

Melbourne City Council

**Meeting No 9
Tuesday 29 July 2025
5:30 pm**

**Council Chamber
Melbourne Town Hall Administration Building**

Confirmed Minutes



Present

Lord Mayor Nicholas Reece (Chair)
Deputy Lord Mayor Roshena Campbell
Councillor Dr Olivia Ball
Councillor Rafael Camillo
Councillor Davydd Griffiths
Councillor Owen Guest
Councillor Philip Le Liu
Councillor Gladys Liu
Councillor Kevin Louey
Councillor Andrew Rowse
Councillor Mark Scott

1 Commencement of meeting and apologies

The meeting commenced at 5:30 pm.

The Chair, Lord Mayor Nicholas Reece, welcomed attendees to the meeting, acknowledged the Traditional Owners of the land governed by the City of Melbourne, the Wurundjeri Woi Wurrung and Bunurong / Boon Wurrung peoples of the Kulin, and advised that the meeting was being streamed live and a recording will be made available on the City of Melbourne website.

2 Disclosure of conflicts of interest

The Lord Mayor Nicholas Reece advised that conflicts of interest should be disclosed as they arise.

3 Confirmation of minutes of previous meeting

Moved: Cr Rowse

That the minutes of Council meeting No 8 held on Tuesday 30 June 2025 be confirmed.

Seconded: Cr Dr Ball

The motion was put and CARRIED UNANIMOUSLY

Voted for Lord Mayor Nicholas Reece, Deputy Lord Mayor Roshena Campbell, Cr Dr Ball, Cr Camillo, Cr Griffiths, Cr Dr Guest, Cr Le Liu, Cr Liu, Cr Louey, Cr Rowse and Cr Scott

4 Matters arising from the minutes of the previous meeting

There were no matters arising from the minutes of the previous meeting.

5 Reports from Committee

There was one report from Committee.

5.1 MI 30 Amendment C376 Sustainable Building Design Adoption

The purpose of the report from Committee was to recommend Council endorse management's responses to the Panel Report and adopt Amendment C376 (the Amendment).

Moved: Deputy Lord Mayor Roshena Campbell

1. That Council:

- 1.1. Notes the Melbourne Planning Scheme Amendment C376melb Panel Report at Attachment 2 of the report from management.
- 1.2. Endorses the recommendations set out in Attachment 1 of the report from management.
- 1.3. Adopts Amendment C376 in accordance with section 29(1) of the Planning and Environment Act 1987 (the Act) as shown in Attachment 4 of the report from management.
- 1.4. Requests management submit the adopted Amendment and the required prescribed information to the Minister for Planning for approval in accordance with section 31(1) of the Act.

Seconded: Cr Le Liu

The motion was put and CARRIED UNANIMOUSLY

Voted for Lord Mayor Nicholas Reece, Cr Dr Ball, Cr Camillo, Cr Griffiths, Cr Dr Guest, Cr Liu, Cr Louey, Cr Rowse and Cr Scott

6 Reports from management

There were six reports from Management.

6.1 Proposed discontinuance and sale of CL1082 Part Dorchester Place Carlton (rear 259 Rathdowne Street)

The report from management included the following executive summary:

1. Council is the road authority for, and the landowner of, Dorchester Place, Carlton.
2. Dorchester Place adjoins the land at 259 Rathdowne Street, Carlton
3. The owner of 259 Rathdowne Street, Carlton (the Applicant) has requested that the Council discontinue and sell a small section (1.18m²) of Dorchester Place (the Road) to improve their property's access and egress, as indicated by the hatched area shown on Attachment 1 (the Proposal).
4. Management's preliminary assessment of the proposed discontinuance indicates the Road does not meet the principles of retention and may be suitable for discontinuance and sale pursuant to Council's Road and Reserves Discontinuance and Sale Policy 2022 (the Policy).
5. The discontinuance of the Road is not considered to impact on the safe and efficient functioning of the balance of Dorchester Place and Management conducted the statutory procedures to determine if the Road is reasonably required for general public purposes.
6. If a decision is made to discontinue the Road a sale of the land would be based on a market valuation prepared in accordance with the Policy at \$4,500 (plus GST) given it is such a small parcel.
7. Management commenced the statutory procedures under delegation for Council to consider the Proposal. This involved Council giving public notice and considering any submissions received in accordance with the Local Government Act 1989 and undertaking a community engagement process in accordance with the Local Government Act 2020 (Public Notice).
8. No submissions were received following the Public Notice.
9. Management seeks a decision from Council whether the Road is required for public use, surplus to Council's needs, and suitable for discontinuance, as well as whether it should be considered for sale.

