hardy	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Staff present: <i>Please mark <input checked="" type="checkbox"/> the Staff present</i>	<input checked="" type="checkbox"/> Chris Carroll		<input checked="" type="checkbox"/> Brian Tee			
	<input type="checkbox"/> Kylie Bennetts		<input type="checkbox"/> Claire Stevens			
	<input type="checkbox"/> Lachlan Johnson		<input type="checkbox"/> Robyn Borley			
	Other Staff: Mike Fisher, Craig McLean, Alayna Chapman, Luke Rogers					
Matters considered:	<ul style="list-style-type: none"> Approach to Melbourne Water Flood Mapping Update 					
Conflict of Interest Disclosures						
A Conflict of Interest Disclosure form MUST be completed by members of Council staff						
Name	Subject / Matter			Left the Meeting?		
Nil	N/A			N/A		

Name of Officer submitting form: Luke Rogers, Strategic Planner

Informal Meeting of Councillors						
Name of meeting:	Councillor & ELT Time					
Date and Time:	Date: 12/03/2025			Time: 12:00pm		
Meeting conducted via:	In Person					
Councillors present: <i>Please mark <input checked="" type="checkbox"/> the Councillors present</i>		In person	Virtual		In person	Virtual
	Cr Buckingham	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Jay	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Crawford	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Makin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Cunsolo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Mears	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Halliday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Thomann	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Hardy	<input type="checkbox"/>	<input type="checkbox"/>			
Staff present: <i>Please mark <input checked="" type="checkbox"/> the Staff present</i>	<input checked="" type="checkbox"/> Chris Carroll		<input checked="" type="checkbox"/> Brian Tee			
	<input checked="" type="checkbox"/> Kylie Bennetts		<input checked="" type="checkbox"/> Claire Stevens			
	<input checked="" type="checkbox"/> Lachlan Johnson		<input checked="" type="checkbox"/> Robyn Borley			
	Other Staff: Lauren Bialkower, Executive Manager City Growth and Culture					
Matters considered:	<ul style="list-style-type: none"> • Edwards Park Toilets • Community Safety • Neighbourhood Engagement Cancellation – Extreme Weather • Green Waste and Food Organics and Garden Organics (FOGO) • Men's Shed • Port Melbourne Library 					
Conflict of Interest Disclosures						
A Conflict of Interest Disclosure form MUST be completed by members of Council staff						
Name	Subject / Matter			Left the Meeting?		
Nil	N/A			N/A		

Name of Officer submitting form: Robyn Borley, Director Governance and Performance

Informal Meeting of Councillors						
Name of meeting:	Don't Waste It Strategy Review update					
Date and Time:	Date: 12/03/2025			Time: 1:00pm		
Meeting conducted via:	In Person					
Councillors present: <i>Please mark <input checked="" type="checkbox"/> the Councillors present</i>		In person	Virtual		In person	Virtual
	Cr Buckingham	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Jay	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Crawford	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Makin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Cunsolo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Mears	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Halliday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Thomann	<input type="checkbox"/>	<input type="checkbox"/>
	Cr Hardy	<input type="checkbox"/>	<input type="checkbox"/>			
Staff present: <i>Please mark <input checked="" type="checkbox"/> the Staff present</i>	<input checked="" type="checkbox"/> Chris Carroll	<input type="checkbox"/> Brian Tee				
	<input type="checkbox"/> Kylie Bennetts	<input type="checkbox"/> Claire Stevens				
	<input checked="" type="checkbox"/> Lachlan Johnson	<input type="checkbox"/> Other	Robyn Borley			
	Staff: Simon Hill & Stephanie Lai					
Matters considered:	<ul style="list-style-type: none"> Officers presented the proposed consultation and a summary of recent waste education 					
Conflict of Interest Disclosures						
A Conflict of Interest Disclosure form MUST be completed by members of Council staff						
Name	Subject / Matter			Left the Meeting?		
Nil	N/A			N/A		

