



MEETING OF THE PORT PHILLIP CITY COUNCIL

AGENDA

3 JULY 2024



Please consider
the environment
before printing



Consider carefully how
the information in this
document is transmitted

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 3 JULY 2024



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**

MEETING OF THE PORT PHILLIP CITY COUNCIL

3 JULY 2024



13.1	<i>Civic and Community Flag Protocol.....</i>	25
13.2	<i>Records of Informal Meetings of Council</i>	47
14	NOTICES OF MOTION	
	<i>Nil</i>	
15	REPORTS BY COUNCILLOR DELEGATES	
16	URGENT BUSINESS	
17	CONFIDENTIAL MATTERS	61
	<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>	
	Reason: 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>	
	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	<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.

MEETING OF THE PORT PHILLIP CITY COUNCIL

3 JULY 2024



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

MEETING OF THE PORT PHILLIP CITY COUNCIL

3 JULY 2024



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

MEETING OF THE PORT PHILLIP CITY COUNCIL

3 JULY 2024



- 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.

MEETING OF THE PORT PHILLIP CITY COUNCIL

3 JULY 2024



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  [Download](#)
2. PPS - Priority Action Tracker  [Download](#)

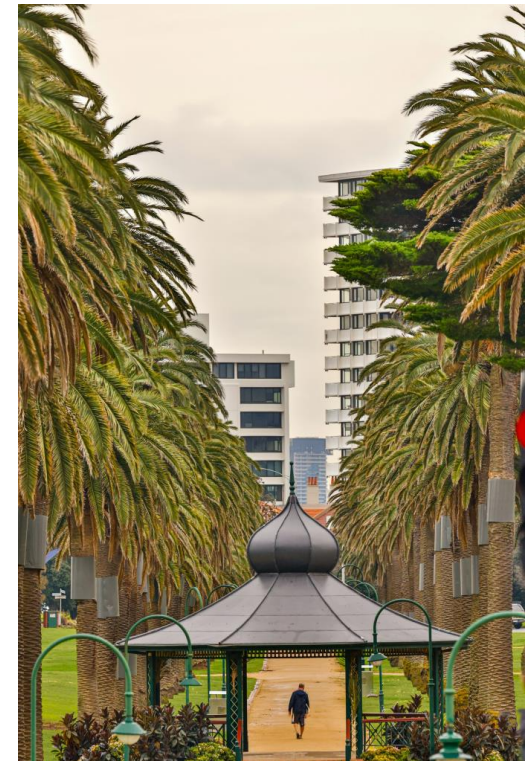


Public Space Strategy Action Plan Updates

July 2024

Purpose

This report outlines the recommended updates to the Action Plan in the *Places for People: Public Space Strategy 2022-32 (PSS)*.



New projects to include in an updated Action Plan

Location	Public Space	Project description	Timeline
Fishermans Bend	Australia Post Site	Acquisition of Australia Post Site in Fishermans Bend – Dec 2024	Short – 2024/25
Fishermans Bend	Sandridge Sports Precinct	Planning for Sandridge Sports Precinct – including Australia Post, North Port Oval, DHL and Bunnings sites in Fishermans Bend.	Short/Medium/Long
Fishermans Bend	Johnson Street Park	Development and delivery of new park on Johnson Street, converting from a road. Design underway. Construction in line with adjacent build – 2025/26	Short/Medium – 2025/26
Balaclava / St Kilda East	Extension of Pakington Street Park	Purchase and conversion of residential property to a public park - 43 Pakington St. Design complete, demolition and construct 2024/25.	Short – 2024/25
Balaclava / St Kilda East	Pakington Street	Purchase and conversion of residential property to a public park - address to be released Demolish and design 2024/25. Construct 2025/26	Short/Medium
Balaclava / St Kilda East	14 Lansdown Road	Purchase and conversion of residential property to a public park - 14 Lansdown Road. Demolish and design 2024/25. Construct 2025/26	Short/Medium
Balaclava / St Kilda East	New Park -Lansdown Road	Purchase and conversion of residential property to a public park - address to be released. Demolish and design 2024/25. Construct 2025/26	Short/Medium
Balaclava / St Kilda East	New Public Space	Purchase and conversion of residential property to a public park - adjacent to Jim Duggan Demolish and design 2024/25. Construct 2025/26	Short/Medium 2025/26
Balaclava / St Kilda East	Jim Duggan	Renewal of park, including new trees, garden bed and community garden (if feasible)	Short – 24/25

Proposed updates to the action plan - timelines

Action	Public Space	Current Timeline	Updated timeline	Context
69	Cobden Street Pocket Park	Short	Short/Medium	Design in place, however project relies on the completion of surrounding development prior to commencing. In budget for 2025/26 delivery.
85	Donovans to Marina Reserve connection (Promenade Safety Upgrade)	Short	Short/Medium	Design underway, project delivery deferred to later years in the current budget build. In budget for design 24/25 and delivery 25/26
87	Blessington Street Temporary Closure	Short	Medium	Project delayed due to prioritise development of land acquisition in area.
101	Foreshore key infrastructure projects - Waterfront Place/Station Pier, St Kilda Pier, St Kilda Marina, Shrine2Sea	Short	Short/Medium/Long	Projects all underway, reliance on external partners has delayed the delivery of some projects. Separate projects into individual actions as some are due for completion over next two years.
102	Fishermans Bend	Short	Short/Medium/Long	Project is underway, changes to delivery schedule as the framework will occur in all stages of the PSS
106	Foreshore Management Plan	Short	Short/Medium	The project is underway and is being delivered in line with State Government Guidelines. Adoption due in 2026.
110	Open Space Water Management Plan	Short	Medium	Initial work has begun on the Plan, but development has been delayed to prioritise other strategy work in this action plan

Proposed updates to the action plan - timelines

Action	Public Space	Current Timeline	Updated timeline	Context
111	Universal Design Guideline	Short	Medium	Development has been delayed to prioritise other strategy work in this action plan
112	Shared Use of Public Open Space Guideline	Short	Medium	Development has been delayed to prioritise other strategy work in this action plan
115	Public Art and Monuments in Public Space	Short	Medium	Development has been delayed to prioritise other strategy work in this action plan
118	Laneway Community Garden Guidelines	Short	Medium	Development has been delayed to prioritise other strategy work in this action plan

Proposed updates to the action plan - timelines

Action	Public Space	Current Timeline	Recommended change	Context
12	Lansdowne Road – new Park	Short	Replace	This project was to be delivered after the temporary closure of the road (action It will be updated with developing a permanent park at 14 Lansdowne Road after the acquisition of this property. Design works for the site is anticipated to commence in 2024/2025 financial year.
19	Temporary new space in Lansdowne Road, St Kilda East	Short	Replace	Feasibility has revealed this is not a viable project. Closing off the road would restrict access for rubbish trucks, requiring the trucks to reverse down sections of Lansdowne Road.
20	Temporary new space in Coles car park, Balaclava	Short	Remove	The proposed temporary space at the Coles carpark site has been investigated and deemed not feasible due no suitable safe locations within the car park. The funding was reallocated to the Green Line feasibility study
21	Temporary new space in Gibbs Street, Balaclava	Short	Remove	Green Line feasibility identified as project is not viable, as closure of the road would block residential access.

Places for People: Public Space Strategy 2022-2032: Priority action plan status tracking

Action #	Location	Public Space	Project description	PLM Status	PSS Timeline
1	Albert Park	Gasworks Arts Park	Finalise the Park Plan in compliance with the Victorian Government's Contamination Management Action Plan (CMAP). Improve lawn areas, garden beds, paths, play equipment, lighting, seats, picnic tables, drinking fountains and bins. Delivery of the Park Plan	On Track	Short
2	Albert Park	Moubray Street Community Park	Transform the 'pop-up community park' to a permanent public open space. Improve access and community use and increase greening and tree planting.	On Track	Medium
3	Albert Park	Armstrong Street	Improve consistent avenue-style street planting and seating to link the foreshore, Armstrong Street Shops and Albert Park Reserve	On Track	Medium
4	Albert Park	Bridport Street	Improve consistent avenue-style street planting and seating to link the activity centre to Gasworks Arts Park, Memnos Square and the foreshore	On Track	Medium
5	Albert Park	Cowderoy Street	Improve consistent avenue-style street tree planting and seating to link the foreshore, Cummings Reserve, Jacoby Reserve, HR Johnson Reserve and Albert Park Reserve	On Track	Medium
6	Albert Park	Mills Street	Improve consistent avenue-style street planting and seating to link St Vincent Gardens with Dundas Place Reserve/Bridport Street, Victoria Avenue Activity Centre and Kerford Road medians.	On Track	Short
7	Albert Park	Montague Street	Improve consistent avenue-style street planting and seating to link St Vincents Gardens with Dundas Place Reserve/Bridport Street, Victoria Avenue Activity Centre and Kerford Road medians	On Track	Medium
8	Albert Park	Pickles Street Foreshore	Improve options to plant additional shade trees to improve the useability of the foreshore reserve	On Track	Medium
9	Albert Park	Albert Park Reserve	Advocate to Parks Victoria for the implementation of the Albert Park Reserve Masterplan.	On Track	Short
10	Albert Park	Albert Park/Middle Park and St Kilda West Foreshore	Leverage opportunities and advocate for high-quality public space outcomes associated with key infrastructure projects on the foreshore (such as Waterfront Place/Station Pier, St Kilda Pier, St Kilda Marina) and connecting to the foreshore (such as Shrine to sea)	On Track	Short
11	Albert Park	Shrine to Sea Project	Support the Victorian Government developing a masterplan for the Shrine to Sea corridor. Also see action 101	On Track	Medium
12	Balaclava / St Kilda East	Lansdowne Road	Provide a new small local open space in Lansdowne Road (via a road closure) to fill the gap in the area bound by Alma Road, Inkerman Street, Hotham Street and Orrong Road.	Off Track	Short
13	Balaclava / St Kilda East	Carlisle Street Activity Centre	As part of any future redevelopment of the Coles Supermarket site and adjacent car park, investigate options to provide a new open space to fill the gap in this area and create a community heart in the Carlisle Street Activity Centre, consistent with the Carlisle Street Activity Centre Structure Plan, 2009.	On Track	Long
14	Balaclava / St Kilda East	Land acquisition in St Kilda East	Provision for land acquisition for new public open space in St Kilda East. Location to be determined as part of land acquisition/ road discontinuance strategy.	On Track	Medium/Long
15	Balaclava / St Kilda East	Alma Park East	Revitalise the existing play space to improve accessibility, enhance nature play and provide enhanced amenities, as well as extending the asset life of the play space.	On Track	Short
16	Balaclava / St Kilda East	Hewison Reserve	Improve play space, accessibility and fencing and investigate the opportunities for inclusion of informal sport.	On Track	Short
17	Balaclava / St Kilda East	Pakington Street Reserve	Acquire the site adjoining Pakington Street Reserve, with the existing Public Acquisition. Overlay to expand and upgrade this open space, including existing play space.	On Track	Long

