



# MEETING OF THE PORT PHILLIP CITY COUNCIL

## AGENDA

3 JULY 2024



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# MEETING OF THE PORT PHILLIP CITY COUNCIL 3 JULY 2024



## **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, 3 July 2024 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 19 June 2024*  
*Minutes of the Special Meeting of the Port Phillip City Council 26 June 2024.*
- 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 *Public Space Strategy 2024 Update* ..... 7
- 11 **SUSTAINABLE PORT PHILLIP**  
*Nil*
- 12 **VIBRANT PORT PHILLIP**  
*Nil*
- 13 **WELL GOVERNED PORT PHILLIP**



13.1	<i>Civic and Community Flag Protocol</i> .....	25
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14	<b>NOTICES OF MOTION</b>	
	<i>Nil</i>	
15	<b>REPORTS BY COUNCILLOR DELEGATES</b>	
16	<b>URGENT BUSINESS</b>	
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	<i>The information contained in the following Council reports is considered to be Confidential Information in accordance with Section 3 of the Local Government Act 2020.</i>	
17.1	<i>South Melbourne Market Committee Membership</i>	
	3(1)(f). <i>personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs</i>	
	3(1)(g(ii)). <i>private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.</i>	
	<b>Reason:</b> This report relates to appointment and remuneration of Committee members. This information would result in the unreasonable disclosure of personal information, and commercial <i>information</i> that if released, could unreasonably expose the business, commercial or financial undertaking to disadvantage.	
17.2	<i>St Kilda Town Hall Chillers Replacement</i>	
	3(1)(g(ii)). <i>private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.</i>	
	<b>Reason:</b> The tender evaluation has been completed however Council has not awarded the contract to the nominated company and options, and it will be revealed after the Council's approval.	
17.3	<i>Property Matter</i>	
	3(1)(a). <i>Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released</i>	
	3(1)(g(ii)). <i>private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.</i>	



**Reason:** If the information was publicly released this would likely compromise Council's position in commercial negotiations or compromise the tenant's business undertakings and reveal commercially sensitive information.

17.4 *South Melbourne Market Cleaning and Waste Management Services Award.*

3(1)(a). *Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released*

3(1)(g(ii)). *private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.*

**Reason:** The report relates to a current procurement process for Waste and Cleaning Management services. If the information was publicly released this would likely compromise Council's negotiation position (commercial/financial terms) to award a contract.



**1. APOLOGIES**

**2. MINUTES OF PREVIOUS MEETINGS**

**RECOMMENDATION:**

That the minutes of the Meeting of the Port Phillip City Council held on 19 June 2024 be confirmed.

That the minutes of the Special Meeting of the Port Phillip City Council held on 26 June 2024 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 *Public Space Strategy 2024 Update*..... 7



**10.1 PUBLIC SPACE STRATEGY 2024 UPDATE**

**EXECUTIVE MEMBER:** TARNYA MCKENZIE, INTERIM GENERAL MANAGER,  
COMMUNITY WELLBEING AND INCLUSION

**PREPARED BY:** DANA PRITCHARD, MANAGER OPEN SPACE RECREATION AND  
COMMUNITY RESILIENCE

CLAIRE ULCOQ, COORDINATOR OPEN SPACE

**1. PURPOSE**

- 1.1 To provide an update on the Places for People Public Space Strategy 2022-32 (PSS).
- 1.2 To recommend updates to the PSS based on feasibility, delivery timeline updates and new projects now progressing.

**2. EXECUTIVE SUMMARY**

- 2.1 The PSS was adopted in 2022, with short-term actions due for completion by end of 2025. [Places for People: Public Space Strategy - City of Port Phillip](#)
- 2.2 Overall status of the full strategy is 87% on track, with 70% of all actions underway.
- 2.3 There are some key achievements due for completion/adoption prior to Council Elections including – adoption of Dog Off Leash Guidelines and Urban Forest Strategy; completion of Moubray Street Park and Gasworks Playground. With a further 11 actions scheduled for completion in the 24/25 financial year.
- 2.4 It is recommended that the PSS action plan is updated as delivery timelines have shifted (11), some projects are not feasible (4) and new projects which significantly contribute to public space have been identified (9).
- 2.5 All recommended changes are listed in **Attachment 1**.