Name of Officer submitting form: Stephanie Lai. Program Director - Waste Futures

Informal Meeting of Councillors						
Name of meeting:	Fishermans Bend Q3 Briefing					
Date and Time:	Date: 12/03/2025			Time: 1.45pm		
Meeting conducted via:	In Person					
Councillors present: <i>Please mark <input checked="" type="checkbox"/> the Councillors present</i>		In person	Virtual		In person	Virtual
	Cr Buckingham	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Jay	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Crawford	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Makin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Cunsolo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Mears	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Halliday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Thomann	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Hardy	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Staff present: <i>Please mark <input checked="" type="checkbox"/> the Staff present</i>	<input checked="" type="checkbox"/> Chris Carroll	<input checked="" type="checkbox"/> Brian Tee		<input checked="" type="checkbox"/> Kylie Bennetts	<input checked="" type="checkbox"/> Claire Stevens	
	<input checked="" type="checkbox"/> Lachlan Johnson	<input checked="" type="checkbox"/> Robyn Borley		Other Staff: Dan Boden		
Matters considered:	<ul style="list-style-type: none"> • Fishermans Bend Developer Contributions Plan Panel process • Smith Street Upgrades and FB primary School • Sandridge Recreation Precinct • FB Gymnastics Club Feasibility Study/Fox Hay Site 					
Conflict of Interest Disclosures						
A Conflict of Interest Disclosure form MUST be completed by members of Council staff						
Name	Subject / Matter			Left the Meeting?		
None	N/A			N/A		

Name of Officer submitting form: Daniel Boden

Informal Meeting of Councillors						
Name of meeting:	Council's Response to the Climate Emergency and Key Projects (Act & Adapt)					
Date and Time:	Date: 12/03/2025			Time: 2.30pm		
Meeting conducted via:	Hybrid (MS Teams/In Person)					
Councillors present: <i>Please mark <input checked="" type="checkbox"/> the Councillors present</i>	Cr Buckingham	In person <input type="checkbox"/>	Virtual <input type="checkbox"/>	Cr Jay	In person <input checked="" type="checkbox"/>	Virtual <input type="checkbox"/>
	Cr Crawford	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Makin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Cunsolo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Mears	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Halliday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Thomann	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Hardy	<input type="checkbox"/>	<input type="checkbox"/>			
Staff present: <i>Please mark <input checked="" type="checkbox"/> the Staff present</i>	<input type="checkbox"/> Chris Carroll		<input checked="" type="checkbox"/> Brian Tee			
	<input type="checkbox"/> Kylie Bennetts		<input type="checkbox"/> Claire Stevens			
	<input type="checkbox"/> Lachlan Johnson		<input type="checkbox"/> Robyn Borley			
	Other Staff: Viv Heslop, Natalie Barron, Renae Walton, Mike Fisher, Craig McLean, Julian Donlen, Jennifer Witheridge, Catherine Comerford, Sowmya Nagaraj					
Matters considered:	<ul style="list-style-type: none"> Council's response to the Climate emergency 					
Conflict of Interest Disclosures						
A Conflict of Interest Disclosure form MUST be completed by members of Council staff						
Name	Subject / Matter			Left the Meeting?		
Nil	N/A			N/A		

Name of Officer submitting form: Viv Heslop

Informal Meeting of Councillors						
Name of meeting:	Plan for Port Phillip (including budget) Workshop #4					
Date and Time:	Date: 12/03/2025			Time: 3.00-6pm		
Meeting conducted via:	In Person					
Councillors present: <i>Please mark <input checked="" type="checkbox"/> the Councillors present</i>		In person	Virtual		In person	Virtual
	Cr Buckingham	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Jay	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Crawford	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Makin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Cunsolo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Mears	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Halliday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Thomann	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Hardy	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Staff present: <i>Please mark <input checked="" type="checkbox"/> the Staff present</i>	<input checked="" type="checkbox"/> Chris Carroll		<input checked="" type="checkbox"/> Brian Tee			
	<input checked="" type="checkbox"/> Kylie Bennetts		<input checked="" type="checkbox"/> Claire Stevens			
	<input checked="" type="checkbox"/> Lachlan Johnson		<input checked="" type="checkbox"/> Robyn Borley			
	Other Staff: Peter Liu, Spyros Karamesinis, Jacky Bailey, Brendan Ng					
Matters considered:	<ul style="list-style-type: none"> • Deliberative community panel recommendations from Plan for Port Phillip • Recap of Strategic Direction/Service structure updates from workshop #4 • Councillor priorities • Draft department budgets 					
Conflict of Interest Disclosures						
A Conflict of Interest Disclosure form MUST be completed by members of Council staff						
Name	Subject / Matter			Left the Meeting?		
Nil	N/A			N/A		