Moved: Cr Dr Guest

1. That Council resolves to:
 - 1.1. Discontinue part of the road identified CL1082 Dorchester Place Carlton as shown on the plan in Attachment 1 of the report from management and sell the resulting 1.18m² of land to the Applicant for \$4500 plus GST
 - 1.2. Authorise management to take all necessary actions and execute all necessary documents to implement the discontinuance and sale referred to in paragraph 10.1 above.

Seconded: Lord Mayor Nicholas Reece

The motion was put and CARRIED UNANIMOUSLY

Voted for Lord Mayor Nicholas Reece, Deputy Lord Mayor Roshena Campbell, Cr Dr Ball, Cr Camillo, Cr Griffiths, Cr Dr Guest, Cr Le Liu, Cr Liu, Cr Louey, Cr Rowse and Cr Scott

6.2 Safe City Camera Program

The report from management included the following executive summary:

1. The Safe City Camera Program (SCCP) has been an important feature of the City of Melbourne's (CoM) public safety infrastructure since 1997, growing from an initial 23 cameras to today comprising 328 cameras in 126 locations across the municipality. The SCCP routinely assists Victoria Police in the early identification of criminal offences and offenders.
2. In response to a resolution of the Future Melbourne Committee (FMC) 6 May 2026 meeting, a review of the SCCP Manual has been undertaken. Following this review, a phased program of work has been established with an initial phase dedicated to delivering essential maintenance and upgrades necessary to prepare the SCCP network for an expansion. This initial phase will also deliver important upgrades to the SCCP Manual to allow for broader application to benefit the City's presentation, cleanliness and amenity.
3. Subsequent phases of work will be dedicated to planning for an expansion of the SCCP network and developing a plan to inform how CoM could consider utilising artificial intelligence (AI) and video analytics.
4. In considering changes to the SCCP we need to be cognisant of our legal obligations, including those relating to privacy and human rights, as well as our organisational commitments around transparency and community engagement.

Moved: Cr Camillo

1. That Council:

- 1.1. Note the update provided on the review of the SCCP Manual and that a draft SCCP Policy will be prepared for the Future Melbourne Committee's endorsement on 16 September 2025.
- 1.2. Note that a broader update on the SCCP program of work will be provided to the Future Melbourne Committee on 16 September 2025.
- 1.3. Note that should the Future Melbourne Committee endorse the draft SCCP Policy, a community engagement process will be undertaken.
- 1.4. Note that following community engagement, the final SCCP Policy will be considered at FMC's 18 November 2025 meeting for endorsement.

Seconded: Cr Liu

The motion was put and CARRIED UNANIMOUSLY

Voted for Lord Mayor Nicholas Reece, Deputy Lord Mayor Roshena Campbell, Cr Dr Ball, Cr Camillo, Cr Griffiths, Cr Dr Guest, Cr Le Liu, Cr Liu, Cr Louey, Cr Rowse and Cr Scott

Adjournment of Meeting

Moved: Cr Griffiths

That the Council meeting be adjourned due to technical difficulty.

Seconded: Cr Dr Ball

The motion was put and carried UNANIMOUSLY.

Voted for Lord Mayor Nicholas Reece, Deputy Lord Mayor Roshena Campbell, Cr Dr Ball, Cr Camillo, Cr Griffiths, Cr Dr Guest, Cr Le Liu, Cr Liu, Cr Louey, Cr Rowse and Cr Scott

The Council meeting adjourned at 5.57pm.