**3. RECOMMENDATION**

That Council:

- 3.1 Adopts the identified updates to the action plan *Places for People Public Space Strategy 2022-32*.
- 3.2 Authorises the Chief Executive Officer, or their delegate, to make minor editorial updates to the adopted Strategy, if required.

**4. KEY POINTS/ISSUES**

- 4.1 The Places for People: Public Space Strategy 2022-32 (the PSS) sets the vision and blueprint for the future of our public spaces in the City of Port Phillip.
- 4.2 It is one of Council's core strategies and delivers on the Liveable Strategic Direction of the Council Plan 2021-31.
- 4.3 The PSS outlines the challenges, outcomes and actions required to realise the full potential of our public space network of parks, gardens, streets, the foreshore, and urban spaces. It comprises three volumes and includes an Action Plan to guide Council's investment in public spaces across the municipality over the next 10 years.



[Volume 1 Strategy on a page](#)

[Volume 2 Municipal-wide directions](#)

[Volume 3 Neighbourhood actions](#)

- 4.4 Actions include strategy development, park and playground upgrades, acquisition/development of new public spaces, pedestrian crossings, greening and advocacy.
- 4.5 Short term actions are due for completion in 2025.
- 4.6 There are 47 short term actions and 118 actions in total.
- 4.7 Most of the actions are complex, requiring updates to current strategy, development of new policy, and upgrades to open space.
- 4.8 A full list of projects, including short form status tracking, is contained in attachment 2 (PPS – Priority Action Tracker).

Progress

- 4.9 The delivery of the strategy is overall on track, as follows:
- 87% on track
  - 10% at risk
  - 3% off track
- 4.10 70% of all actions are underway
- 4.11 25% of short-term actions are complete.
- 4.12 54% of medium/long term actions have started early.
- 4.13 The following actions are complete:
- Rotary Park Playground Upgrade
  - Alma Park East Park Upgrade
  - Dickens Street Pop Up Park
  - Point Ormond Reserve Playground Upgrade
  - MO Moran Reserve Fenced Dog Park
  - Rippon Lea Estate Access for Residents
  - Buckingham Reserve Flying Fox
  - Ludwig Stamer Reserve Playground Upgrade
  - Shrine to Sea Masterplan (medium term action)
  - Shakespeare Grove Drain Upgrade (Brookes Jetty)
  - Nature Strip Guidelines Adoption
  - Land Acquisition and Road Discontinuance Strategy Adoption
- 4.14 Projects on track to be delivered in 2024/25 FY include:
- Adoption of Dog Off-Leash Guidelines





- Adoption of Urban Forest Strategy
- Adoption of Play Space Strategy
- Adoption of Schools Use Public Space Guidelines
- Permanent Park on Moubray Street
- Gasworks Park and Playground Upgrades
- Extension of Pakington Street Park
- Acland Street Hostile Vehicle Mitigation
- Hewison Reserve Playground Upgrade
- St Vincent's Gardens Playground Upgrade
- Greenline Feasibility Study Completion
- Graham Street Skate Park Upgrade
- Palais Theatre Luna Park Precinct Revitalisation
- St Kilda Pier Extension (Parks Victoria section).
- Sol Green Playground Upgrade
- Suggested Upgrades to the Action Plan

4.15 It is recommended that the action plan is updated to realign the Strategy to the current workplan. This includes the removal of some actions, moving delivery timelines and adding new actions.

4.16 A number of text errors have also been identified within the document and these will also be updated through this review.