Name of Officer submitting form: Brendan Ng

Informal Meeting of Councillors						
Name of meeting:	Councillor & ELT Time					
Date and Time:	Date: 19/03/2025			Time: 1:00pm		
Meeting conducted via:	Hybrid (MS Teams/In Person)					
Councillors present: <i>Please mark <input checked="" type="checkbox"/> the Councillors present</i>		In person	Virtual		In person	Virtual
	Cr Buckingham	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Jay	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Crawford	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Makin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Cunsolo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Mears	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Halliday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Thomann	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Hardy	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Staff present: <i>Please mark <input checked="" type="checkbox"/> the Staff present</i>	<input checked="" type="checkbox"/> Chris Carroll		<input checked="" type="checkbox"/> Brian Tee			
	<input checked="" type="checkbox"/> Kylie Bennetts		<input checked="" type="checkbox"/> Claire Stevens			
	<input checked="" type="checkbox"/> Lachlan Johnson		<input checked="" type="checkbox"/> Robyn Borley			
	Other Staff:					
Matters considered:	<ul style="list-style-type: none"> • Unreasonable Customer Conduct • Council briefing schedule • Neighbourhood Engagement Program • Bay Street Building Concerns • Community Satisfaction Survey • Community Safety Roundtable 					
Conflict of Interest Disclosures						
A Conflict of Interest Disclosure form MUST be completed by members of Council staff						
Name	Subject / Matter			Left the Meeting?		
Nil	N/A			N/A		

Name of Officer submitting form: Robyn Borley, Director Governance and Performance

Informal Meeting of Councillors						
Name of meeting:	Victoria's draft 30-year Infrastructure Plan Officers Submission					
Date and Time:	Date: 19/03/2025			Time: 3:00pm		
Meeting conducted via:	In Person					
Councillors present: <i>Please mark <input checked="" type="checkbox"/> the Councillors present</i>		In person	Virtual		In person	Virtual
	Cr Buckingham	<input type="checkbox"/>	<input type="checkbox"/>	Cr Jay	<input type="checkbox"/>	<input type="checkbox"/>
	Cr Crawford	<input type="checkbox"/>	<input type="checkbox"/>	Cr Makin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Cunsolo	<input type="checkbox"/>	<input type="checkbox"/>	Cr Mears	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Halliday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Thomann	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Hardy	<input type="checkbox"/>	<input type="checkbox"/>			
Staff present: <i>Please mark <input checked="" type="checkbox"/> the Staff present</i>	<input type="checkbox"/> Chris Carroll		<input type="checkbox"/> Brian Tee			
	<input type="checkbox"/> Kylie Bennetts		<input type="checkbox"/> Claire Stevens			
	<input type="checkbox"/> Lachlan Johnson		<input type="checkbox"/> James Gullan			
	Other Staff:					
Matters considered:	<ul style="list-style-type: none"> Officers provided Councillors with a brief overview of the Victoria's draft 30-year Infrastructure Strategy Infrastructure Victoria (IV) 					
Conflict of Interest Disclosures						
A Conflict of Interest Disclosure form MUST be completed by members of Council staff						
Name	Subject / Matter			Left the Meeting?		
Nil	N/A			N/A		

Name of Officer submitting form: Lingna Zhang

Informal Meeting of Councillors						
Name of meeting:	10 Beach Street Port Melbourne – Consult Meeting					
Date and Time:	Date: 18 March 2025			Time: 5.30pm		
Meeting conducted via:	MS Teams					
Councillors present: <i>Please mark <input checked="" type="checkbox"/> the Councillors present</i>		In person	Virtual		In person	Virtual
	Cr Buckingham	<input type="checkbox"/>	<input type="checkbox"/>	Cr Jay	<input type="checkbox"/>	<input type="checkbox"/>
	Cr Crawford	<input type="checkbox"/>	<input type="checkbox"/>	Cr Makin	<input type="checkbox"/>	<input type="checkbox"/>
	Cr Cunsolo	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cr Mears	<input type="checkbox"/>	<input type="checkbox"/>
	Cr Halliday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cr Thomann	<input type="checkbox"/>	<input type="checkbox"/>
	Cr Hardy	<input type="checkbox"/>	<input type="checkbox"/>			
Staff present: <i>Please mark <input checked="" type="checkbox"/> the Staff present</i>	<input type="checkbox"/> Chris Carroll		<input type="checkbox"/> Brian Tee			
	<input type="checkbox"/> Kylie Bennetts		<input type="checkbox"/> Claire Stevens			
	<input type="checkbox"/> Lachlan Johnson		<input type="checkbox"/> James Gullan			
	Other Staff: Scott Parkinson & Richard Little					
Matters considered:	<ul style="list-style-type: none"> This was a consult meeting to discuss the issues raised by objectors for the planning application at 10 Beach Street Port Melbourne - PDPL/00073/2024. Councillors only attended to listen to the issues raised. 					
Conflict of Interest Disclosures						
A Conflict of Interest Disclosure form MUST be completed by members of Council staff						
Name	Subject / Matter			Left the Meeting?		
Nil	N/A			N/A		