Attachment 2: PPS - Priority Action Tracker

Action #	Location	Public Space	Project description	PLM Status	PSS Timeline
18	Balacava / St Kilda East	Woodstock Street Reserve	Investigate opportunities to enlarge the reserve through reallocation of road space and undertake an upgrade. Further consultation to occur on removal of car parking.	On Track	Medium
19	Balacava / St Kilda East	Carlisle Street Activity Centre and Lansdowne Road	Trial a new temporary public space in Lansdowne Road (Via a road closure) to test the proposed permanent space	Off Track	Short
20	Balacava / St Kilda East	Carlisle Street Activity Centre	Use several carparks in the existing car park to create a temporary public space until future re-development occurs and permanent new public space is delivered.	Off Track	Short
21	Balacava / St Kilda East	Gibbs Street	Trial a new temporary public space in Gibbs Street near the corner of Grosvenor Street (via a temporary road closure) to test the a potential new space in this location.	Off Track	Short
22	Balacava / St Kilda East	Dickens Street	Temporary partial street closure of Dickens Street to trial additional public space, including potential road closure and removal of carparks and some beautification (e.g. parklet, planter pots and paint treatments)	On Track	Short
23	Balacava / St Kilda East	Green Line	Advocate to and partner with, Vic Track to beautify a small portion of the Green Line from Balacava Station down to the rail bridge, including planter boxes and public artwork to test and trial future use and inform future investment over time	At Risk	Short
24	Balacava / St Kilda East	Streets in the area bound by Alma Road, Inkerman Street, Chapel Street and Hotham Street:	Plant additional street trees where feasible to increase canopy cover and improve pedestrian amenity	On Track	Medium
25	Balacava / St Kilda East	Streets in the area bound by Dandenong Road, Alma Road, Orrong Road and Hotham Street	Plant additional trees where feasible to increase urban greening and shading to improve the pedestrian experience and connections from Balacava Walk	On Track	Medium
26	Balacava / St Kilda East	Streets in the area bound by Carlisle Street, Albion Street/Oak Ave, Brighton Road and Hotham Street	Plant additional street trees where feasible to increase canopy cover and improve pedestrian amenity	On Track	Medium
27	Balacava / St Kilda East	Alma Road	Provide a new signalised pedestrian crossing over Alma Road to Alma Park East and Alma Park West.	On Track	Medium
28	Balacava / St Kilda East	Carlisle Street Major Activity Centre	Prepare a new St Kilda Structure Plan, which includes consideration of the proposed new open space in the Carlisle Street Major Activity Centre and public realm outcomes. In the meantime, continue to implement the recommendations in the Carlisle Street Activity Centre Structure Plan 2009, including improvements to the pedestrian pavements and crossing points.	On Track	Medium/Long
29	Balacava / St Kilda East	Glenfern Estate	Investigate a partnership opportunity with the National Trust and Glen Eira City Council for access for the City of Port Phillip community to Glenfern Estate.	On Track	Medium
30	Balacava / St Kilda East	St Kilda Cemetery	Advocate to, and partner with, the Southern Metropolitan Cemeteries Trust to make the St Kilda Cemetery a more accessible, user friendly public space.	On Track	Short/Medium/Long
31	Elwood / Ripponlea	Clarke Reserve	Upgrade the play space, accessibility and lighting and consider better delineation between play and other activities	On Track	Medium
32	Elwood / Ripponlea	Elwood Park and Elwood Foreshore	Undertake a major upgrade to the open spaces along the Elwood Foreshore associated with the Elwood Foreshore Master Plan	On Track	Long
33	Elwood / Ripponlea	Glen Eira Avenue Reserve	Investigate options to reallocate road space to expand the reserve and improve integration with Glen Eira Avenue. Upgrade may integrate a future events space to complement the adjoining commercial interface, while retaining the residential interface and green character to Burnett Grey Gardens. Further consultation to occur on removal of car parking	On Track	Medium
34	Elwood / Ripponlea	Point Ormond Reserve	Implement the existing landscape concept plan for Point Ormond Reserve including upgrades to the picnic facility, play area and paths.	On Track	Short

Attachment 2: PPS - Priority Action Tracker

Action #	Location	Public Space	Project description	PLM Status	PSS Timeline
35	Elwood / Ripponlea	MO Moran Reserve	Deliver a new fenced dog off-leash area in Moran Reserve.	On Track	Short
36	Elwood / Ripponlea	Glen Eira Avenue Reserve	Trial reallocation of road space to expand the reserve and improve integration with Glen Eira Avenue. May integrate an events space to complement the adjoining commercial interface, while retaining the residential interface and green character to Burnett Grey Gardens	At Risk	Short
37	Elwood / Ripponlea	Streets in the north-east part of the area bound by Southey and Milton Streets, Glenhuntly Road, Broadway and Brighton Road	Plant additional street trees where feasible to increase canopy and improve pedestrian amenity	On Track	Short
38	Elwood / Ripponlea	Ormond Road retail street	Integrate passive irrigation and additional street tree planting where feasible, to improve urban greening and cooling in the heart of the activity centre.	On Track	Medium
39	Elwood / Ripponlea	Streets in the area bound by Dickens Street, Glenhuntly Road, Marine Parade and Barkly Street and Barkly Street	Plant additional street trees where feasible, to increase canopy cover and improve pedestrian amenity.	On Track	Long
40	Elwood / Ripponlea	Elster Creek and Elwood Canal: Partnership	Balance strengthening biodiversity with the establishment of linear paths and recreational access. This includes clear sightlines to maintain view corridors for safety. Review the ongoing flood-safety of shared pedestrian and vehicle access across and along the canal in consultation with Melbourne Water	On Track	Short/Medium/Long
41	Elwood / Ripponlea	Elwood Foreshore	See action 101.	On Track	Short/Medium/Long
42	Elwood / Ripponlea	Rippon Lea Estate	Following the evaluation of the current arrangement, investigate a long-term agreement with the National Trust of Australia for continued access for the City of Port Phillip community to Rippon Lea Estate.	On Track	Short
43	Elwood / Ripponlea	Hotham Street, between Glen Eira Road and Nepean Highway	Advocate to the Department of Transport for a new signalised pedestrian crossing on Hotham Street to improve access to Rippon Lea Estate.	On Track	Short/Medium/Long
44	Port Melbourne	Buckingham Reserve	Investigate the installation of a flying fox as a part of the play space.	On Track	Short
45	Port Melbourne	Graham Street Underpass	Upgrade the existing skate facility and surrounding open space by removing existing car parking. Install informal recreation infrastructure and improve connectivity to Hester Reserve, Turville Reserve and Cook Reserve.	On Track	Short
46	Port Melbourne	Port Melbourne Light Rail Linear Parks	Prepare a landscape masterplan for Cook, Fennell, Gill, Hester, Howe, Page, Smith, Turner and Walter Reserves to increase the diversity of unstructured recreation and social facilities, investigate if a fenced dog off-leash area can be supported. Protect mature trees and strengthen the indigenous vegetation values along the light rail corridor	On Track	Short/Medium
47	Port Melbourne	Waterfront Place	Prepare an overall framework plan to guide the future use and design of Waterfront Place that is integrated with the Station Pier upgrade. This includes consideration of the connectivity to and future use of Beacon Cove Pier, Beacon Cove Promenade, Beach Street Foreshore and the Station Pier Linear Park.	On Track	Medium/Long
48	Port Melbourne	Station Pier Linear Park	Undertake minor upgrade with planting additional shade trees between the palms to improve the shade and comfort for people arriving and waiting in this area.	On Track	Medium/Long
49	Port Melbourne	Streets in the area bound by Williamstown Road, Ingles Street, Bridge Street and Bay Street	Plant additional street trees to increase canopy cover and improve pedestrian amenity.	On Track	Medium
50	Port Melbourne	Streets in the area bound by Williamstown Road, Boundary Street, Ingles Street and Crockford Street	Plant additional street trees to increase canopy cover and improve pedestrian amenity.	On Track	Long
51	Port Melbourne	The Boulevard	Provide a new bike and pedestrian zebra crossing between Fred Jackson Reserve and Sandridge Foreshore.	On Track	Long