4.17 All changes are outlined in Attachment 1. They include:

- New actions – land acquisitions, new developments in Fishermans Bend.
- Delayed actions – projects reliant on external timelines and projects reprioritised to progress new actions or due to resourcing.
- Removals – projects which have been deemed not feasible

## 5. CONSULTATION AND STAKEHOLDERS

5.1 Projects are consulted on individually

## 6. LEGAL AND RISK IMPLICATIONS

6.1 There is no additional legal and risk implications as a result of this briefing paper

## 7. FINANCIAL IMPACT

7.1 All projects are captured in the Council Plan and Budget.

## 8. ENVIRONMENTAL IMPACT

8.1 All projects consider environmental impact through their development.

## 9. COMMUNITY IMPACT

9.1 The updates to the plan will increase public space across the municipality.



**10. GENDER IMPACT ASSESSMENT**

10.1 Each project undertakes Gender Impact Assessment as they progress through design.

**11. ALIGNMENT TO COUNCIL PLAN AND COUNCIL POLICY**

11.1 The PSS is one of Council's core strategies and delivers on the Liveable Strategic Direction of the Council Plan 2021-31.

**12. IMPLEMENTATION STRATEGY**

12.1 TIMELINE

12.2 Updates to the strategy will be made post adoption of the changes.

12.3 COMMUNICATION

12.3.1 The updated Strategy will be published on the website.

**13. OFFICER MATERIAL OR GENERAL INTEREST**

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

**ATTACHMENTS**

1. Public Space Strategy - Action Plan Updates July 2024  
2. PPS - Priority Action Tracker  



# Public Space Strategy Action Plan Updates

July 2024































**11. SUSTAINABLE PORT PHILLIP**

Nil

**12. VIBRANT PORT PHILLIP**

Nil

**13. WELL GOVERNED PORT PHILLIP**

13.1	<i>Civic and Community Flag Protocol</i> .....	25
13.2	<i>Records of Informal Meetings of Council</i> .....	47





### 13.1 CIVIC AND COMMUNITY FLAG PROTOCOL

**EXECUTIVE MEMBER:** JOANNE MCNEILL, EXECUTIVE MANAGER, GOVERNANCE AND ORGANISATIONAL PERFORMANCE

**PREPARED BY:** MITCHELL GILLETT, COORDINATOR COUNCILLOR AND EXECUTIVE SUPPORT

#### 1. PURPOSE

1.1 To present an updated Civic and Community Flag Protocol.

#### 2. EXECUTIVE SUMMARY

2.1 The 'Port Phillip City Council Flag Protocol' has been used as the governing document for the administration of civic flags since 2004.

2.2 This update to the Protocol is relatively minor, reflecting current practices and Council commitments, while also incorporating the town hall lighting, which is in the process of being installed.

2.3 The updated Civic and Community Flag Protocol will serve as an instrument to provide certainty in the protocols for the flying of flags at Council premises for Council and the community.

#### 3. RECOMMENDATION

That Council:

3.1 Endorses the Civic and Community Flag Protocol as the governing document for civic flags within the city and notes the Protocol will be made available on Council's website.

3.2 Notes the 'Community Flagpole Schedule' and authorises the CEO, or their delegate, to action the schedule on the prescribed dates.

3.3 Notes the 'St Kilda Town Hall Façade Illumination Schedule' and authorises the CEO or their delegate, to action the schedule on the prescribed dates.

3.4 Notes the update to the 'Community Flagpole and Illumination Scheme' and that this will be made available on Council's website.

3.5 Authorises the CEO, or their delegate, to make administrative changes to the protocol that do not materially alter its intent.

3.6 Authorises the CEO, or their delegate, to add or remove days of significance to both the 'Community Flagpole Schedule' and the 'St Kilda Town Hall Illumination Schedule', in consultation with the Mayor and Councillors.

