

Agenda

Inner Melbourne Action Plan Implementation Committee

Meeting No 25

8.00 am – 10.00 am Friday 24 February 2012

City of Port Phillip

Council Chambers, St Kilda Town Hall

Committee Members	<p>Cr Rachel Powning, Mayor, City of Port Phillip (Chair)</p> <p>Cr John Chandler, Mayor, City of Stonnington</p> <p>Cr Ken Ong, Chair Future Melbourne (Planning) Committee, City of Melbourne</p> <p>Cr Geoff Barbour, Mayor, City of Yarra</p> <p>Dr Andi Diamond, Chief Executive Officer, City of Yarra</p> <p>Ms Kay Rundle, Chief Executive Officer, City of Port Phillip</p> <p>Mr Warren Roberts, Chief Executive Officer, City of Stonnington</p> <p>Ms Linda Weatherson, Acting Director City Planning & Infrastructure, City of Melbourne</p>
Associate Partner Representatives	<p>Mr Adrian Salmon, Assistant Director Statutory Approvals State Planning Services DPCD</p> <p>Ms Adele McCarthy, Director Central City Transport, Department of Transport</p> <p>Mr Tony Pensabene, Director Policy & Research, Policy & Coordination, DBI</p> <p>Mr Rod Anderson, Manager Adaptable Communities, Statewide Services, DSE</p> <p>Mr Nick Fisher, Manager Program Development, VicRoads</p> <p>Cr John Cumming, Mayor, City of Maribyrnong</p> <p>Mr Vince Haining, Chief Executive Officer, City of Maribyrnong</p>
IMAP	<p>Elissa McElroy, IMAP Executive Officer</p> <p>Alexandra Moloney, IMAP Student Placement Officer</p>
Guests	<p>Cr Claude Ullin, City of Stonnington</p> <p>Karen Watson, Executive Manager Sustainable Futures, CoS</p> <p>Adam Zaborszczyk, Senior Sustainability Officer, CoM (Action 9.4)</p> <p>Gail Hall, Project Coordinator, Urban Landscapes, CoM (Action 9.4)</p> <p>Stephen McKellar, Sustainable Design Officer, CoPP (Action 9.2)</p> <p>Malcolm McCall, Community Planning Coordinator, CoY (Action 5.3)</p> <p>Richard Smithers, Transport Planning Coordinator, CoM (Action 3.2)</p> <p>Ian McLauchlan, Manager Transport and Parking, CoS (Action 3.5)</p> <p><i>Champions</i></p> <p>Bruce Phillips, Director City Development, CoY</p> <p>Sandra Wade, Manager City Strategy, CoPP</p> <p>Melissa Rathje, Acting Coordinator Corporate & Community Planning, CoS</p> <p>Geoff Robinson, Manager Engineering Services, CoM</p>

PRELIMINARIES

Item	Time Alloc.	Agenda Topic	Responsibility
1.	1 min <i>Commence 8am</i>	Appointment of Chair – Cr Rachel Powning	Executive Officer
2	1 min	Apologies Mr Geoff Lawler– Director City Planning & Infrastructure, CoM Mr Nial Finegan- Director NW Region, VicRoads	Chair

Item	Time Alloc.	Agenda Topic	Responsibility
3.	1 min	Suspension of City of Melbourne's Local Law No. 1 Conduct of Meetings (No 1 of 2001) <u>Recommendation</u> 3.1 That pursuant to Division 6, clause 14 of the Melbourne City Council's Conduct of Meetings Local Law 2001, the provisions of the Local Law be suspended for the duration of the meeting of the Inner Melbourne Action Plan Implementation Committee.	Chair
4.	1 min	Members Interest Disclosure by members of any conflict of interest in accordance with s.79 of the Act.	Chair

ITEMS

5.	2 mins	Confirmation of Minutes (Attachment 1) <u>Recommendation</u> 5.1 That the IMAP Implementation Committee resolves to confirm the minutes of the IMAP Implementation Committee No. 24 held on 18 November 2011	Chair
6.	5 mins	Business Arising (Attachment 2) <u>Recommendation</u> 6.1 That the IMAP Implementation Committee resolves to note the actions undertaken in response to business arising from previous minutes. <u>Correspondence:</u> Inwards <ol style="list-style-type: none"> Vince Haining CEO City of Maribyrnong – Maribyrnong's engagement in IMAP activities Cr Bill McArthur, President MAV – re Assistance for the IMAP Councils Minister Powell's office – re receipt of Annual Report Minister Asher's office – re receipt of Annual Report CoS Wayfinding Signage review report – for Information 	Chair
7.	5 mins	IMAP Communication and Governance (Attachment 3) <u>Recommendation</u> 7.1 That the IMAP Implementation Committee resolves : <ol style="list-style-type: none"> To note the Communications and Governance Briefing Paper That the November IMAP Implementation Committee meeting date be changed from Friday 23 November to Friday 7 December due to the Local Government election. 	Executive Officer
8.	5 mins	Financial Report (Attachment 4) <u>Recommendation</u> 8.1 That the IMAP Implementation Committee resolves to receive the IMAP Financial Report for the period ending 31 December 2011.	Executive Officer