Attachment 2: PPS - Priority Action Tracker

Action #	Location	Public Space	Project description	PLM Status	PSS Timeline
52	Port Melbourne	Port Melbourne Foreshore	See action 101.	On Track	Long
53	Port Melbourne/ Fishermans Bend	Williamstown Road – Prohasky Street/Centre Avenue, Beacon Road, Northport Oval and Bridge Street	Advocate to the Fishermans Bend Taskforce and the Department of Transport for new signalised pedestrian crossings at Williamstown Road and Prohasky Street/Centre Avenue, Beacon Road, Northport Oval and Bridge Street, to improve access to Centre Road Medians and Sandridge Foreshore, and connect J.L. Murphy Reserve, Garden City Reserve and the Beacon Vista to Beacon Cove Promenade, consistent with Council's Move, Connect, Live: Integrated Transport Strategy 2018-28.	On Track	Short/Medium/ Long
54	South Melbourne	New small local open space in South Melbourne Activity Centre (near South Melbourne Market)	As part of the development of the South Melbourne structure plan, investigate options to create a new small local open space to provide for residents and workers in this area and fill the gap in the area bounded by Dorcas Street, Clarendon Street, City Road and Ferrars Street. There are opportunities to consider repurposing parts of existing public land adjoining South Melbourne Market.	On Track	Long
55	South Melbourne	New Small Local open space in South Melbourne employment area	As part of the development of the South Melbourne Structure Plan, investigate location options for a new small local open space in the heart of the employment area to fill the gap in the area bounded by Clarendon Street, Dorcas Street, Kings Way and West Gate Freeway. The open space should be located away from major arterial roads and provide a protected and peaceful green open space that encourages people outdoors as a break from work.	On Track	Long
56	South Melbourne	Ludwig Stamer Reserve	Upgrade the play space and surrounding area to improve its condition and play experience, informed by the Playground Safety Audit, and encourage connections to nearby nature strip plantings	On Track	Short
57	South Melbourne	Skinners Adventure Playground	Prepare Adventure Playground Strategy to determine the scope of a future upgrade and consider increased public access.	On Track	Short/Medium
58	South Melbourne	Sol Green Reserve	Upgrade the park and play space to improve the character and quality of facilities, strengthening its role as a local community space. Investigate opportunities to enlarge the reserve through reallocation of road space. Further consultation to occur on removal of car parking	On Track	Short
59	South Melbourne	St Vincent Gardens	Prepare Adventure Playground Strategy to determine the scope of a future upgrade and consider increased public access.	On Track	Short
60	South Melbourne	Eastern Reserve North	Investigate the potential to expand the size of Eastern Reserve North through conversion of part of the adjoining road reserve in conjunction with the current Park Street tram extension. Identify options for the most appropriate design and future use in consultation with the local community. This includes identifying if dog off-leash can continue to be supported in part of the reserve.	On Track	Medium
61	South Melbourne	Iffla Street, Park Street and Montague Street	Plant additional street trees where feasible to increase canopy cover and improve pedestrian amenity	On Track	Medium
62	South Melbourne	Streets in the area bound by Dorcas Street, Park Street, Ferrars Street and Clarendon Street	Plant additional street trees where feasible to increase canopy cover and improve pedestrian amenity	On Track	Medium
63	South Melbourne	South Melbourne Market interfaces and intersections	Investigate opportunities to improve pedestrian safety and priority at the Cecil Street, York Street and Coventry Street intersections and widen footpaths as part of a future masterplan for South Melbourne Market.	On Track	Medium
64	South Melbourne	South Melbourne Activity Centre	Prepare a new South Melbourne Structure Plan, which includes consideration of the new public spaces outlined above and public realm outcomes including changes to tram infrastructure on Clarendon Street and Park Street.	On Track	Medium
65	South Melbourne	City Road / Montague Street intersection	Advocate to the Department of Transport to improve this intersection as part of a green link between the Montague Precinct of Fishermans Bend, Sol Green Reserve and St Vincent Gardens.	On Track	Short/Medium/ Long
66	South Melbourne	Albert Park Reserve	See action 97. In addition, advocate to Parks Victoria to improve local access into the Reserve from Albert Road.	On Track	Short/Medium/ Long
67	South Melbourne	Shrine to Sea Project	See action 105	On Track	Short/Medium
68	South Melbourne	Park Towers Reserve	Advocate to, and partner with Victorian Government to improve access into Park Towers Reserve	On Track	Medium

Attachment 2: PPS - Priority Action Tracker

Action #	Location	Public Space	Project description	PLM Status	PSS Timeline
69	St Kilda Road	Cobden Street Pocket Park	Provide a new gathering place for pedestrians through a shared zone on Kings Place and Millers Lane as well as the new plaza created through partial road closure of Cobden Street. Plaza to include landscaping, tree planting, bike parking, seating and drinking fountains	At Risk	Short
70	St Kilda Road	Bowen Crescent Reserve	Expand the size of Bowen Crescent Reserve by converting existing road reserve to public open space. Prepare a Landscape Concept Plan to guide the future major upgrade to this open space to increase the urban greening including additional grass and garden bed area. Carefully assess the reserve to identify location for sunlight access and place facilities in positions that will receive some sunlight, particularly during winter. The character and facilities are to complement those provided in the expanded South African War Memorial Reserve	On Track	Medium
71	St Kilda Road	Streets in the area bound by Dorcas Street, Park Street, Kings Way and St Kilda Road	Plant additional street trees where feasible to maximise canopy, increase summer shade and improve pedestrian amenity, consistent with the Domain Precinct Public Realm Masterplan	On Track	Medium
72	St Kilda Road	Streets in the area bound by Lorne Street / High Street, Queens Road and Punt Road (excluding Queens Lane and St Kilda Road)	Plant additional street trees to increase canopy cover and improve pedestrian amenity.	On Track	Long
73	St Kilda Road	Albert Park Reserve	See action 97. Advocate to Parks Victoria and Department of Transport to improve access into Albert Park Reserve from Queens Road. This includes improving the existing signalised pedestrian crossing at Lorne Street/ Queens Road, connect the existing footpath network to the trail network in Albert Park Reserve and create a potential new pedestrian crossing over Lakeside Drive.	On Track	Short/Medium/ Long
74	St Kilda Road	Albert Reserve	Advocate to Parks Victoria to remove the fencing to the cricket ground to make this open space accessible to the community and for other fencing to be upgraded to improve visual access to the reserve.	On Track	Short/Medium/ Long
75	St Kilda Road	Albert Road Reserve	Support the expansion and upgrade of this open space by reallocating part of Albert Road to public open space, as proposed by the Victorian Government. Advocate for the inclusion of unstructured recreation facilities in locations with excellent winter sunlight access.	On Track	Short/Medium
76	St Kilda Road	Contributory Public Space	Investigate agreement/s with Wesley College and the Victorian College for the Deaf to enable public access to their open space at restricted times.	On Track	Short/Medium/ Long
77	St Kilda Road	Shrine to Sea project	See action 105. In addition, advocate to State agencies to ensure a seamless connection between Albert Road Reserve and Albert Park Reserve. Consider improvements to path connections, landscaping and amenities	On Track	Short/Medium
78	St Kilda / St Kilda West	Palais Theatre and Luna Park precinct revitalisation	Create a new plaza outside the Palais Theatre through reallocation of part of Lower Esplanade, and control vehicle intrusion outside Luna Park and the Palais Theatre.	On Track	Short
79	St Kilda / St Kilda West	Acland Street Plaza	Increase planting to improve urban heat island effect and control vehicle intrusion.	On Track	Short
80	St Kilda / St Kilda West	St Kilda Pier Landside Extension	Improve cyclist and pedestrian connections, address arrival and access to St Kilda Pier, increase greening and public space, to integrate the foreshore with Parks Victoria's upgrade of St Kilda Pier.	On Track	Short
81	St Kilda / St Kilda West	Pier Road Upgrade	Upgrade Pier Road to improve safety for pedestrians and cyclists, manage traffic and increase greening and public space, to integrate the foreshore with Parks Victoria's upgrade of St Kilda Pier.	On Track	Short/Medium
82	St Kilda / St Kilda West	Rotary Park	New play space to replace the previous facilities removed during the construction of the Stokehouse.	On Track	Short
83	St Kilda / St Kilda West	St Kilda Adventure Playground	Prepare Adventure Playground Strategy to determine the scope of a future upgrade and consider increased public access.	On Track	Short/Medium
84	St Kilda / St Kilda West	St Kilda Botanical Gardens	Upgrade the play space to improve quality and role of this open space, informed by the Playground Safety Audit, Council's Play Space Strategy and park's heritage values.	On Track	Long