Name of Officer submitting form: Scott Parkinson

Informal Meeting of Councillors						
Name of meeting:	Move Connect Live Integrated Transport Strategy 2018-2028					
Date and Time:	Date: 26/03/2025			Time: 1:30pm		
Meeting conducted via:	In Person					
Councillors present: <i>Please mark <input checked="" type="checkbox"/> the Councillors present</i>		In person	Virtual		In person	Virtual
	Cr Buckingham	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Jay	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Crawford	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Makin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Cunsolo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Mears	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Halliday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Thomann	<input type="checkbox"/>	<input type="checkbox"/>
	Cr Hardy	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Staff present: <i>Please mark <input checked="" type="checkbox"/> the Staff present</i>	<input checked="" type="checkbox"/> Chris Carroll		<input checked="" type="checkbox"/> Brian Tee			
	<input type="checkbox"/> Kylie Bennetts		<input type="checkbox"/> Claire Stevens			
	<input type="checkbox"/> Lachlan Johnson		<input type="checkbox"/> Robyn Borley			
	Other Staff: Mike Fisher, Karen Roache, Jonathan McNair, Chris Tsiafidis					
Matters considered:	<ul style="list-style-type: none"> Outcomes and objectives of the strategy and current status 					
Conflict of Interest Disclosures						
A Conflict of Interest Disclosure form MUST be completed by members of Council staff						
Name	Subject / Matter			Left the Meeting?		
Nil	N/A			N/A		

Name of Officer completing form: Karen Roache

Informal Meeting of Councillors						
Name of meeting:	Draft Domestic Animal Management Plan (DAMP) 2026 – 2029					
Date and Time:	Date: 19/03/2025			Time: 5:00pm		
Meeting conducted via:	Hybrid (MS Teams/In Person)					
Councillors present: <i>Please mark <input checked="" type="checkbox"/> the Councillors present</i>		In person	Virtual		In person	Virtual
	Cr Buckingham	<input type="checkbox"/>	<input type="checkbox"/>	Cr Jay	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Crawford	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Makin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Cunsolo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Mears	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Halliday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Thomann	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Hardy	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Staff present: <i>Please mark <input checked="" type="checkbox"/> the Staff present</i>	<input type="checkbox"/> Chris Carroll	<input type="checkbox"/> Brian Tee				
	<input checked="" type="checkbox"/> Kylie Bennetts	<input type="checkbox"/> Claire Stevens				
	<input type="checkbox"/> Lachlan Johnson	<input type="checkbox"/> Robyn Borley				
	Other Staff: Dirk Cummins, Skye Peck, Nellie Montague					
Matters considered:	<ul style="list-style-type: none"> Officers discussed the Draft DAMP policy with Councillors ahead of endorsement at the 7 May Council meeting 					
Conflict of Interest Disclosures						
A Conflict of Interest Disclosure form MUST be completed by members of Council staff						
Name	Subject / Matter			Left the Meeting?		
Nil	N/A			N/A		

Name of Officer completing form: Nellie Montague

Informal Meeting of Councillors						
Name of meeting:	Customer Experience & Service Performance Quarterly Update: Q3					
Date and Time:	Date: 26/03/2025			Time: 2:30pm		
Meeting conducted via:	In Person					
Councillors present: <i>Please mark <input checked="" type="checkbox"/> the Councillors present</i>		In person	Virtual		In person	Virtual
	Cr Buckingham	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Jay	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Crawford	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Makin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Cunsolo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Mears	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Halliday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Thomann	<input type="checkbox"/>	<input type="checkbox"/>
	Cr Hardy	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Staff present: <i>Please mark <input checked="" type="checkbox"/> the Staff present</i>	<input checked="" type="checkbox"/> Chris Carroll <input type="checkbox"/> Brian Tee <input type="checkbox"/> Kylie Bennetts <input checked="" type="checkbox"/> Claire Stevens <input type="checkbox"/> Lachlan Johnson <input type="checkbox"/> Robyn Borley Other Staff: Tarnya McKenzie, Chief Customer Officer & Sebastian Dodds, Acting Head of Customer and Business Improvement					
Matters considered:	<ul style="list-style-type: none"> • Overview of recent Customer Experience and Service Performance • Two Deep Dives - Trees and Open Spaces and the Early Education and Childrens Services. 					
Conflict of Interest Disclosures						
A Conflict of Interest Disclosure form MUST be completed by members of Council staff						
Name	Subject / Matter			Left the Meeting?		
Nil	N/A			N/A		