#### 4. KEY POINTS/ISSUES

4.1 The current 'Port Phillip City Council Flag Protocol' has been in place for 20 years.

4.2 The Australian Aboriginal Flag and the Pride Flag have been flown from the masthead at ST Kilda Town Hall (SKTH) on days of significance throughout the year, every year since the Protocol's inception.

4.3 The updated protocol acknowledges that the flying of flags other than the Australian National Flag from the masthead flagpole sits outside the Federal Flag Protocol, but given these long standing arrangements that have acceptance within the community, these elements of the 2004 flag protocol have been retained in the updated protocol.



- 4.4 In 2018, a community flagpole was installed at each of the three town halls. As a standard, the community flagpoles will fly the City of Port Phillip flag.
- 4.5 The only exception to the above is at Port Melbourne Town Hall (PMTH), where there is only one street-level flagpole, located on Spring St South. The Aboriginal Flag will fly from the civic/community flagpole at PMTH as a standard until additional street-level flagpoles are installed at this location.
- 4.6 Council's LGBTIQ+ Action Plan recommends the flying of LGBTIQ+ pride flags from council's community flagpoles on LGBTIQ+ days of significance throughout the year.
- 4.7 As such, the updated protocol has included key LGTBIQA+ days of significance in a newly developed 'Community Flagpole Schedule'.
- 4.8 The 'Community Flagpole Schedule' sets out days of significance throughout the year when flags other than the standard flag should be flown and from which community flagpoles.
- 4.9 'National Coming Out Day' has been included in the Community Flagpole Schedule as there has previously been a request from Councillors to fly a pride flag on this day.
- 4.10 Greek Independence Day has been added to the schedule as there has been a request to fly the Greek Flag at Port Melbourne Town Hall every year since the community flagpoles were installed.
- 4.11 A section on town hall façade illumination has been added to the Protocol to provide guidance on the illumination of the three town hall facades.
- 4.12 Permanent lighting infrastructure is being installed on the St Kilda Town Hall façade throughout July and will be operational in the second-half of 2024.
- 4.13 Officers have developed a 'Town Hall Façade Illumination Schedule' which has been included in the updated protocol.
- 4.14 Like the 'Community Flagpole Schedule' the 'Town Hall Illumination Façade Schedule' sets out days of significance throughout the year the St Kilda Town Hall should be illuminated and in which colours.
- 4.15 Officers have also subscribed to the Department of Premier and Cabinet's (DPC) building illumination notifications.
- 4.16 DPC notifications, which are optional, inform subscribers of when buildings should be illuminated in a particular colour/colours for a certain cause at the direction of the premier.
- 4.17 The community will also have access to request town hall façade illumination in particular colour/colours.
- 4.18 The 'Community Flagpole and Illumination Scheme' (attachment 2) will provide the community with guidance on how to request access to community flagpoles, display of banners and town hall façade illumination.

## 5. CONSULTATION AND STAKEHOLDERS

- 5.1 Internal teams that are involved in the display of flags and banners and town hall façade illumination have been consulted and provided input into the preparation of the updated protocol.
- 5.2 The Protocol has not been the subject of any community consultation.



**6. LEGAL AND RISK IMPLICATIONS**

6.1 There are no legal and risk impacts arising as a result of this report.

**7. FINANCIAL IMPACT**

7.1 There are no financial impacts arising as a result of this report.

**8. ENVIRONMENTAL IMPACT**

8.1 There are no environmental impacts arising as a result of this report.

**9. COMMUNITY IMPACT**

9.1 Council recognises that the display of flags and banners and the illumination of town hall facades can provide opportunities to celebrate days/ causes/achievements that are significant to the Port Phillip community.

**10. GENDER IMPACT ASSESSMENT**

10.1 Council's Gender Equity Advisor has been consulted in the development of the updated protocol and has recommended the addition of '16 Days of Activism' to the 'Community Flagpole Schedule' and 'International Day for the Elimination of Violence Against Women' to the 'St Kilda Town Hall Illumination Schedule'.