Attachment 2: PPS - Priority Action Tracker

Action #	Location	Public Space	Project description	PLM Status	PSS Timeline
85	St Kilda / St Kilda West	Donovans to Marina Reserve connection	Improve foreshore paths to address cycle/pedestrian safety issues and upgrade the seawall between Donovans and Marina Reserve.	At Risk	Short
86	St Kilda / St Kilda West	South Beach Reserve	Redesign for events and beach visitors to better manage the large number of people who use this space, particularly on hot days.	On Track	Long
87	St Kilda / St Kilda West	Blessington Street	Temporary closure of Blessington Street between Peanut Farm and Renfrey Gardens to link the two public spaces.	At Risk	Short
88	St Kilda / St Kilda West	Streets in the area bound by Upper Esplanade, Fitzroy Street, Grey Street and Barkly Street	Plant additional street trees where feasible to increase canopy cover and improve pedestrian amenity	On Track	Long
89	St Kilda / St Kilda West	Streets in the area bound by Upper Esplanade, Marine Parade, Barkly Street and Dickens Street	Plant additional street trees where feasible to increase canopy cover and improve pedestrian amenity	On Track	Long
90	St Kilda / St Kilda West	Fitzroy Street and Acland Street – St Kilda	Prepare new St Kilda Structure Plan, which includes consideration of public spaces and public realm outcomes in St Kilda. Investigate options to encourage activation of the commercial interface along Chaucer Street and improve pedestrian links and access between Acland Street and Peanut Farm Reserve.	On Track	Medium/Long
91	St Kilda / St Kilda West	Albert Park Reserve	See action 97. In addition, advocate to Parks Victoria to provide improved neighbourhood level open-space facilities to encourage unstructured recreation and social connectedness east of Lakeside Drive. Improve paths west of Lakeside Drive, retaining the existing mature trees and the natural features as a contrast to the urban character of the wide pavements on the south side of Fitzroy Street	On Track	Short
92	St Kilda / St Kilda West	Shakespeare Grove drain upgrade (Brookes Jetty)	Work with Melbourne Water to gain community outcomes through the Shakespeare Grove drain upgrade.	On Track	Short
93	St Kilda / St Kilda West	St Kilda Foreshore	See action 101.	On Track	Short/Medium
94	St Kilda / St Kilda West	Fitzroy Street, between Princes Street and Grey Street / Canterbury Road	Advocate to Department of Transport for a mid-block pedestrian crossing over Fitzroy Street as part of a future tram stop upgrade to improve access to Albert Park Reserve.	On Track	Short/Medium
95	St Kilda / St Kilda West	St Kilda Marina	Require the future redevelopment of the St Kilda Marina to provide increased publicly accessible open space, including a new civic plaza and additional greening. Also see action 101.	On Track	Short/Medium/Long
96	St Kilda / St Kilda West	St Kilda Pier	Continue to work with Parks Victoria regarding the future replacement of the St Kilda Pier to ensure quality environmental public realm and visitor outcomes. Also see action 101	On Track	Short/Medium
97	Municipality-wide	Albert Park Reserve	Advocate to Parks Victoria for the implementation of the Albert Park Reserve Masterplan.	On Track	Short
98	Municipality-Wide	Elwood Canal and Elster Creek	Continue partnership with Melbourne Water and other Council to enhance Elster Creek.	On Track	Medium
99	Municipality-wide	Developer delivered public open space	Advocate to developers to provide public open space as part of their development.	On Track	Short/Medium/Long
100	Municipality-wide	Foreshore climate change	Advocate for the preparation and implementation a coordinated plan to manage the impacts of climate change along the foreshore.	On Track	Medium
101	Municipality-wide	Foreshore key infrastructure projects	Leverage opportunities and advocate for high-quality public space outcomes associated with key infrastructure projects on the foreshore (such as Waterfront Place/Station Pier, St Kilda Pier, St Kilda Marina) and connecting to the foreshore (such as Shrine2Sea)	On Track	Short

Attachment 2: PPS - Priority Action Tracker

Action #	Location	Public Space	Project description	PLM Status	PSS Timeline
102	Municipality-wide	Fishermens Bend	Ensure the Fishermans Bend Framework and Precinct Implementation Plans for Montague and Sandridge/Wirraway maximise public space outcomes for the current and future Port Phillip community.	On Track	Short
103	Municipality-Wide	Open Space Strategy for Metropolitan Melbourne 2021	Partner with the Victorian Government to implement the Open Space Strategy for Metropolitan Melbourne 2021 and the management of Crown land.	On Track	Medium
104	Municipality-wide	School grounds	Advocate to the Department of Education for the funding of additional open space to support new schools, particularly vertical schools; and to facilitate the use of school facilities (for example ovals and outdoor multi-purpose courts) outside of school hours	On Track	Medium
105	Municipality-wide	Shrine to Sea	Support the Victorian Government in a masterplan for the Shrine to Sea corridor. Also see action 101	On Track	Short
106	Municipality-wide	Foreshore Management Plan	Update Council's Foreshore Management Plan and develop a Coastal Adaptation Plan to align with this strategy and relevant coastal management legislation, including Marine and Coastal Act 2018, Coastal Management Guidelines 2020 and Victoria's Resilient Coast – Adapting for 2100+.	At Risk	Short
107	Municipality-wide	Play Space Strategy	Update the Play Space Strategy 2011 to set the vision, policy context and framework for future development of play spaces and prioritise play spaces for upgrade and renewal in the City.	On Track	Short/Medium/Long
108	Municipality-wide	Getting our Community Active: Sport and Recreation Strategy 2015-2024	Renew the Getting our Community Active: Sport and Recreation Strategy 2015-2024 to be consistent with the actions in this strategy where appropriate.	On Track	Short
109	Municipality-wide	Greening Port Phillip – An Urban Forest Approach	Update Greening Port Phillip – An Urban Forest Approach 2010 and the Greening Port Phillip street tree planting program 2017-22 to reprioritise key actions based on this strategy and other Council commitments.	On Track	Short
110	Municipality-wide	Open Space Water Management Plan	Supersede the Open Space Water Management Plan 2010 with a new irrigation strategy to guide decision-making on optimising potable water use for irrigation in our parks, gardens and reserves and for trees. Plan and deliver projects that increase use of non-potable water to guide decision-making on optimising potable water use for irrigation in our parks, gardens and reserves and for trees. Plan and deliver projects that increase use of non-potable water.	At Risk	Short
111	Municipality-wide	Universal Design Guideline	Develop a Universal Design guideline to assist Council decision-making on the design and management of public spaces.	At Risk	Short
112	Municipality-wide	Shared Use of Public Open Space Guideline	Prepare an overarching framework to support Council in managing the shared use of public open space, including, but not limited to, formal and informal sport and recreation, commercial uses, festivals, events and activations, dogs, community gardens and public space infrastructure.	At Risk	Short
113	Municipality-wide	School Use of Public Open Space Guideline	Prepare a guideline to support school use of public open space, whilst maintaining access and equity for all public space users.	On Track	Short
114	Municipality-wide	Nature Strip Guidelines	Update Council's Nature Strip Guidelines to be consistent with this strategy and support the use of nature strips for enhanced biodiversity and greening	On Track	Short
115	Municipality-wide	Public Art and Monuments in Public Space	Develop guidelines for locating public art and memorials in public space.	At Risk	Short
116	Municipality-wide	Land Acquisition and Road Discontinuance Strategy	Prepare a Land Acquisition and Road Discontinuance Strategy, which will inform temporary and permanent road closure projects.	On Track	Short
117	Municipality-wide	Dogs Off-Leash Guideline	Investigate opportunities for new dog off-leash areas and review permitted times in all existing public open spaces including beaches	On Track	Short
118	Municipality-wide	Laneway Community Garden Guidelines	Prepare guidelines to assist Council decision making on supporting the use of laneways for gardening by the community.	At Risk	Short



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

MEETING OF THE PORT PHILLIP CITY COUNCIL

3 JULY 2024



13.1 CIVIC AND COMMUNITY FLAG PROTOCOL

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

PREPARED BY: MITCHELL GILLET, 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 LGBTIQA+ Action Plan recommends the flying of LGBTIQA+ pride flags from council's community flagpoles on LGBTIQA+ 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  [Download](#)

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



Civic and Community Flag Protocol

Policy outcome	To ensure clear guidance on the flying of civic flags in line with Federal and State government directives as well as the flying of other flags agreed by Council. The Protocol will serve as an instrument to eliminate uncertainty in the flying of flags at Council premises and will be a source of good guidance for Council Officers and the community.
Responsible area	Governance
Version	Two
Date approved/adopted	TBA
Planned review date	Full protocol review: 2028

1. Purpose

This protocol guides the flying of flags on Council controlled civic and community flagpoles within the City of Port Phillip and applies to the Australian National Flag, other official civic flags and community flags.

The Department of the Prime Minister and Cabinet releases flag notifications for special occasions or occasions when flags should be flown at half-mast and publishes a booklet for the guidance of flying the Australian National Flag.

This protocol also includes guidance on town hall façade illumination.

2. Scope

The scope of this protocol covers all staff, contractors or volunteers who manage the display of flags on Council controlled flagpoles on behalf of the City of Port Phillip.

The scope also includes the illumination of the façade at the St Kilda, Port Melbourne and South Melbourne town halls.

3. Protocol

Australian National Flag

When flown in Australia or on Australian territory, the Australian National Flag should always be flown in the position of honour.

Any person may fly the Australian National Flag; the flag should be treated with the respect and dignity it deserves as the nation's most important national symbol.

City of Port Phillip Civic and Community Flag Protocol



The Australian National Flag will be flown at council offices on all business days during normal working hours and shall take precedence over all other flags. When flown alongside other official flags, the flag should not be flown in a position inferior to that of any other flag or ensign.

Aboriginal & Torres Strait Islander Flag

The Aboriginal and Torres Strait Islander Flags will be flown from Council controlled flagpoles, where available, throughout the year in recognition of Aboriginal people as the Traditional Owners of the land on which the City of Port Phillip is located.

Flag Locations

Flags will be at the following Council controlled locations:

- Port Melbourne Town Hall
- South Melbourne Town Hall
- St Kilda Town Hall
- Alfred Square

Each location has a differing number of flagpoles and, as a standard, will fly the following flags during business hours:

Table 1: Location and number of flagpoles

Location	Flagpoles	Flags Flown
Port Melbourne Town Hall	1x civic masthead flagpole 1x civic/community flagpole	Australian National Flag (3600 x 1800) Australian Aboriginal Flag (1800 x 900)
South Melbourne Town Hall	2x civic ground level flagpoles 1x community flagpole	Australian National Flag (1800 x 900) Australian Aboriginal Flag (1800 x 900) City of Port Phillip Flag (1800 x 900)
St Kilda Town Hall	1x civic masthead flagpole 2x civic ground level flagpoles 1x community flagpole	Australian National Flag (3600 x 1800) Australian Aboriginal Flag (1800 x 900) Torres Strait Islander Flag (1800 x 900) City of Port Phillip Flag (1800 x 900)
Alfred Square – St Kilda	3x civic flagpoles	Australian National Flag (3600 x 1800) Australian Aboriginal Flag (1800 x 900) Torres Strait Islander Flag (1800 x 900)

City of Port Phillip Civic and Community Flag Protocol



Standard and Replacement of Flags

The flags set-out in Table 1 will be replaced annually on the Monday preceding 25 April. The Australian National Flag and other official flags should always be of fully sewn quality. Flags that fly on community flagpoles can either be fully sewn or printed.

