



MEETING OF THE PORT PHILLIP CITY COUNCIL

MINUTES

2 JULY 2025



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MINUTES OF THE MEETING OF THE PORT PHILLIP CITY COUNCIL HELD 2 JULY 2025 IN ST KILDA TOWN HALL AND VIRTUAL VIA TEAMS

The meeting opened at 6:33pm.

IN ATTENDANCE

Cr Crawford (Chairperson), Cr Buckingham, Cr Cunsolo, Cr Halliday (online), Cr Hardy, Cr Jay, Cr Makin, Cr Mears, Cr Thomann.

Chris Carroll, Chief Executive Officer, Brian Tee, General Manager City Growth and Development, Kylie Bennetts, General Manager Community Wellbeing and Inclusion, Lachlan Johnson, General Manager, Operations and Infrastructure, Claire Stevens, General Manager Organisational Capability and Experience, Robyn Borley, Director Governance and Performance, Nellie Montague, Manager Safety and Amenity, Vicki Tuchtan, Manager Property and Assets, James Gullan, Head of Governance and Advocacy, Emily Williams, Senior Council Business Advisor, Joshua Vearing, Council Business Advisor.

The City of Port Phillip respectfully acknowledges the Traditional Owners of this land, the people of the Kulin Nations. We pay our respect to their Elders, past and present. We acknowledge and uphold their continuing relationship to this land.

1. APOLOGIES

Nil.

2. CONFIRMATION OF MINUTES

Moved Crs Makin/Thomann

That the minutes of the Meeting of the Port Phillip City Council held on 18 June 2025 and Special Meeting of the Port Phillip City Council held on 23 June 2025.

A vote was taken and the MOTION was CARRIED unanimously.

3. DECLARATIONS OF CONFLICTS OF INTEREST

Nil.



4. PUBLIC QUESTION TIME AND SUBMISSIONS

Public Questions are summarised below. The submissions were made verbally and can be listened to in full on our website: <http://webcast.portphillip.vic.gov.au/archive.php>.

Public Question Time:

- **Eamon Dawson:** In the CEO report quarter 3 2024/25, volume 117 Service Spotlight: Amenity; Shopping trolley clean up. What is time frame for the roll out of the requirement for trolley locks for supermarket trolleys, when was this first implemented, what are the parameters for supermarkets and is it on track? In the third quarter it was reported that there was an increase of 5 people sleeping rough in the municipality, up from 32. Is this an accurate number, or only for those who want to be recorded like in Port Phillip Zero, list by name? Has a formal partnership, or protocol with Victoria Police and the City of Port Phillip (CoPP) been developed for a coordinated response to homelessness yet? This recommendation, number 4 and was unanimously passed at the 21 May 2025 Council meeting. Brett Kollo wrote on 7 February in response to the Mayor's letter to the Chief Commissioner of Police; "I propose the creation of a joint working group comprising of myself, representatives of my leadership team and Council officers to commence this work as a matter of priority. I propose this with a view to achieving such reform by 1 July 2025." Is there a joint working group with VicPol and CoPP currently in place?

Nellie Montague, Manager Safety and Amenity advised that in September 2023, Council amended its Community Amenity Local Law to require all retailers with more than 30 shopping trolleys to install perimeter locking mechanisms. A 12-month grace period was provided to allow supermarkets time to comply by retrofitting trolleys and installing the necessary infrastructure. While most retailers met the deadline, one failed to act within the grace period. As a result, numerous trolleys without perimeter locks were found abandoned across commercial and residential streets, contributing to amenity and litter issues. Following enforcement action, this retailer has now complied with the Local Law.

Unfortunately we are seeing an increase in people sleeping rough in Port Phillip partly due to cost of living but also changes as the Department of Families, Fairness and Housing redevelopments start occurring. The number reported is all people sleeping rough known about as reported by partners in Port Phillip Zero, not just those that have consented to be recorded. Council does not currently have formal partnerships with Victoria Police as recommended in the roundtable report. This is underway, and Council is in discussions with high level Police on the protocol to ensure that Council can respond in the best way to the issues being experienced in the community. In regards to Brett Kollo's letter, Council have unfortunately not met the 1 July 2025 date, but this is due to a number of community services being involved in the discussions as well. Council are responding in a triaged approach with housing and community services as well. This came out of the roundtable community meeting that was held requires more time thought of when the letter was first written earlier in 2025. Council is on track to develop those which will come back to Council with a range of outcomes.

Council Report Submissions:

Item 13.1 Review of Governance Rules – Release for Public Consultation

- Frank Artuso

Councillor Cunsolo joined the meeting at 6:41pm



5. COUNCILLOR QUESTION TIME

- **Councillor Jay:** Some of the community have noticed we only have one Council meeting in July, why is that?