Resumption of Meeting

Moved: Cr Rowse

That the Council meeting be resumed.

Seconded: Deputy Lord Mayor Roshena Campbell

The motion was put and carried UNANIMOUSLY.

Voted for Lord Mayor Nicholas Reece, Deputy Lord Mayor Roshena Campbell, Cr Dr Ball, Cr Camillo, Cr Griffiths, Cr Dr Guest, Cr Le Liu, Cr Liu, Cr Louey, Cr Rowse and Cr Scott

The Council meeting resumed at 6.02pm with all councillors present.

6.3 Councillor Developer Contact Policy - Review

The report from management included the following executive summary:

1. The Developer Contact Policy (the Policy) was adopted by the Council on 28 May 2024 and came into effect from 1 July 2024. The Policy was scheduled to be reviewed by the Council in May 2025.
2. The Policy has been reviewed by the Governance and Legal Branch. The review found the existing processes, procedures and guidelines in the Policy for councillor interactions with developers in relation to land use or development is transparent, consistent and ensures public accountability in decision making processes.
3. To maintain the highest standards of integrity and public trust in City of Melbourne planning decisions, the Governance and Legal Branch have identified it is appropriate for the Policy to reflect and formalise the same obligations within the Policy apply to the Chief Executive Officer. These obligations have applied to the Chief Executive Officer from 1 March 2025 onwards.

Adjournment of Meeting

Moved: Cr Griffiths

That the Council meeting be adjourned due to technical difficulty.

Seconded: Cr Rowse

The motion was put and carried UNANIMOUSLY

Voted for Lord Mayor Nicholas Reece, Deputy Lord Mayor Roshena Campbell, Cr Dr Ball, Cr Camillo, Cr Griffiths, Cr Dr Guest, Cr Le Liu, Cr Liu, Cr Louey, Cr Rowse and Cr Scott

The Council meeting adjourned at 6.08pm.

Resumption of Meeting

Moved: Cr Liu

That the Council meeting be resumed.

Seconded: Cr Scott

The motion was put and carried UNANIMOUSLY.

Voted for Lord Mayor Nicholas Reece, Deputy Lord Mayor Roshena Campbell, Cr Dr Ball, Cr Camillo, Cr Griffiths, Cr Dr Guest, Cr Le Liu, Cr Liu, Cr Louey, Cr Rowse and Cr Scott

The Council meeting resumed at 6.14pm with all councillors present.

Moved: Cr Dr Guest

1. That Council resolve:

1.1. To adopt the Developer Contact Policy (Attachment 3 of the report from Management) and direct that it be appended to the minutes, subject to the following changes being made:

1.1.1. Part 6 dot point 2: Councillors will, by reporting under this policy, disclose Prescribed Contact with an Interested Party. Prescribed Contact with an Interested Party disclosed by Councillors will be published on Council's website.

1.1.2. Part 7, clause 1, sub-clause a: Disclosure Subject to clause 2 below, Councillors shall: In writing, record every instance of Prescribed Contact with an Interested Party

1.1.3. Add Appendix A back into the Policy and remove the form on pages 9-10 of the Policy.

1.2. A copy of the Developer Contact Policy be placed on the Council website.

Seconded: Lord Mayor Nicholas Reece

The motion was put and CARRIED UNANIMOUSLY

Voted for Lord Mayor Nicholas Reece, Deputy Lord Mayor Roshena Campbell, Cr Dr Ball, Cr Camillo, Cr Griffiths, Cr Dr Guest, Cr Le Liu, Cr Liu, Cr Louey, Cr Rowse and Cr Scott

6.4 Councillor Professional Development Policy

The report from management included the following executive summary:

1. *The Local Government Act 2020* (the Act) requires councillors to undertake an induction program and ongoing professional development throughout their term.
2. Recognising the increasing complexity of local government and the diverse expectations of constituents, the Councillor Professional Development Policy (the Policy) has been developed to provide a strategic framework that ensures that councillors are equipped with relevant knowledge, skills, and reasonable support necessary to perform their roles effectively and make informed decisions on behalf of the community.