Should a request to replace civic flags be received either internally or by community member before the annual replacement date, the Coordinator Councillor and Executive Support will review and action the request.

Flying Flags at Half-mast

The Department of the Prime Minister and Cabinet is responsible for notifying organisations when the Australian National Flag is to be flown at half-mast.

Notifications from the Department of Prime Minister and Cabinet are mandatory and must be followed.

The Department of Premier and Cabinet (DPC) is responsible for notifying Victorian organisations when there is an instruction to fly the Australian National Flag at half-mast that is specific to Victoria. Council reserves the right to not to follow this instruction given the number of notifications received and the logistics and costs associated with half-masting.

A flag should not be flown at half-mast at night, whether or not the flag is illuminated, unless direction to half-mast the flag for an extended period of time has been issued.

All civic flags flying from Council controlled flagpoles will be flown at half-mast according to the below schedule, in line with Federal protocol:

Table 2: Half-masting schedule

Date/Occasion	Instruction
Anzac Day – 25 April	All flags flown at half-mast until noon.
Remembrance Day – 11 November	All flags flown at half-mast until 11:02am.

Flying Aboriginal and Torres Strait Islander Flags at Half-mast

A request (either internally or externally) to fly the Aboriginal Flag and/or Torres Strait Islander flags at half-mast (that is not a Commonwealth or State Government directive) to recognise the passing of a member of the First Nations community must be made in writing to the EM Governance & Organisational Performance no later than 24 hours (faith dependent) prior to the requirement for the flag to be lowered.

City of Port Phillip Civic and Community Flag Protocol



The EM Governance & Organisational Performance will generally take into consideration the deceased persons standing within the community and their contribution to provide a positive impact on the lives of others.

The EM Governance & Organisational Performance will consult with First Peoples staff and the Mayor before making their final decision.

Flying Flags from St Kilda Town Hall Masthead Flagpole

In recognition of Aboriginal people as the Traditional Owners of the land on which the City of Port Phillip is located as well as a significant LGBTIQA+ community presence within the City, the Australian National Flag will be displaced from the masthead flagpole at St Kilda Town Hall (SKTH) at the following times throughout the year only:

Table 3: SKTH masthead flag schedule

Date/Occasion	Flag
The week leading up to Pride March along Fitzroy St (usually the first week of February) and taken down the day following Pride March.	Rainbow Pride Flag (either traditional rainbow pride flag, inclusive rainbow pride flag or progressive inclusive rainbow pride flag).
National Sorry Day and Reconciliation Week: 26 May – 3 June	Australian Aboriginal Flag
NAIDOC Week: 2 – 9 July (dates may vary)	Australian Aboriginal Flag

When the Australian National Flag is displaced from the masthead flagpole at the SKTH, the Australian National Flag shall be flown from the far left, ground level civic flagpole, alongside either the Australian Aboriginal Flag or Torres Strait Islander Flag.

The City of Port Phillip acknowledges that the displacement of the Australian National Flag from the masthead flagpole at SKTH departs from the Federal Flag Protocol as issued by the Department of Prime Minister and Cabinet (that is, not flying in a place of prominence above all other flags and ensigns). Council acknowledges that contemporary and effective Policy must align with community expectations and community feedback will be reviewed as required to ensure this policy remains current.

Community Flagpoles

There are three community flagpoles controlled by the City of Port Phillip, one at each town hall. The City of Port Phillip flag will be flown from the community flagpole at SKTH and South

City of Port Phillip Civic and Community Flag Protocol



Melbourne Town Hall on every day of the year unless otherwise stipulated in the Community Flagpole Schedule (appendix A).

As there is only one ground-level civic/community flagpole at Port Melbourne town hall, the Australian Aboriginal Flag will be flown from the community flagpole at this location everyday of the year unless otherwise stipulated in the Community Flagpole Schedule (appendix A).

The Community Flagpole Schedule is subject to amendment as required to respond Council's requirement to add days of significance (subject to EM Governance & Organisational Performance and Mayoral approval) which may not already be listed in the schedule.

Community Flagpole Requests

Applications by community organisations to fly flags other than those listed in the Community Flagpole Schedule will be considered on a case-by-case basis by the Coordinator Councillor and Executive Support in line with the Community Flagpole and Illumination Scheme.

Based on the merit of the application, a recommendation will be provided to the EM Governance & Organisational Performance who will have final approval.

Port Phillip professional sporting clubs who win their respective competition finals can request to have their club's flag flown on the flagpole nearest their club's location.

Any request will need to consider the available space and competing issues at the time of the request. The decision to approve or reject any application will be final.

Flying the City of Port Phillip Flag at Half-mast

A request to fly the City of Port Phillip flag at half-mast on the day of a funeral is to be made in writing to the Chief Executive Officer no later than 24 hours (faith dependent) prior to the requirement for the flag to be lowered.

The EM Governance & Organisational Performance will generally take into consideration the persons contribution to the Port Phillip local community, their positive impact on the lives of others and their contribution to make the City of Port Phillip a better place to live.

The EM Governance & Organisational Performance will consult with the Mayor before making their final decision.

Requests will not be approved where the flying of the flag may cause offence to sectors of the community or if highlighting an issue, cause or group would be inconsistent with Council's values and commitment to inclusiveness.

Where requests have been approved, the Coordinator Councillor and Executive Support will inform Councillors and ASSIST as to the reason for the half-masting.

Visits By International Dignitaries

City of Port Phillip Civic and Community Flag Protocol



If an international dignitary (such as the Mayor of a foreign city) visits SKTH for an official engagement, Council will endeavour to fly, where practicable, the flag of the dignitaries' home country from the community flagpole at SKTH.

Town Hall Façade Illumination

The SKTH is fitted with coloured, programmable façade lighting (operational from July 2024). As a standard, the SKTH façade will be illuminated in a warm white colour (colour setting to be documented here once lighting installed and colour confirmed).

Council will follow façade illumination notifications for the SKTH which are issued by the Department of Premier and Cabinet.

Internal requests to illuminate the SKTH façade in a particular colour/colours to represent a cause (e.g. rainbow colours for LGBTIQ+ pride events) will be approved by Executive Manager Governance & Organisational Performance (or their delegate), in consultation with the Mayor. Illumination requests should allow for sufficient time for the requested colour/colours to be programmed.

The Port Melbourne town hall and South Melbourne town hall are not fitted with permanent façade lighting infrastructure (for coloured, programable lighting).

Town Hall Façade Illumination Requests

External requests may be received to illuminate the façade of a Council town hall building in certain colours to mark days of significance, for example, 'International Day for the Elimination of Violence against Women'. The façade will be illuminated for 48 hours or two (2) periods of dusk - midnight.

Based on the merit of the application, a recommendation will be provided to the Executive Manager Governance & Organisational Performance (or their delegate), who will consult with the Mayor, before making their final decision.

Should a request from a third-party organisation to illuminate the Port Melbourne or South Melbourne town hall be approved, the cost of hiring temporary lighting, and all associated costs, will be the responsibility of the requestor. Council does not have a budget allocation for the hire of temporary lighting infrastructure and will not be responsible for any façade illumination costs.

Council accepts no responsibility for the care and maintenance of temporary lighting and any agreement to hire temporary lighting for the purpose of lighting a town hall façade is strictly between the applicant and the temporary lighting hirer.

There are no costs associated with a request to illuminate the SKTH façade.

City of Port Phillip Civic and Community Flag Protocol



As any approval will need to consider competing issues, the decision to approve or reject any application will be final.

Banners

Council recognises the display of banners, affixed to the façade of a town hall, as another way to observe days of significance or celebrate achievements within the community.

Internal requests to erect a banner on a town hall facade must be approved by Executive Manager Governance & Organisational Performance (or their delegate), in consultation with the Mayor.

Banner Display Requests

Applications by community organisations to display banners on a town hall façade will be considered on a case-by-case basis by the Coordinator Councillor and Executive Support in line with the Community Flagpole and Illumination Scheme.

Based on the merit of the application, a recommendation will be provided to the EM Governance & Organisational Performance (or their delegate) who will consult with the Mayor before making their decision.

Any request will need to consider the available space and competing issues at the time of the request. The decision to approve or reject any application will be final.

Where an application is approved, officers will coordinate with council contractors to facilitate the display of the banner. Council will bear the contractor costs for the erection and removal of a banner that is approved for display.

Banners may be displayed for up to two weeks.

Governance

Where a request, or recommendation, is made to half-mast the Australian National Flag that is not a Commonwealth or State Government directive, the EM Governance & Organisational Performance will consider the request and will consult with the Mayor.

When a request has been received from the community for a specific flag to be flown that is not prescribed within the schedule, Coordinator Councillor and Executive Support will undertake a review as far as reasonably practicable on the background of the organisation / flag and make a recommendation to the EM Governance & Organisational Performance.

Where a request has been received to half-mast the City of Port Phillip flag in recognition of a community member who has passed, Coordinator Councillor and Executive Support will take all reasonable steps to research the background of the person to ensure that they are of good character and positive standing within the community. This will not extend to police check or

City of Port Phillip Civic and Community Flag Protocol



other such formal checks but will encompass open-source research such as Google internet searches.