Robyn Borley, Director Governance and Performance advised that Council typically only schedules one Council meeting in July, this is largely an acknowledgment of the mid-year school holidays and the additional Council meeting held in June to adopt the Council Plan and Budget.

- **Councillor Thomann:** This week the consultation period finished for the Community Safety Plan, can we have a short update about the consultation? Have lots of people contributed to the consultation and has it been successful?

Nellie Montague, Manager Safety and Amenity advised that engagement closed on Sunday after a six week period. The engagement focused on community safety broadly, the roundtable report recommendations, and the local law amendment proposal. Engagement activities included nine neighborhood engagement program pop-ups and targeted engagement activities at a range of locations such as the Pride Centre, Park Towers, South Melbourne Markets. Council also engaged with traditional owner groups, multicultural network forums, and partnered with local schools, services, and community groups and houses to promote engagement through their channels. These activities resulted in over 850 surveys being completed, over 40 people attending the workshops that were held to talk in more detail of the issues and 29 formal submissions were received through that process. Council officers are now analysing the findings from the engagement and preparing the Community Safety Plan which will include actions to respond to a range of issues. Officers are also preparing responses to the Community Safety Round Table report recommendations and the local law amendments proposal. These will be publicly presented to a Council meeting later in the year.

6. SEALING SCHEDULE

Nil.

7. PETITIONS AND JOINT LETTERS

Nil.

8. PRESENTATION OF CEO REPORT

8.1 Presentation of CEO Report Issue 119 - May 2025

PURPOSE

- 1.1 To provide Council with a regular update from the Chief Executive Officer regarding Council's activities and performance.

Moved Crs Mears/Makin

That Council:



- 3.1 Notes the CEO Report – Issue 119 (provided as Attachment 1).
- 3.2 Authorises the CEO, or their delegate, to make minor editorial amendments that do not substantially alter the content of the report.

A vote was taken and the MOTION was CARRIED unanimously.

9. A HEALTHY AND CONNECTED COMMUNITY

Nil.

10. AN ENVIRONMENTALLY SUSTAINABLE AND RESILIENT CITY

Nil.

11. A SAFE AND LIVEABLE CITY

11.1 Adoption of the Site Contamination Management Policy 2025

PURPOSE

- 1.1 To present to Council for formal endorsement the updated Site Contamination Management Policy 2025

Moved Crs Cunsolo/Thomann

That Council:

- 3.1 Adopts the Site Contamination Management Policy 2025
- 3.2 Authorise the Chief Executive Officer, or their delegate, to finalise and make minor changes that do not materially alter the Policy.

A vote was taken and the MOTION was CARRIED unanimously.

11.2 Adoption of the Road Management Plan 2025

PURPOSE

- 1.1 To present the amended Road Management Plan to Council for adoption following completion of the community engagement (May-June 2025).

Moved Crs Crawford/Buckingham

That Council:

- 3.1 Notes the public submissions received during the consultation period and thanks the community members who shared their feedback and made submissions on the draft Road Management Plan.
- 3.2 Adopts the amended Road Management Plan as presented in Attachment 1.

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- 3.3 Authorises the Chief Executive Officer, or their delegate to make administrative changes to the plan that do not materially alter its intent.
- 3.4 In accordance with Division 2, Regulation 13, of Part 3 of the *Road Management (General) Regulations 2016* (Vic), directs that:
 - 3.4.1 Public notice of the adoption of the amended Road Management Plan be published in the *Government Gazette* and *The Age* newspaper; and
 - 3.4.2 The adopted Road Management Plan be available for inspection at Council's Customer Service Centre and on Council's website.

A vote was taken and the MOTION was CARRIED unanimously.

12. A VIBRANT AND THRIVING COMMUNITY

Nil.

13. AN ENGAGED AND EMPOWERED COMMUNITY

13.1 Review of Governance Rules - Release for Public Consultation

PURPOSE

- 1.1 To present to Council proposed updates to the Governance Rules to enhance the overall effectiveness of decision making and meeting procedures at the City of Port Phillip.
- 1.2 To consider the release of the Draft Governance Rules for public consultation.

The following question was taken on notice during discussion of the item:

Mayor Crawford: In relation to the proposed additional provision to introduce a financial limit for Notices of Motion (Clause 24.3 of the Draft Governance Rules). It was earlier advised timely financial requests that occur outside of the quarterly financial budget process could potentially be addressed through an urgent business item if there was something that had arisen since the agenda had been published and could not be deferred to a future council meeting. It could also potentially be addressed through the CEO's powers under delegation. What happens in time restricted decisions, given that an urgent business item usually requires an officers report, and the CEO under delegation still needs direction from Councillors, my concern is that there is no room for flexibility in those moments?