**11. ALIGNMENT TO COUNCIL PLAN AND COUNCIL POLICY**

11.1 Well Governed Port Phillip – modernising the previous, outdated flag protocol is aligned with Council's strategic direction of being a 'Well Governed' city.

**12. IMPLEMENTATION STRATEGY**

**12.1 TIMELINE**

12.1.1 The Civic and Community Flag Protocol will take effect once adopted.

**12.2 COMMUNICATION**

12.2.1 A new council webpage will be developed and published as soon as reasonably practicable following adoption.

12.2.2 The webpage will contain the updated flag protocol, the Community Flagpole and Illumination Scheme and online forms for the community to request access to the community flagpoles, display of banners and town hall façade illumination.

**13. OFFICER MATERIAL OR GENERAL INTEREST**

13.1 No officers involved in the preparation of this report have any material or general interest in the matter.

**ATTACHMENTS**

1. Civic and Community Flag Protocol  [↓](#)

2. Community Flagpole and Illumination Scheme  [↓](#)











































# MEETING OF THE PORT PHILLIP CITY COUNCIL

## 3 JULY 2024



### 13.2 RECORDS OF INFORMAL MEETINGS OF COUNCIL

**EXECUTIVE MEMBER:** JOANNE MCNEILL, EXECUTIVE MANAGER, GOVERNANCE AND ORGANISATIONAL PERFORMANCE

**PREPARED BY:** EDEN ASPINALL, COUNCIL BUSINESS ADVISOR

#### 1. PURPOSE

- 1.1 To report to Council the written records of Informal Meetings of Councillors at the City of Port Phillip as required by the Governance Rules.

#### 2. RECOMMENDATION

That Council

- 2.1 Receives and notes the written records of Informal Meetings of Council (attached) as required by the Governance Rules.

#### 3. KEY POINTS/ISSUES

- 3.1 An Informal meeting of Council record is required by the City of Port Phillip Governance Rules if there is a meeting of Council that, is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors; is attended by at least one member of Council staff; and is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting.

#### 4. OFFICER MATERIAL OR GENERAL INTEREST

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

**ATTACHMENTS** 1. **Summary of Completed Informal Meetings of Council Forms** 



































## 14. NOTICES OF MOTION

Nil

## 15. REPORTS BY COUNCILLOR DELEGATES

## 16. URGENT BUSINESS

## 17. CONFIDENTIAL MATTERS

17.1 *South Melbourne Market Committee Membership*. **Error! Bookmark not defined.**

17.2 *St Kilda Town Hall Chillers Replacement* **Error! Bookmark not defined.**

17.3 *Property Matter* ..... **Error! Bookmark not defined.**

17.4 *South Melbourne Market Cleaning and Waste Management Services Award* ..... **Error! Bookmark not defined.**

### 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 South Melbourne Market Committee Membership

3(1)(f). personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs

3(1)(g(ii)). private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

**Reason:** This report relates to appointment and remuneration of Committee members. This information would result in the unreasonable disclosure of personal information, and commercial information that if released, could unreasonably expose the business, commercial or financial undertaking to disadvantage.

#### 17.2 St Kilda Town Hall Chillers Replacement

3(1)(g(ii)). private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

**Reason:** The tender evaluation has been completed however Council has not awarded the contract to the nominated company and options, and it will be revealed after the Council's approval.



**17.3 Property Matter**

3(1)(a). Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released

3(1)(g(ii)). private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

**Reason:** If the information was publicly released this would likely compromise Council's position in commercial negotiations or compromise the tenant's business undertakings and reveal commercially sensitive information.

**17.4 South Melbourne Market Cleaning and Waste Management Services Award.**

3(1)(a). *Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released*

3(1)(g(ii)). *private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.*

**Reason:** The report relates to a current procurement process for Waste and Cleaning Management services. If the information was publicly released this would likely compromise Council's negotiation position (commercial/financial terms) to award a contract.