Moved: Cr Dr Guest

That Council resolve to adopt the Councillor Professional Development Policy (Attachment 1 of the report from management).

Seconded: Lord Mayor Nicholas Reece

The motion was put and CARRIED UNANIMOUSLY

Voted for Lord Mayor Nicholas Reece, Deputy Lord Mayor Roshena Campbell, Cr Dr Ball, Cr Camillo, Cr Griffiths, Cr Dr Guest, Cr Le Liu, Cr Liu, Cr Louey, Cr Rowse and Cr Scott

6.5 Refresh of Treasury Policy

The report from management included the following executive summary:

1. Treasury policy is to be reviewed by the Chief Financial Officer (CFO) and the Financial Controller on an annual basis at a minimum. Any proposed changes are to be recommended in a briefing paper to the Investment and Income Panel, and CFO's approval is reported to the Executive Leadership Team (ELT).
2. A refresh of the Treasury policy is required to reinstate two requirements that were inadvertently removed / amended in the previous policy refresh in May 2023. These requirements relate to a maximum deposit limit allowed for each Authorised Deposit Taking Institution (ADI) and the enforcement of portfolio limits when overall cash balances reach a specific level.
3. The current policy requires management to move excess funds into other ADI's. However, current interest rates mean that moving the excess funds costs council as our Westpac operating account has been offering better rates than all other banks.

Moved: Cr Dr Guest

That Council resolve to adopt the changes to the Treasury Policy outlined in Attachment 1 of the report from management.

Seconded: Lord Mayor Nicholas Reece

The motion was put and CARRIED UNANIMOUSLY

Voted for Lord Mayor Nicholas Reece, Deputy Lord Mayor Roshena Campbell, Cr Dr Ball, Cr Camillo, Cr Griffiths, Cr Dr Guest, Cr Le Liu, Cr Liu, Cr Louey, Cr Rowse and Cr Scott

6.6 Proposed travel, Queensland, September 2025

The report from management included the following executive summary:

1. The purpose of this report is to note the invitation received for City of Melbourne to participate in an Australian Mayors Summit conference, to be held in Queensland in September 2025.
2. Note that the conference will convene more than 100 Mayors, Councillors and Local Government representatives from across Australia to share best practices, devise innovative strategies, policies and action plans to identify and implement steps to address the rise in antisemitism and combat all forms of hatred.
3. Note that this will be the first time this summit is held in Australia, following impactful gatherings across Europe, North America, and Latin America.

Items of correspondence were received from:

- Rebecca Rigby
- Carina

Deputy Lord Mayor Roshena Campbell declared a material conflict of interest in this matter pursuant to section 128(h) of the *Local Government Act 2020* and the *Governance Rules*. The Deputy Lord Mayor is one of the beneficiaries of this business trip to Queensland. The Deputy Lord Mayor left the meeting at 6.24pm prior to discussion taking place.

Motion 1:

Moved: Lord Mayor Nicholas Reece

1. That Council:

- 1.1. approves participation by Deputy Lord Mayor Roshena Campbell in the 2025 Australian Mayors Summit Against Antisemitism to be Queensland between 3 and 5 September 2025 at an estimated cost of \$2080.

Seconded: Cr Liu

The motion was put and CARRIED UNANIMOUSLY

Voted for Lord Mayor Nicholas Reece, Cr Dr Ball, Cr Camillo, Cr Griffiths, Cr Dr Guest, Cr Le Liu, Cr Liu, Cr Louey, Cr Rowse and Cr Scott

Motion 2:

Cr Camillo declared a material conflict of interest in this matter pursuant to section 128(h) of the *Local Government Act 2020* and the *Governance Rules*. Cr Camillo is one of the beneficiaries of this business trip to Queensland. Cr Camillo left the meeting at 6.27pm prior to discussion taking place.