Table 4: Requests and approvals

Request	Approvals
Half-mast Aboriginal or Torres Strait Islands Flag (not a Commonwealth or State Government directive)	EM Governance & Organisational Performance in consultation with First Peoples staff and the Mayor.
Half-mast City of Port Phillip Flag.	EM Governance & Organisational Performance in consultation with the Mayor. Research and recommendation provided by Coordinator Councillor and Executive Support.
Community flagpole request (i.e. flying a flag not prescribed in the Community Flagpole Schedule).	EM Governance & Organisational Performance. Research and recommendation provided by Coordinator Councillor and Executive Support.
Department Premier and Cabinet façade illumination notification (optional).	EM Governance & Organisational Performance in consultation with the Mayor.
Community façade illumination request.	EM Governance & Organisational Performance in consultation with the Mayor.
Display of a banner on the façade of a town hall.	EM Governance & Organisational Performance in consultation with the Mayor. Research and recommendation provided by Coordinator Councillor and Executive Support.

City of Port Phillip Civic and Community Flag Protocol



4. Supplementary policy documents

Appendix A – Community Flagpole Schedule

5. Related legislation and documents

Child Safe

The City of Port Phillip is a Child Safe organisation and has a legal and moral responsibility to understand and activate their role in preventing, detecting, responding and reporting any Child Safety concerns. Council has zero tolerance for child abuse and is actively committed to embedding a culture of safety, wellbeing and inclusion for children and young people.

Consideration has been given to the Child Safe Standards in the development of this policy.

Gender Equality

Under the *Gender Equality Act 2020*, Council has a positive duty to advance gender equality in our organisation and our community.

Through the development of this policy, Council have assessed any impacts for people of different genders (women/girls, men/boys and people who are gender diverse). While gender impact assessment starts with gender, it also has considered impacts of other social factors such as age, Aboriginality, race, religion, (dis)ability, sexual orientation and socio-economic status.

Other

- Flags Act 1953 (Cmmnwth)
- Australian Flags Booklet (Dept Prime Minister & Cabinet)
- City of Port Phillip Community Flagpole and Illumination Scheme (2024)

City of Port Phillip Civic and Community Flag Protocol



6. Document history

Version	Date of approval/adoption	Changes made	ECM record
Two	2024	<ul style="list-style-type: none"> - Inclusion of 'Purpose' and 'Scope'. - Inclusion of number of flagpoles and their location. - Inclusion of standard and replacement of flags - Inclusion half-masting schedule. - Inclusion of masthead flag schedule. - Inclusion of community flagpoles and community flagpole requests. - Inclusion of 'Visits by international dignitaries'. - Inclusion of town hall façade illumination and façade illumination requests. - Inclusion of banner display and banner display requests. - Inclusion of Governance process. - Inclusion of Community Flagpole Schedule. - Inclusion of St Kilda Town Hall Façade Illumination Schedule 	
One	2004	N/A	TBA

City of Port Phillip Civic and Community Flag Protocol



Appendix 1 – Community Flagpole Schedule

Date	Significance	Flag	Comments
Week leading up to, and including, Pride March (date fluid and will vary annually)	Melbourne Midsumma Festival – Pride March	Inclusive Progressive Rainbow Pride Flag	Flown at all three locations (PMTH, SMTH, SKTH).
25 March	Greek Independence Day	Greek National Flag	Flown at PMTH.
31 March	Transgender Visibility Day	Transgender Flag	Flown at SKTH.
26 April	Lesbian Visibility Day	Lesbian Pride Flag	Flown at SKTH.
17 May	International Day against Homophobia, Biphobia, and Transphobia	Inclusive Progressive Rainbow Pride Flag	Flown at all three locations (PMTH, SMTH, SKTH)
Last Friday in August	'Wear it Purple' Day	Inclusive Progressive Rainbow Pride Flag	Flown at all three locations (PMTH, SMTH, SKTH).
Last Weekend in September (only IF prescribed teams make AFL Grand Final)	AFL Grand Final	St Kilda FC Flag Sydney Swans (South Melbourne FC) Flag	Flown at SKTH. Flown at SMTH.
11 October	National Coming Out Day	Inclusive Progressive Rainbow Pride Flag	Flown at SKTH.
24 October	United Nations Day	United Nations Flag	Flown at all three locations (PMTH, SMTH, SKTH).
26 October	Intersex Awareness Day	Intersex Pride Flag	Flown at SKTH.
20 November	Annual Transgender Day of Remembrance	Transgender Flag	Flown at SKTH.
25 November – 10 December	16 Days of Activism Against Gender Based Violence	Orange 'RESPECT' flag.	Flown at all three locations (PMTH, SMTH, SKTH).
1 December	World AIDS Day	Inclusive Progressive Rainbow Pride Flag / Red Ribbon Flag	Flown at SKTH.
3 December	International Day of People with Disabilities (IDPWD)	IDPWD Flag	Flown at SKTH And PMTH (only 2x IDPWD flags in stock).

City of Port Phillip Civic and Community Flag Protocol



December (date TBA) (only IF prescribed teams make AFLW Grand Final)	AFLW Grand Final	St Kilda FC Flag Sydney Swans (South Melbourne FC) Flag	Flown at SKTH. Flown at SMTH.
---	---------------------	--	----------------------------------

City of Port Phillip Civic and Community Flag Protocol



Appendix 2 – St Kilda Town Hall Façade Illumination Schedule

Date	Significance	Colour
Week leading up to, and including, Pride March (date fluid and will vary annually)	Melbourne Midsumma Festival – Pride March	Rainbow
8 - 9 March	International Women's Day	Purple
16 - 17 March	St Patricks Day	Green
16 - 17 May	IDAHOBIT Day	Rainbow
25 May - 3 June	National Sorry Day and Reconciliation week	Red, Yellow
2 - 9 July	NAIDOC Week	Red, Yellow
27 - 28 August	Wear it Purple Day	Purple
28 – 29 September	Police Remembrance Day	Dark blue, light blue
25 – 26 November	International Day for the Elimination of Violence against Women	Orange



Community Flagpole and Illumination Scheme 2024



Please consider
the environment
before printing



Consider carefully how
the information in this
document is transmitted

Community Flagpole and Illumination Scheme 2024

Responsible role

Coordinator Councillor and Executive Support

Authorising role

Executive Manager Governance and Organisational Performance

Approval date

TBC

Approved by

Council

Full review date

June 2028

Version number

Version 2

Community Flagpole and Illumination Scheme 2024

Table of Contents

Purpose 4

Location scpoe 4

Scheme scope..... 4

Eligibility criteria..... 5

Assessment criteria..... 5

Access and equity principles..... 5

Conditions of Scheme 5

Exclusions..... 6

Application process..... 6

Relevant policy, regulation, or legislation..... 6

Community Flagpole and Illumination Scheme 2024

Purpose

The aim of this scheme is to provide council and the community with guidance on access to council's community flagpoles and illumination of council's three town hall facades. Council recognises that flags and façade illumination can provide opportunities to celebrate days/causes/achievements that are significant to the Port Phillip community.

These guidelines also outline the process for displaying banners at Council's three town halls.

Location scope

Community flagpoles are available to book at all three Council town halls.

- Port Melbourne Town Hall
- St Kilda Town Hall
- South Melbourne Town Hall

Permanent façade lighting is available at St Kilda Town Hall and façade illumination can be requested at this site.

Requests to illuminate the Port Melbourne Town Hall and South Melbourne Town Hall will also be considered however these sites do not have permanent façade lighting.

Should a request to illuminate the Port Melbourne or South Melbourne town hall be approved, the cost of hiring temporary lighting, and all associated costs, will be the responsibility of the requestor. Council does not have an allocated budget for façade illumination and will not be responsible for any façade illumination costs at these sites.

Scheme scope

Flags

- Applicants will be able to request a space on a community flagpole at one or all three of Council's town halls for a maximum of 48 hours.
- Applications can only be submitted for the calendar year advertised, recurring bookings are not accepted.
- Council officers will be responsible for the flag being raised and returned.
- Council will not hold onto flags on behalf of a community organization and accepts no responsibility for looking after a flag if it becomes lost or misplaced if not collected within five (5) working days once flown.

Illumination

- Applicants will be able to request the illumination of the St Kilda Town Hall for 48 hours or two (2) periods of dusk – midnight on a particular date.
- Applications can only be submitted for the calendar year advertised, recurring bookings are not accepted.
- Council officers will be responsible for the illumination of the St Kilda Town Hall Façade in the requested colour/colours.
- Applications to illuminate the façade of the Port Melbourne and South Melbourne Town Halls will also be considered.
- The cost of illuminating the Port Melbourne and South Melbourne Town Halls and all associated costs will be the responsibility of the requestor.
- Council accepts no responsibility for the care and maintenance of temporary lighting and any agreement to hire temporary lighting for the purpose of illuminating a town hall façade is

Community Flagpole and Illumination Scheme 2024

strictly between the applicant and the temporary lighting hirer.

Banners

- Applicants will be able to request a space to display a banner at one or all of Council's town halls for a maximum of 48 hours.
- Council's town halls may be used to display banners to promote significant events, promote council initiatives, celebrate a sporting team win or other occasion that is of significant community interest.
- Applications can only be submitted for the calendar year advertised, recurring bookings are not accepted.
- Council officers will be responsible for the banner being erected, taken down and returned.
- Council will not hold onto banners on behalf of a community organisation and accepts no responsibility for looking after a banner if it becomes lost or misplaced if not collected within five (5) working days once taken down.

Eligibility criteria

To be eligible for the Community Flagpole Scheme applicants must be:

1. a 'Not for Profit' community group, organisation, club or school; and
2. reside / operate within the City of Port Phillip.