Name of Officer submitting form: Tarnya McKenzie, Chief Customer Officer

Informal Meeting of Councillors						
Name of meeting:	St Kilda Pier Landside Stage 2 - Project Update					
Date and Time:	Date: 19/03/2025			Time: 5:30pm		
Meeting conducted via:	Hybrid (MS Teams/In Person)					
Councillors present: <i>Please mark <input checked="" type="checkbox"/> the Councillors present</i>		In person	Virtual		In person	Virtual
	Cr Buckingham	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Jay	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Crawford	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Makin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Cunsolo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Mears	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Halliday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Thomann	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Hardy	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Staff present: <i>Please mark <input checked="" type="checkbox"/> the Staff present</i>	<input checked="" type="checkbox"/> Chris Carroll	<input type="checkbox"/> Brian Tee				
	<input checked="" type="checkbox"/> Kylie Bennetts	<input type="checkbox"/> Claire Stevens				
	<input type="checkbox"/> Lachlan Johnson	<input type="checkbox"/> Robyn Borley				
	Other Staff: Glen Hickey					
Matters considered:	<ul style="list-style-type: none"> Update on progress of St Kilda Pier Landside – Stage 2 Project Update on status of Tender process Options available for final design implementation 					
Conflict of Interest Disclosures						
A Conflict of Interest Disclosure form MUST be completed by members of Council staff						
Name	Subject / Matter			Left the Meeting?		
Nil	N/A			N/A		

Name of Officer submitting form: Glen Hickey

Informal Meeting of Councillors						
Name of meeting:	Councillor & ELT Time					
Date and Time:	Date: 26/03/2025			Time: 12:00pm		
Meeting conducted via:	Hybrid (MS Teams/In Person)					
Councillors present: <i>Please mark <input checked="" type="checkbox"/> the Councillors present</i>		In person	Virtual		In person	Virtual
	Cr Buckingham	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Jay	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Crawford	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Makin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Cunsolo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Mears	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Halliday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Thomann	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Cr Hardy	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Staff present: <i>Please mark <input checked="" type="checkbox"/> the Staff present</i>	<input checked="" type="checkbox"/> Chris Carroll		<input checked="" type="checkbox"/> Brian Tee			
	<input checked="" type="checkbox"/> Kylie Bennetts		<input checked="" type="checkbox"/> Claire Stevens			
	<input checked="" type="checkbox"/> Lachlan Johnson		<input checked="" type="checkbox"/> Robyn Borley			
	Other Staff:					
Matters considered:	<ul style="list-style-type: none"> • Community Safety Update • Diversity, Equity and Inclusion Report • Australian Services Union communications • Plan for Port Phillip (including budget) • Governance matters 					
Conflict of Interest Disclosures						
A Conflict of Interest Disclosure form MUST be completed by members of Council staff						
Name	Subject / Matter			Left the Meeting?		
Nil	N/A			N/A		

Name of Officer submitting form: Robyn Borley, Director Governance and Performance

Informal Meeting of Councillors						
Name of meeting:	St Kilda Festival 2025 Debrief					
Date and Time:	Date: 26/03/2025			Time: 1:00pm		
Meeting conducted via:	Hybrid (MS Teams/In Person)					
Councillors present: <i>Please mark <input checked="" type="checkbox"/> the Councillors present</i>		In person	Virtual		In person	Virtual
	Cr Buckingham	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Jay	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Crawford	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Makin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Cunsolo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Mears	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Halliday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Thomann	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Cr Hardy	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Staff present: <i>Please mark <input checked="" type="checkbox"/> the Staff present</i>	<input checked="" type="checkbox"/> Chris Carroll		<input checked="" type="checkbox"/> Brian Tee			
	<input type="checkbox"/> Kylie Bennetts		<input type="checkbox"/> Claire Stevens			
	<input checked="" type="checkbox"/> Lachlan Johnson		<input type="checkbox"/> Robyn Borley			
	Other Staff: Lauren Bialkower, Adele Denison, Diane Sneddon, Richard Sowada					
Matters considered:	<ul style="list-style-type: none"> Debrief on the 2025 St Kilda Festival Options for the Festival moving forward including different formats and cost reductions. 					
Conflict of Interest Disclosures						
A Conflict of Interest Disclosure form MUST be completed by members of Council staff						
Name	Subject / Matter			Left the Meeting?		
Nil	N/A			N/A		