The Deputy Lord Mayor returned to the meeting at 6.27pm.

Moved: Lord Mayor Nicholas Reece

1. That Council:

- 1.1. approves participation by Councillor Rafael Camillo in the 2025 Australian Mayors Summit Against Antisemitism to be Queensland between 3 and 5 September 2025 at an estimated cost of \$2080.

Seconded: Cr Liu

The motion was put and CARRIED.

Voted for Lord Mayor Nicholas Reece, Deputy Lord Mayor Roshena Campbell, Cr Dr Ball, Cr Griffiths, Cr Dr Guest, Cr Le Liu, Cr Liu, Cr Louey and Cr Rowse

Cr Scott, being present but having abstained from voting, was taken to have voted against the motion.

Cr Camillo returned to the meeting at 6.29pm.

7 General Business

There were two items of general business.

7.1 Post travel report: Cr Philip Le Liu

The report from management included the following executive summary:

1. To report to Council on travel undertaken by Councillor Philip Le Liu to Chengdu, China in April 2025.
 2. In April 2025, the Future Melbourne Committee approved the proposal for Councillor Le Liu to participate in the Chengdu International Friendship Cities Cooperation and Development Conference (Conference).
 3. Councillor Le Liu was invited to attend the Conference by the Director General, Foreign Affairs Office, Chengdu Municipal Peoples Government.
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4. The Conference was held between 16 and 17 April 2025.

Item of correspondence was received from:

- Chris Thrum

Moved: Cr Le Liu

That Council notes the overview of key commitments and observations by Councillor Philip Le Liu on travel undertaken to Chengdu, China in April 2025 to participate in the Chengdu International Friendship Cities Cooperation and Development Conference at no cost to Council.

Seconded: Cr Louey

The motion was put and CARRIED UNANIMOUSLY

Voted for Lord Mayor Nicholas Reece, Deputy Lord Mayor Roshena Campbell, Cr Dr Ball, Cr Camillo, Cr Griffiths, Cr Dr Guest, Cr Le Liu, Cr Liu, Cr Louey, Cr Rowse and Cr Scott

7.2 Notice of Motion, Cr Griffiths: Swimmable Birrarung/Yarra

Items of correspondence were received from:

- Matt Skyes, Swimmable Cities
- Janet Bolitho, Yarra River

Moved: Cr Griffiths

1. That Council:

1.1. Notes the Lord Mayor's recent public comments expressing confidence that the Birrarung/Yarra can be swimmable before the year 2050.

1.2. Recognises that such an achievement presents an opportunity to reimagine the Birrarung/Yarra as part of a Melbourne 2050 Vision by activating and celebrating one of the city's most iconic natural features, enhancing public use and connection to the river.

1.3. Requests that management investigate:

1.3.1. what actions council has authority to take to support the goal of making the Birrarung/Yarra safe for public swimming and the costs associated with those actions, and the timeframe in which actions need to be carried out to achieve this goal.

1.3.2. which other levels of government have responsibility for policies and delivering water quality improvements and infrastructure required to make the Birrarung/Yarra swimmable and what council can do to advocate to them.

1.3.3. Specific locations along the river which could feature as part of trial program.

1.4. Requests that management report back to a Future Melbourne Committee before the end of 2025 on the findings of their investigations. notes the overview of key commitments and observations by Councillor Philip Le Liu on travel undertaken to Chengdu, China in April 2025 to participate in the Chengdu International Friendship Cities Cooperation and Development Conference at no cost to Council.

Seconded: Cr Camillo

The motion was put and CARRIED UNANIMOUSLY

Voted for Lord Mayor Nicholas Reece, Deputy Lord Mayor Roshena Campbell, Cr Dr Ball, Cr Camillo, Cr Griffiths, Cr Dr Guest, Cr Le Liu, Cr Liu, Cr Louey, Cr Rowse and Cr Scott

8 Urgent Business

There were no items of urgent business.