Assessment criteria

All applicants will be assessed against the following criteria:

1. Relevance and significance to the City of Port Phillip municipality and/or the former cities of St Kilda, Port Melbourne and South Melbourne; or
2. International, national, state or locally recognised events/days of significance.

Access & equity principles

- If more than one community application is received for the same day, priority will be given to the first application received.
- Flags must be in good condition (i.e., not faded, frayed, or torn) and measure 1800mm wide and 900mm high.
- Banners must be in a good condition (i.e., not faded or torn).
- The positioning of a banner on the exterior of a town hall will be dependent on the size of banner on the feasibility of being able to attach the banner to the building safely.

Conditions of scheme

- Applications are considered subject to availability.
- Council reserves the right to display flags and banners and illuminate town hall facades as its discretion, in line with community expectations.
- Council reserves the right to propose alternative arrangements to applicants in order to achieve a better overall outcome in line with the City of Port Phillip Civic and Community Flag Protocol.
- Council reserves the right to remove a flag/banner/temporary lighting if the guidelines are deemed to have been violated.
- Any damage to a flag/banner/temporary lighting due to storm events, vandalism or otherwise will be the sole responsibility of the applicant.
- Applicant must provide all flag/banner to the Council to be flown and must collect the

Community Flagpole and Illumination Scheme 2024

flag/banner from Council offices once it has been flown.

Exclusions

- Commercial, corporate, or political party flags or banners will not be considered.
- Any flag or banner that may expose Council to adverse criticism.
- Any flag or banner that conveys a message or image that is not in line with community expectations or may be considered offensive by the general community.
- The decision by Executive Manager Governance and Organisational Performance to reject a flag, illumination or banner request is final.

Application process

- Applications to the Community Flagpole and Banner Scheme will be open year-round.
- Applications are to be made online via Council's website. Hard-copy forms will be available at ASSIST service counters.
- Applications will be administered and initially assessed by Coordinator Councillor and Executive Support.
- Executive Manager Governance and Organisational Performance will have delegated authority to approve or reject all flag, illumination and banner applications.
- Applicants will receive notification of the outcome within ten (10) business days of application.

Relevant policy, regulation, or legislation

- Flags Act 1953 (Cmmnwth)
- Flag Notification and protocol (Dept Premier & Cabinet -Vic)
- Australian Flags Booklet (Dept Prime Minister & Cabinet).
- City of Port Phillip Civic and Community Flag Protocol

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 
[↓](#)

Informal Meeting of Councillors						
Name of meeting:	Council Briefing					
Date and Time:	Date: 8/05/2024			Time: 6pm		
Meeting conducted via:	In Person					
Councillors present: <i>Please mark <input checked="" type="checkbox"/> the Councillors present</i>	Cr Baxter	In person <input checked="" type="checkbox"/>	Virtual <input type="checkbox"/>	Cr Martin	In person <input checked="" type="checkbox"/>	Virtual <input type="checkbox"/>
	Cr Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Nyaguy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Clark	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Pearl	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Crawford	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cr Sirakoff	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Cr Cunsolo	<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 checked="" type="checkbox"/> Tarnya McKenzie <input type="checkbox"/> Claire Stevens <input type="checkbox"/> Lachlan Johnson <input type="checkbox"/> Joanne McNeill Other Staff: Dana Pritchard, Jennifer Witheridge					
Matters considered:	<ul style="list-style-type: none"> Draft urban forest strategy, targets and actions 					
Conflict of Interest Disclosures A Conflict of Interest Disclosure form MUST be completed by members of Council staff						
Name	Subject / Matter				Left the Meeting?	

Name of Officer submitting form: Jennifer Witheridge

Informal Meeting of Councillors						
Name of meeting:	Parking Street Streetscape Improvement Project and Road Construction					
Date and Time:	Date: 15/05/2024			Time: 6 pm		
Meeting conducted via:	Hybrid (MS Teams/In Person)					
Councillors present: <i>Please mark <input checked="" type="checkbox"/> the Councillors present</i>	Cr Baxter	In person <input type="checkbox"/>	Virtual <input type="checkbox"/>	Cr Martin	In person <input checked="" type="checkbox"/>	Virtual <input type="checkbox"/>
	Cr Bond	<input type="checkbox"/>	<input type="checkbox"/>	Cr Nyaguy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Clark	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Pearl	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Crawford	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Sirakoff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Cunsolo	<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"/> Tarnya McKenzie <input type="checkbox"/> Claire Stevens <input type="checkbox"/> Lachlan Johnson <input type="checkbox"/> Joanne McNeill Other Staff: David MacNish, Chris Tsiafidis, Atilio Numa					
Matters considered:	<ul style="list-style-type: none"> • If signal changes could be avoided to reduce cost increases. Officers advised these were required to deliver the streetscape project. • Some councillors believed there was still merit in the project. • The extent of works involved in the road resheeting and the need to undertake this regardless of streetscape improvement project was highlighted. 					
Conflict of Interest Disclosures A Conflict of Interest Disclosure form MUST be completed by members of Council staff						
Name	Subject / Matter				Left the Meeting?	

Name of Officer submitting form: Chris Tsiafidis

Informal Meeting of Councillors						
Name of meeting:	Budget 2024/25 – Workshop 4					
Date and Time:	Date: 29/05/2024			Time: 5pm		
Meeting conducted via:	Hybrid (MS Teams/In Person)					
Councillors present: <i>Please mark <input checked="" type="checkbox"/> the Councillors present</i>	Cr Baxter	In person <input checked="" type="checkbox"/>	Virtual <input type="checkbox"/>	Cr Martin	In person <input checked="" type="checkbox"/>	Virtual <input type="checkbox"/>
	Cr Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Nyaguy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Clark	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Pearl	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Crawford	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cr Sirakoff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Cunsolo	<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"/> Tarnya McKenzie <input checked="" type="checkbox"/> Claire Stevens <input checked="" type="checkbox"/> Lachlan Johnson <input checked="" type="checkbox"/> Joanne McNeill Other Staff: Peter Liu / Spyros Karamesinis / Jacky Bailey / Ange Dooley					
Matters considered:	<ul style="list-style-type: none"> Budget Workshop 4 (29 May) 					
Conflict of Interest Disclosures A Conflict of Interest Disclosure form MUST be completed by members of Council staff						
Name	Subject / Matter				Left the Meeting?	

Name of Officer submitting form: Spyros Karamesinis

Informal Meeting of Councillors						
Name of meeting:	COT/ELT					
Date and Time:	Date: 5/06/2024				Time:	
Meeting conducted via:	Choose an item.					
Councillors present: <i>Please mark <input checked="" type="checkbox"/> the Councillors present</i>	Cr Baxter	In person <input type="checkbox"/>	Virtual <input type="checkbox"/>	Cr Martin	In person <input checked="" type="checkbox"/>	Virtual <input type="checkbox"/>
	Cr Bond	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cr Nyaguy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Clark	<input type="checkbox"/>	<input type="checkbox"/>	Cr Pearl	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Cr Crawford	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Sirakoff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Cunsolo	<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 checked="" type="checkbox"/> Tarnya McKenzie <input checked="" type="checkbox"/> Claire Stevens <input checked="" type="checkbox"/> Lachlan Johnson <input checked="" type="checkbox"/> Joanne McNeill Other Staff: Lauren Bialkower					
Matters considered:	<ul style="list-style-type: none"> • Parking • Tree trimming • Shrine to Sea • Post office closure • Bricks in lane in Balaclava • Briefing schedule • Electric Vehicles • Opening of JL Talbot basketball court • LGPro Team • HomesVic meeting • Citizenship ceremony update • SECCA membership update • Fishermans Bend • Bubup Nairn • Vineyard 					
Conflict of Interest Disclosures A Conflict of Interest Disclosure form MUST be completed by members of Council staff						
Name	Subject / Matter				Left the Meeting?	

Name of Officer submitting form: Joanne McNeill

Informal Meeting of Councillors						
Name of meeting:	Eastern Reserve Dog Park					
Date and Time:	Date: 05/06/2024			Time: 5.45pm		
Meeting conducted via:	Hybrid (MS Teams/In Person)					
Councillors present: <i>Please mark <input checked="" type="checkbox"/> the Councillors present</i>	Cr Baxter	In person <input checked="" type="checkbox"/>	Virtual <input type="checkbox"/>	Cr Martin	In person <input checked="" type="checkbox"/>	Virtual <input type="checkbox"/>
	Cr Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Nyaguy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Clark	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cr Pearl	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Crawford	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Sirakoff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Cunsolo	<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 checked="" type="checkbox"/> Tarnya McKenzie <input type="checkbox"/> Claire Stevens <input type="checkbox"/> Lachlan Johnson <input type="checkbox"/> Joanne McNeill Other Staff: Claire Ulcoq, Dana Pritchard					
Matters considered:	Councillor briefing on the future of the Eastern Reserve North fenced dog off-leash area.					
Conflict of Interest Disclosures A Conflict of Interest Disclosure form MUST be completed by members of Council staff						
Name	Subject / Matter				Left the Meeting?	

Name of Officer submitting form: Dana Pritchard

Informal Meeting of Councillors						
Name of meeting:	Final Dog Off-Leash Guideline					
Date and Time:	Date: 05/06/2024			Time: 5.30pm		
Meeting conducted via:	Hybrid (MS Teams/In Person)					
Councillors present: <i>Please mark <input checked="" type="checkbox"/> the Councillors present</i>	Cr Baxter	In person <input checked="" type="checkbox"/>	Virtual <input type="checkbox"/>	Cr Martin	In person <input checked="" type="checkbox"/>	Virtual <input type="checkbox"/>
	Cr Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Nyaguy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Clark	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cr Pearl	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Crawford	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Sirakoff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Cunsolo	<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 checked="" type="checkbox"/> Tarnya McKenzie <input type="checkbox"/> Claire Stevens <input type="checkbox"/> Lachlan Johnson <input type="checkbox"/> Joanne McNeill Other Staff: Claire Ulcoq, Dana Pritchard					
Matters considered:	Councillor briefing on the final Dog Off-Leash Guideline, following the stage 3 community engagement process held in March and April 2024.					
Conflict of Interest Disclosures A Conflict of Interest Disclosure form MUST be completed by members of Council staff						
Name	Subject / Matter				Left the Meeting?	