Name of Officer submitting form: Lauren Bialkower, Executive Manager City Growth and Culture

Informal Meeting of Councillors						
Name of meeting:	South Melbourne Market (SMM) Project Connect Funding Update					
Date and Time:	Date: 26/03/2025			Time: 2:30pm		
Meeting conducted via:	In Person					
Councillors present: <i>Please mark <input checked="" type="checkbox"/> the Councillors present</i>		In person	Virtual		In person	Virtual
	Cr Buckingham	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Jay	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Crawford	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Makin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Cunsolo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Mears	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Halliday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Thomann	<input type="checkbox"/>	<input type="checkbox"/>
	Cr Hardy	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Staff present: <i>Please mark <input checked="" type="checkbox"/> the Staff present</i>	<input checked="" type="checkbox"/> Chris Carroll <input type="checkbox"/> Brian Tee <input type="checkbox"/> Kylie Bennetts <input checked="" type="checkbox"/> Claire Stevens <input type="checkbox"/> Lachlan Johnson <input type="checkbox"/> Robyn Borley Other Staff: Sophie McCarthy - Executive Director SMM Amanda Stevens - Independent Chair SMM Advisory Committee					
Matters considered:	<ul style="list-style-type: none"> Update Councillors on the South Melbourne Market Project Connect capital works project Seek direction on project options 					
Conflict of Interest Disclosures						
A Conflict of Interest Disclosure form MUST be completed by members of Council staff						
Name	Subject / Matter			Left the Meeting?		
Nil	N/A			N/A		

Name of Officer submitting form: Sophie McCarthy - Executive Director South Melbourne Market

Informal Meeting of Councillors						
Name of meeting:	Plan for Port Phillip (including budget) Workshop					
Date and Time:	Date: 26/03/2025			Time: 2:30-8:00pm		
Meeting conducted via:	In Person					
Councillors present: <i>Please mark <input checked="" type="checkbox"/> the Councillors present</i>		In person	Virtual		In person	Virtual
	Cr Buckingham	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Jay	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Crawford	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Makin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Cunsolo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Mears	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Halliday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Thomann	<input type="checkbox"/>	<input type="checkbox"/>
	Cr Hardy	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Staff present: <i>Please mark <input checked="" type="checkbox"/> the Staff present</i>	<input checked="" type="checkbox"/> Chris Carroll		<input checked="" type="checkbox"/> Brian Tee			
	<input checked="" type="checkbox"/> Kylie Bennetts		<input checked="" type="checkbox"/> Claire Stevens			
	<input checked="" type="checkbox"/> Lachlan Johnson		<input checked="" type="checkbox"/> Robyn Borley			
	Other Staff: Peter Liu, Spyros Karamesinis, Jacky Bailey, Brendan Ng					
Matters considered:	<ul style="list-style-type: none"> • Budget update since workshop #5 • Continuation of department budgets from workshop #5 • Reviewing council officer recommendations to councillor priorities • Community deliberative panel recommendations • Project portfolio options 					
Conflict of Interest Disclosures						
A Conflict of Interest Disclosure form MUST be completed by members of Council staff						
Name	Subject / Matter			Left the Meeting?		
Nil	N/A			N/A		

Name of Officer submitting form: Brendan Ng



14. NOTICES OF MOTION

Nil

15. REPORTS BY COUNCILLOR DELEGATES

Nil

16. URGENT BUSINESS

17. CONFIDENTIAL MATTERS

17.1 *Infrastructure Civil Maintenance Contract Review* 323

RECOMMENDATION

That Council resolves to move into confidential to deal with the following matters pursuant to section 66(2) of the *Local Government Act 2020*:

17.1 Infrastructure Civil Maintenance Contract Review

3(1)(e). legal privileged information, being information to which legal professional privilege or client legal privilege applies.

Reason:

This report includes an assessment of contractual and legal options. Disclosure of this information may prejudice Council's ability to achieve a commercial outcome.