9 Closure of Meeting

Moved: Cr Camillo

1. That pursuant to section 66(1) and section 66(2)(a) of the Local Government Act 2020 (Act), the meeting of the Council be closed to members of the public for the consideration of the agenda items titled:
 - 14.1 Personal Information
 - 14.2 Private Commercial Information
 - 14.3 Council Business Information
2. These agenda items are confidential information for the purposes of section 3(1) of the Local Government Act 2020 because:
 - a. Agenda items 14.1 contains personal information, being information which if released would result in unreasonable disclosure of information about any person or their personal affairs (section 3(1)(f)).
 - b. Agenda items 14.2 contains private commercial information being information provided by a business, commercial or financial undertaking that relates to trade secrets or if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage (section 3(1)(g)).
 - c. Agenda items 14.3 contains council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released (section 3(1)(a)).

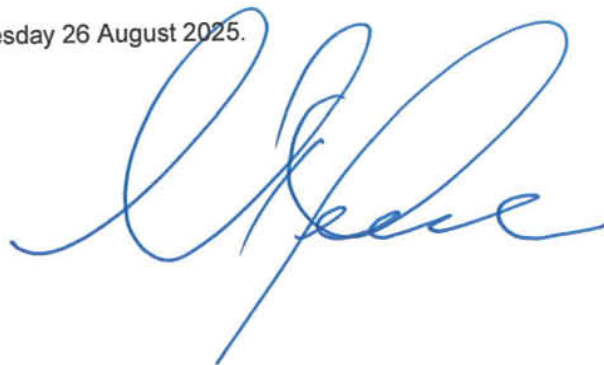
Seconded: Cr Rowse

The motion was put and CARRIED UNANIMOUSLY

Voted for Lord Mayor Nicholas Reece, Deputy Lord Mayor Roshena Campbell, Cr Dr Ball, Cr Camillo, Cr Griffiths, Cr Dr Guest, Cr Le Liu, Cr Liu, Cr Louey, Cr Rowse and Cr Scott

The Lord Mayor declared the meeting closed to the public at 6:49 pm.

Confirmed at the meeting of Council on Tuesday 26 August 2025.



Chair
Council



Developer Contact Policy

Adopted by Melbourne City Council on 29 July 2025

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1. Background

Councillors interacting with Interested Parties, lobbyists and submitters is a longstanding feature of the City of Melbourne's planning system.

Councillors collectively act from time to time as the decision-makers (or advisors to the Minister Planning as decision-maker) for a range of matters to be determined under the *Planning and Environment Act 1987*. Councillors will accordingly come into frequent contact with all participants in the planning system, including Interested Parties, lobbyists and submitters, all of whom are entitled to exercise their legal rights and be heard.

In order to maintain the highest standards of integrity and public trust in City of Melbourne planning decisions, this policy creates a framework to define and report any relevant contact between Councillors and Interested Parties, lobbyists and submitters outside of formal meetings of the Council.

2. Purpose

This policy provides a mechanism for Councillors to record and make public their contact with an Interested Party. The policy provides clarity on:

- Councillor interactions with an Interested Party in matters relating to land use and development;
- Ethical conduct for Councillors when dealing with an Interested Party who have made, or are proposing to make submissions in relation to land use and/or development or proposed changes to the Melbourne Planning Scheme;
- Transparency, consistency and public accountability in the planning process; and
- Ensuring the Council acts as both a Planning Authority and Responsible Authority in full compliance with both legal and ethical standards.

3. Scope

This policy applies to any and all contact between Councillors and an Interested Party in the City of Melbourne with regard to land use and Development related matters.

This policy does not apply to a social interaction that does not discuss land use and Development matters between Councillors and other persons simply because those other persons are an Interested Party. However, Councillors are reminded of their obligation to both avoid conflicts of interest and disclose potential conflicts of interest and are required to carefully consider possible implications of social interaction with an Interested Party.