Robyn Borley, Director Governance and Performance took the question on notice to explore alternative options.

Moved Crs Makin/Halliday

That Council:

- 3.1 Endorses the Draft updated Governance Rules (Attachment 1) to be released for community engagement.

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- 3.2 Notes that the proposed updated Governance Rules enhance good governance and foster a culture of transparency and accountability, streamline meeting procedures to improve efficiency and decision making and address occupational health and safety obligations, ensuring a safe and supportive environment for Councillors, officers and the Community.
- 3.3 Notes that community engagement is required in relation to developing or amending the Governance Rules under the Local Government Act 2020 and will occur from Monday 7 July through to Sunday 3 August 2025.
- 3.4 Notes that a second report will be brought to Council with the results of the consultation and any recommended changes to the Governance Rules for consideration by Council.

AMENDEMNT

MOVED Crs Jay/Thomann

That Council adds a new part 3.1.1 to the recommendation:

- 3.1 Endorses the Draft updated Governance Rules (Attachment 1) to be released for community engagement with the following amendment:
 - 3.1.1 *In relation to Notices of Motion, removes clause 24.3 in its entirety from the Draft Governance Rules*

A vote was taken and the AMENDMENT was CARRIED.

Cr Halliday called for a DIVISION.

FOR: Crs Jay, Hardy, Mears, Crawford and Thomann

AGAINST: Crs Makin, Halliday, Cunsolo and Buckingham

The AMENDMENT became the SUBSTANTIVE MOTION.

A vote was taken and the SUBSTANTIVE MOTION was CARRIED unanimously.

13.2 Civic and Community Flag Protocol

PURPOSE

- 1.1 To present these updated documents to Council for endorsement:
 - 1.1.1 Civic and Community Flag Protocol
 - 1.1.2 Community Flagpole and Illumination Scheme

Moved Crs Thomann/Buckingham

That Council:

- 3.1 Endorse the Civic and Community Flag Protocol
- 3.2 Endorse the Community Flagpole and Illumination Scheme
- 3.3 Authorises the CEO, or their delegate, to make administrative changes to the Protocol and Scheme that do not materially alter its intent.

A vote was taken and the MOTION was CARRIED unanimously.

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13.3 Status of Council Decisions and Questions taken on Notice Recorded by Council: 1 January to 31 March 2025

PURPOSE

- 1.1 To provide Councillors with an update on the status of all Resolutions passed by Council at Council and Planning Committee Meetings between 1 January to 31 March 2025 and the status of actions that were previously reported as outstanding in the last quarterly status report.
- 1.2 To provide Council with an update on the status of Questions Taken on Notice during Council Meetings from 1 January to 31 March 2025.

Moved Crs Makin/Thomann

That Council:

- 3.1 Notes the implementation status of Council and Planning Committee Resolutions as contained in Attachments 1 and 2.
- 3.2 Notes the response status of questions taken on notice during Council Meetings as contained in Attachment 3.

A vote was taken and the MOTION was CARRIED unanimously.

13.4 Councillor Gift, Benefit and Hospitality Policy

PURPOSE

- 1.1 To present to Council for formal endorsement, the Councillor Gift, Benefit and Hospitality Policy (Attachment 1).

Moved Crs Hardy/Jay

That Council:

- 3.1 Adopts the Councillor Gift, Benefit and Hospitality Policy, required under Section 138 of the *Local Government Act 2020* as outlined in Attachment 1.
- 3.2 Authorises the Chief Executive Officer, or their delegate, to finalise the document and make any minor amendments that do not materially alter the intent of the policy.

A vote was taken and the MOTION was CARRIED unanimously.

13.5 S6 Instrument of Delegation - Council to Members of Staff

PURPOSE

- 1.1 To present to Council an updated S6 Instrument of Delegation from Council to Members of Council Staff.

Moved Crs Thomann/Buckingham

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That Council:

- 3.1 Delegates to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the S6 Instrument of Delegation from Council to Members of Council Staff (Attachment 1) the powers, duties and functions set out in that Instrument, subject to the conditions and limitations specified in that instrument.
- 3.2 The Common Seal of Council be affixed to the S6 Instrument of Delegation from Council to Members of Council Staff.
- 3.3 The S6 Instrument of Delegation from Council to Members of Council Staff comes into force immediately from when the Common Seal of Council is affixed to the Instrument.
- 3.4 Notes that on the coming into force of the S6 Instrument of Delegation, the previous S6 Instrument of Delegation from Council to members of Council staff (authorised by resolution of Council on 27 November 2024) is revoked.
- 3.5 Notes that the duties and functions set out in the Instrument must be performed, and the powers set out in the Instrument of Delegation must be executed, in accordance with any policies of Council that it may from time to time adopt.
- 3.6 Authorises the CEO, or their delegate, to make administrative changes to the document to correct any titles and typographical errors, to enable the documents to be appropriately sealed.