Name of Officer submitting form: Isobel Monsborough

Informal Meeting of Councillors						
Name of meeting:	COT/ELT					
Date and Time:	Date: 12/06/2024			Time:		
Meeting conducted via:	Choose an item.					
Councillors present: <i>Please mark <input checked="" type="checkbox"/> the Councillors present</i>	Cr Baxter	In person <input checked="" type="checkbox"/>	Virtual <input type="checkbox"/>	Cr Martin	In person <input checked="" type="checkbox"/>	Virtual <input type="checkbox"/>
	Cr Bond	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cr Nyaguy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Clark	<input type="checkbox"/>	<input type="checkbox"/>	Cr Pearl	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Crawford	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Sirakoff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Cunsolo	<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 checked="" type="checkbox"/> Tarnya McKenzie <input checked="" type="checkbox"/> Claire Stevens <input checked="" type="checkbox"/> Lachlan Johnson <input checked="" type="checkbox"/> Joanne McNeill Other Staff: Lauren Bilkower					
Matters considered:	<ul style="list-style-type: none"> • St Kilda Film Festival • Port Melbourne Music Crawl • Food services update • Shrine to Sea • RBT updates • Aged Care transition • 					
Conflict of Interest Disclosures A Conflict of Interest Disclosure form MUST be completed by members of Council staff						
Name	Subject / Matter			Left the Meeting?		

Name of Officer submitting form: Joanne McNeill

Informal Meeting of Councillors						
Name of meeting:	Cr Briefing – Council Election Update					
Date and Time:	Date: 12/06/2024			Time: 6.30pm		
Meeting conducted via:	Hybrid (MS Teams/In Person)					
Councillors present: <i>Please mark <input checked="" type="checkbox"/> the Councillors present</i>	Cr Baxter	In person <input checked="" type="checkbox"/>	Virtual <input type="checkbox"/>	Cr Martin	In person <input checked="" type="checkbox"/>	Virtual <input type="checkbox"/>
	Cr Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Nyaguy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Clark	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cr Pearl	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Cr Crawford	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Sirakoff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Cunsolo	<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"/> Tarnya McKenzie <input type="checkbox"/> Claire Stevens <input checked="" type="checkbox"/> Lachlan Johnson <input checked="" type="checkbox"/> Joanne McNeill Other Staff: Xavier Smerdon, Katrina Collins					
Matters considered:	<ul style="list-style-type: none"> • Council's Election Delivery Plan • Production of the CEO Voters List • Candidate information session • Election Period obligations for Councillors and candidates 					
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						

Name of Officer submitting form: Xavier Smerdon

Informal Meeting of Councillors						
Name of meeting:	Councillor Briefing					
Date and Time:	Date: 12/06/2024			Time: 9pm		
Meeting conducted via:	Hybrid (MS Teams/In Person)					
Councillors present: <i>Please mark <input checked="" type="checkbox"/> the Councillors present</i>	Cr Baxter	In person <input checked="" type="checkbox"/>	Virtual <input type="checkbox"/>	Cr Martin	In person <input checked="" type="checkbox"/>	Virtual <input type="checkbox"/>
	Cr Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Nyaguy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Clark	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Cr Pearl	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Cr Crawford	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Sirakoff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Cunsolo	<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"/> Tarnya McKenzie <input type="checkbox"/> Claire Stevens <input type="checkbox"/> Lachlan Johnson <input type="checkbox"/> Joanne McNeill Other Staff: Lauren Bialkower, Shivani Desai, Beth McLachlan.					
Matters considered:	<ul style="list-style-type: none"> The Environmentally Sustainable Design Strategy. 					
Conflict of Interest Disclosures A Conflict of Interest Disclosure form MUST be completed by members of Council staff						
Name	Subject / Matter				Left the Meeting?	

Name of Officer submitting form: Beth McLachlan

Informal Meeting of Councillors						
Name of meeting:	Councillor Briefing					
Date and Time:	Date: 12/06/2024			Time: 6.45pm		
Meeting conducted via:	Hybrid (MS Teams/In Person)					
Councillors present: <i>Please mark <input checked="" type="checkbox"/> the Councillors present</i>	Cr Baxter	In person <input checked="" type="checkbox"/>	Virtual <input type="checkbox"/>	Cr Martin	In person <input checked="" type="checkbox"/>	Virtual <input type="checkbox"/>
	Cr Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Nyaguy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Clark	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Pearl	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Crawford	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Sirakoff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Cunsolo	<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"/> Tarnya McKenzie <input checked="" type="checkbox"/> Claire Stevens <input checked="" type="checkbox"/> Lachlan Johnson <input checked="" type="checkbox"/> Joanne McNeill Other Staff: Simon Hill					
Matters considered:	<ul style="list-style-type: none"> The agreed Management Actions arising from the Independent Waste Review 					
Conflict of Interest Disclosures A Conflict of Interest Disclosure form MUST be completed by members of Council staff						
Name	Subject / Matter				Left the Meeting?	

Name of Officer submitting form: Simon Hill

Informal Meeting of Councillors						
Name of meeting:	Briefing of Council					
Date and Time:	Date: 12/06/2024			Time: 8:15		
Meeting conducted via:	Hybrid (MS Teams/In Person)					
Councillors present: <i>Please mark <input checked="" type="checkbox"/> the Councillors present</i>	Cr Baxter	In person <input checked="" type="checkbox"/>	Virtual <input type="checkbox"/>	Cr Martin	In person <input checked="" type="checkbox"/>	Virtual <input type="checkbox"/>
	Cr Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Nyaguy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Clark	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cr Pearl	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Cr Crawford	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Sirakoff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Cunsolo	<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 <input type="checkbox"/> Brian Tee <input type="checkbox"/> Tarnya McKenzie <input type="checkbox"/> Claire Stevens <input type="checkbox"/> Lachlan Johnson <input type="checkbox"/> Joanne McNeill Other Staff: Lauren Bialkower, Paul Wood, Patricia Stewart, Darren Camilleri, Jacinta Chan					
Matters considered:	<ul style="list-style-type: none"> Statutory Planning briefing on: <ul style="list-style-type: none"> 49 Pakington Street, St Kilda - PDPL/00142/2024 427 City Road, South Melbourne - PDPL/00264/2023 - 					
Conflict of Interest Disclosures						
A Conflict of Interest Disclosure form MUST be completed by members of Council staff						
Name	Subject / Matter			Left the Meeting?		

Name of Officer submitting form: Paul Wood

Informal Meeting of Councillors						
Name of meeting:	COT ELT					
Date and Time:	Date: 19/06/2024			Time:		
Meeting conducted via:	Hybrid (MS Teams/In Person)					
Councillors present: <i>Please mark <input checked="" type="checkbox"/> the Councillors present</i>	Cr Baxter	In person <input checked="" type="checkbox"/>	Virtual <input type="checkbox"/>	Cr Martin	In person <input checked="" type="checkbox"/>	Virtual <input type="checkbox"/>
	Cr Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Nyaguy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Clark	<input type="checkbox"/>	<input type="checkbox"/>	Cr Pearl	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Crawford	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Sirakoff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Cunsolo	<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"/> Tarnya McKenzie <input checked="" type="checkbox"/> Claire Stevens <input checked="" type="checkbox"/> Lachlan Johnson <input type="checkbox"/> Joanne McNeill Other Staff:					
Matters considered:	<ul style="list-style-type: none"> • Australia Post site • Council Plan and Budget Council Report • Winter Solstice Swim • Marlborough Street Housing development • Governance Rules • Birrarung Valley Walk • Celebrate Women in Sports Breakfast update • Policing in Fitzroy and Acland Street • Shrine to Sea • Housing Targets announced • AMAN schematic design • Lagoon Reserve opening 					
Conflict of Interest Disclosures A Conflict of Interest Disclosure form MUST be completed by members of Council staff						
Name	Subject / Matter				Left the Meeting?	

Name of Officer submitting form: Claire Stevens

Informal Meeting of Councillors						
Name of meeting:	Greenline Project					
Date and Time:	Date: 19/06/2024			Time: 5pm		
Meeting conducted via:	Hybrid (MS Teams/In Person)					
Councillors present: <i>Please mark <input checked="" type="checkbox"/> the Councillors present</i>	Cr Baxter	In person <input checked="" type="checkbox"/>	Virtual <input type="checkbox"/>	Cr Martin	In person <input checked="" type="checkbox"/>	Virtual <input type="checkbox"/>
	Cr Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Nyaguy	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Cr Clark	<input type="checkbox"/>	<input type="checkbox"/>	Cr Pearl	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Cr Crawford	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cr Sirakoff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Cunsolo	<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 checked="" type="checkbox"/> Tarnya McKenzie <input type="checkbox"/> Claire Stevens <input type="checkbox"/> Lachlan Johnson <input type="checkbox"/> Joanne McNeill Other Staff: Dana Pritchard, Emma Laurie, Claire Ulcoq					
Matters considered:	To communicate and gain feedback from Councillors on the Green Line Feasibility Report.					
Conflict of Interest Disclosures A Conflict of Interest Disclosure form MUST be completed by members of Council staff						
Name	Subject / Matter				Left the Meeting?	

Name of Officer submitting form: Claire Ulcoq



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.