4. Definitions

Term	Definition
the Act	means the Local Government Act 2020
Contact	means any communication or conversation between a Councillor and an Interested Party, regardless of whether it is foreseen, planned, solicited or reciprocated, and includes but is not limited to the following methods of communication – telephone, electronic communication (e-mail etc.), short message service (SMS/text message), multimedia messaging service (MMS), social media platforms, written mail, face to face, facsimile, etc
Council	means the City of Melbourne
Councillor/s	means a Councillor or Councillors of the City of Melbourne, including the Lord Mayor and Deputy Lord Mayor
Interested Party	Means a person, business or organisation that a Councillor knows, or reasonably should know, has a material interest in a development in the City of Melbourne. It also extends to a lobbyist, submitter, consultant, advocate, advisor, representative, agent or other related party when they are acting on behalf or in the interests of an Interested Party
Development	means a property or land development proposal that is underway, planned or contemplated that may become the subject of a decision to be made by a resolution of the Melbourne City Council or its Future Melbourne Committee. These decisions may include, but are not limited to, a change to the City of Melbourne Planning Scheme, the issuance of a planning permit, the sale of Council property and the discontinuance of a Council road
Exempt Contact	<p>means:</p> <p>(a) Contact with an Interested Party, meaning contact between a Councillor and an Interested Party that either does not reference a Development or where any such reference is immediately curtailed. Examples of incidental contact include, but are not limited to:</p> <ul style="list-style-type: none"> • a chance encounter in the street where pleasantries are exchanged • the receipt by a Councillor of an email invitation to inspect a site, and an email reply declining the offer • an unsolicited post on a Councillor’s facebook page with a comment by the Councillor directing the commenter to contact the planning office

	<ul style="list-style-type: none"> • the attendance by both a Councillor and an Interested Party at a large community event where the Interested Party asks the Councillor a question about a Development, and the Councillor immediately states that they do not wish to discuss the matter and ends the topic of conversation (b) Social contact with an Interested Party, meaning contact between a Councillor and Interested Party in a social setting that either does not reference a Development or where any such reference is immediately curtailed (c) Formal contact with an Interested Party at a Future Melbourne Committee meeting or Council meeting, such as where an Interested Party addressed the meeting in relation to a matter listed on the agenda (d) Contact with an Interested Party in relation to matter with which the Councillor has a conflict of interest which has previously been disclosed in a personal interests return. Examples of exempt contact include, but are not limited to: <ul style="list-style-type: none"> • ongoing contact with a business colleague who is conducting property development activity in the municipality • a Councillor who has a family member who is an architect with many projects in the municipality • where a Councillor themselves is an Interested Party
Lobbyist	means a person or entity that carries out a lobbying activity for a third-party client, such as an Interested Party, or whose employees or contractors carry out a lobbying activity for a third party
Prescribed Contact	means any contact relating to a Development, including proposals in a preliminary stage, for which the Interested Party is a proponent, excluding any Exempt Contact
Routine Information	means advising an Interested Party where to access information on the Development or to contact the City of Melbourne administration or State Government regarding their Development proposal
Submitter	means a person or entity that makes, or proposes to make, an objection or a submission to a Development

5. Date of Commencement

This Policy comes into effect on 29 July 2025.

6. Contact with Interested Parties

Council recognises that every person, organisation and interest group has a right to put a case forward to elected officials as part of the decision-making process.

Further, Council recognises that Councillors have an obligation to become informed about matters which are subject to Council decisions.

In fulfilling their obligation to make informed decisions, Councillors may interact with an Interested Party in relation to matters likely to come before them for a decision.

Council also recognises the significant risks involved in the exercising of its powers in relation to Development matters, given the potentially significant impact such decisions can have on property values. This, in the absence of robust and transparent integrity measures, can create a perception of improper conduct on the part of decision-makers.