A vote was taken and the MOTION was CARRIED unanimously.

14. A TRUSTED AND HIGH-PERFORMING ORGANISATION

14.1 Proposed Discontinuance and Sale - Part Union Place (Adjoining 154-158 Bank Street) South Melbourne VIC 3205

PURPOSE

- 1.1 For Council to consider whether part of Union Place, South Melbourne VIC 3205, more particularly described on the City of Port Phillip's Register of Roads as UNIP01-10 and shown hatched in the image below ("the Road"), should be discontinued pursuant to the *Local Government Act 1989* (Vic) ("the Act") and sold to an adjoining property owner.

Moved Crs Jay/Crawford

That Council:

- 3.1 Acting under section 17(4) of the *Road Management Act 2004* (Vic), resolves that part of Road UNIP01-10 be removed from Council's Register of Public Roads on the basis that the Road is no longer reasonably required for general public use for the reasons set out in this report.
- 3.2 Acting under clause 3 of Schedule 10 of the *Local Government Act 1989* (Vic) ("the Act"):

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- 3.2.1 Resolves that the statutory procedures be commenced to discontinue the Road;
- 3.2.2 Directs that under sections 207A and 223 of the Act, public notice of the proposed discontinuance and sale of the Road be given in *The Age* newspaper;
- 3.2.3 Resolves that the public notice required to be given under sections 207A and 223 of the Act should state that if the Road is discontinued, Council proposes to sell the land in the Road to the adjoining owner of 154-158 Bank Street, South Melbourne, Victoria 3205;
- 3.2.4 Authorises the Chief Executive Officer or delegate to undertake the administrative procedures necessary to enable Council to carry out its functions under section 223 of the Act in relation to this matter; and
- 3.2.5 Resolves to hear and consider any submissions received pursuant to section 223 of the Act at a future Council meeting.

A vote was taken and the MOTION was CARRIED unanimously.

15. NOTICES OF MOTION

Nil.

16. REPORTS BY COUNCILLOR DELEGATES

Councillor Makin reported to Council noting that they attended the Australian Local Government Association (ALGA) National General Assembly from 24 to 27 June 2025 in Canberra. The General Assembly included the entirety of Local Government coming together to debate the national priorities of ALGA. The two Motions that were put forward by the City of Port Phillip in regards to sustainable transport and social cohesion were passed unanimously by the assembly. Councillor Makin reflected that the Assembly was a great opportunity for Councillors to collaborate and build relationships with fellow Councillors across the sector.

Councillor Buckingham added that the General Assembly was invaluable for new Councillors with positive elements in professional development. The Councillors heard from experts, experienced Councillors, and Federal Ministers and leaders about a range of topics including housing, Artificial Intelligence (AI), and how to build community infrastructure. A market style expo was held by experts from fields on a range of issues. Highlights included discussions with the Gambling Reform Alliance and how the City of Port Phillip is tracking and how local government can have an impact on harmful gambling. Councillor Buckingham was able to speak to a Motion regarding food relief, and although it was unsuccessful, it was a great opportunity to represent the interests of food relief agencies in the City of Port Phillip on a national stage. Councillors also met with Kristy McBain, Minister for Regional Development, Local Government and Territories, and discussed funding for community infrastructure, emergency management, and the recovering in Ripponlea following the Adass Israel firebombing.

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Councillor Hardy added that an AI company has been presented to Council staff with an invention of AI in the planning space that would assist Council planners and assist residents in presenting their planning applications. A study on First Nations People and homeless issues affecting them was conducted by Kalgoorlie Council with the intention to have an Australian wide roundtable in relation to these issues.

Mayor Crawford thanked Elizabeth Cowin, Coordinator Advocacy, Grants and Partnerships who joined and supported Councillors at ALGA General Assembly and coordinated meetings with key officials including Kristy McBain, Minister for Regional Development, Territories and Local Government.

17. URGENT BUSINESS

Nil.

18. CONFIDENTIAL MATTERS

Nil.

As there was no further business the meeting closed at 7:41pm.

Confirmed: 6 August 2025

Chairperson _____