In order to maintain community confidence in Council's contact with Interested Parties:

- Councillors will declare conflicts of interest in accordance with the Act and Council's Governance Rules. Conflicts of interest declared by Councillors at a Future Melbourne Committee meeting or Council meeting are included in a register and published on Council's website.
- Councillors will, by reporting under this policy, disclose Prescribed Contact with an Interested Party. Prescribed Contact with an Interested Party disclosed by Councillors will be published on Council's website.
- Any Prescribed Contact of the type that is a meeting with an Interested Party must not occur except in the presence of a planning officer appointed by the Director Planning and Building Branch.

7. Disclosure

1) Subject to clause 2 below, Councillors shall:

a) In writing, record every instance of Prescribed Contact with an Interested Party that occurs before or during the decision-making process for any Development by noting the:

- Name
- Interested Party Name or Descriptor
- Date and time of contact
- Type / method of contact
- Property or properties within the City of Melbourne to which the contact related
- Purpose of Contact

In order to comply with the *Privacy and Data Protection Act 2014*, the names of the parties to an interaction (other than Councillors) will not be released, and will instead be substituted with a descriptor to enable the reader to understand the relationship of the third party to Council. For example, the parties may be described as "the landowner of 1234 Wombat Crescent and a Director of XYZ Planning Consultants" rather than using the individual's names. Names of businesses or organisations will be provided.

- b) Subject to sub-clause (c) below, not more than 14 business days after contact with the Interested Party, provide to the Chief Executive Officer the details referred to in sub-clause (a) above.
 - c) Where the Prescribed Contact occurs with a Councillor while they are on Approved Leave of Absence, then that Councillor shall provide the information referred to in subclause (a) above to the Chief Executive Officer within 14 days of the last day of their Approved Leave of Absence and / or 14 days of the email read receipt of that communication.
 - d) Where the Prescribed Contact occurs in the form of a group email or other correspondence to all Councillors, then the Office of the Lord Mayor shall provide a copy of the same to the Chief Executive Officer for the purpose of compliance with clause 2 below.
- 2) The Chief Executive Officer shall ensure the publication on the Council website on a monthly basis of a register of all Prescribed Contact generally in accordance with **(Appendix A)**.

8. Responsibilities

It is compulsory for Councillors to record Prescribed Contact. The declaration of Prescribed Contact is the direct responsibility of the individual Councillor.

An online form is available for record keeping purposes. A Developer Contact Register for Councillors form should be completed within 14 business days of the meeting taking place.

The Governance Branch (on behalf of the Chief Executive Officer) is responsible for publishing the register.

As the sole responsibility of recording Prescribed Contact lies with Councillors, Council staff hold no responsibility to update or check the developer contact register, other than publishing the register via the website.

For all queries or feedback regarding this policy, please contact the Director Governance and Legal on 9658 9658.

9. Related Legislation and Policies

There is a range of legislation, codes and Council documents that informs and supports this Policy. This includes, but is not limited to:

Legislation	Council Documents
<i>Freedom of Information Act 1982 (Vic)</i> <i>Local Government Act 2020 (Vic)</i>	Model Councillor Code of Conduct Councillor Gift Policy
<i>Planning and Environment Act 1987 (Vic)</i>	Councillor and Staff Interaction Policy
<i>Privacy and Data Protection Act 2014 (Vic)</i>	Delegation Policy for Planning Applications
<i>Public Records Act 1973 (Vic)</i>	Governance Rules
<i>Victorian Charter of Human Rights and Responsibilities Act 2006 (Vic)</i>	Privacy and Data Protection Policy
<i>Local Government (Governance and Integrity) Regulations 2020</i>	Public Transparency Policy

10. Other

The same responsibilities and accountabilities in this Policy also apply to the Chief Executive Officer.

11. Review

This policy will be reviewed by Council in June 2029 or, if the State Government has legislated before June 2029 to materially change powers of Councils in relation to planning matters, as soon as practicable after those legislative changes.

12. Version History

- | | |
|--|--|
| <ul style="list-style-type: none"> • Developer Contact Policy • Developer Contact Policy | <p>Adopted by Council on 28 May 2024</p> <p>Adopted by Council on 29 July 2025</p> |
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