Item	Time Alloc.	Agenda Topic	Responsibility
9.	4 mins	Three year Implementation Plan – Update (Attachment 5) <u>Recommendation</u> 9.1 That the IMAP Implementation Committee resolves to approve the revised Budget for the Three Year Implementation Plan.	Executive Officer
10.	2 mins	Progress Report (Attachment 6) <u>Recommendation</u> 10.1 That the IMAP Implementation Committee resolves to note the IMAP Progress Report for February 2012.	Executive Officer
11.	10 mins Commence 8.27am	Action 3.5 Reduced through Traffic (Attachment 7) <u>Recommendation</u> 11.1 That the IMAP Implementation Committee: a. Approve the draft Project Brief and b. Confirm a budget allocation of \$80K for the current financial year.	Ian McLauchlan CoS
12.	10 mins	Action 3.2 Roads as Places (Attachment 8) <u>Recommendation</u> 12.1 That the IMAP Implementation Committee: a. Note the formation of the IMAP 3.2 working group b. Note the draft project plan and c. Confirm the budget allocation of \$40K in 2011/12.	Richard Smithers CoM
13.	10 mins	Action 9.2 ESD Commercial Buildings (Attachment 9) <u>Recommendation</u> 13.1 That the IMAP Implementation Committee resolves to note the progress comments provided on Action 9.2.	Steven McKellar CoPP
14.	30 mins Commence 9am	Presentation: Overseas Impressions 2011: “The Good, the Bad and the ?” Warren Roberts, CEO City of Stonnington	Warren Roberts, CoS
15.	10 mins Commence 9.30am	Action 5.3 Integrating Public Housing Estates (Attachment 10 – report to follow) <u>Recommendation</u> 15.1 That the IMAP Implementation Committee resolves to approve the attached Consultant Brief and confirm the budget of \$15,000 for this work to be commenced in the 2011/12 financial year.	Malcolm McCall, CoY
16.	10 mins	Action 9.4 Green Demonstration Projects – Green Roofs Guide (Attachment 11) <u>Recommendation</u> 16.1 That the IMAP Implementation Committee resolves to note the progress of the Growing Green Guide for Melbourne project,.	Gail Hall, CoM

17.	8 mins	Action 9.4 Distributed Energy (Attachment 12) <u>Recommendation</u> 17.1 That the IMAP Implementation Committee resolves to: <ul style="list-style-type: none"> a. That the IMAP Implementation Committee resolves to note the progress comments provided on Action 9.4. Distributed Energy Project b. That the IMAP Implementation Committee approves the expenditure of \$180,000 on the project as outlined in the report. 	Adam Zaborszczyk, CoM
------------	---------------	---	--------------------------

CONFIDENTIAL ITEMS

Meeting to be closed in accordance with Sections 89 (2) (d, e, f, h) of the Local Government Act (1989)

Public and Associate Members can be excluded for this item

Item	Time Allot.	Agenda Topic	Responsibility
18.	1 min	Confirmation of Minutes (Attachment 13) <u>Recommendation</u> 18.1 That the IMAP Implementation Committee resolves to confirm the confidential minutes of the IMAP Implementation Committee No. 24 held on 18 November 2011	Chair

OTHER BUSINESS

19.	1 min	Close Next Meeting Friday 25 May 2012 (8.00am) City of Yarra	Chair
------------	--------------	--	-------

ATTACHMENTS

Item No	Attachment No	Attachment Topic
5.	Attachment 1	DRAFT Minutes of IMAP Implementation Committee No. 24 - 18 November 2011
6.	Attachment 2	Business Arising
	Attachment 2a	Inwards Correspondence: Vince Haining CEO City of Maribyrnong – Maribyrnong's engagement in IMAP activities
	Attachment 2b	Cr Bill McArthur, President MAV – re Assistance for the IMAP Councils
	Attachment 2c	Minister Powell's Office – re receipt of IMAP Annual Report
	Attachment 2d	Minister Asher's Office– re receipt of IMAP Annual Report
	Attachment 2e	CoS Wayfinding Signage review report – for Information
7.	Attachment 3	IMAP Communication and Governance report
	Attachment 3a	IMAP Survey results
8	Attachment 4	Finance report
	Attachment 4a	Financial Report for the Six Months ended 31 December 2011
9.	Attachment 5	Three Year Implementation Plan – Updated Chart
10.	Attachment 6	Progress Report February 2012
11.	Attachment 7	Action 3.5 Reduced through traffic
	Attachment 7a	Project brief
12.	Attachment 8	Action 3.2 Roads as Places report and Project brief
13.	Attachment 9	Action 9.2 ESD Commercial Buildings progress report
	Attachment 9a	Draft - ESD Factsheets
15.	Attachment 10	Action 5.3 Integrating Public Housing Estates – Report to Follow
	Attachment 10a	Project brief - Report to Follow
16.	Attachment 11	Action 9.4 Green Demonstration Projects – Green Roofs Guide & Governance Structure
	Attachment 11a	Attachment 2 Timeline
17.	Attachment 12	Action 9.4 Green Demonstration Projects - Distributed Energy
	Attachment 12a	Project brief
18.	Attachment 13	Confidential item: Minutes of the confidential items of the IMAP Implementation Committee meeting No 24 held on 18 November 2011.



Inner Melbourne Action Plan
‘Making Melbourne More Liveable’



DRAFT Minutes

Inner Melbourne Action Plan Implementation Committee

Meeting No 24

8.00 am – 10.00 am Friday 18 November 2011

City of Stonnington

Council Chamber, Malvern Town Hall

Attendees	Cr Melina Sehr , Mayor, City of Stonnington (Chair) Cr Ken Ong, Chair Future Melbourne (Planning) Committee, City of Melbourne Cr Alison Clarke, Mayor, City of Yarra Cr Rachel Powning, Mayor, City of Port Phillip Mr Warren Roberts, Chief Executive Officer, City of Stonnington Dr Andi Diamond, Chief Executive Officer, City of Yarra Ms Kay Rundle, Chief Executive Officer, City of Port Phillip Mr Geoff Lawler, Director City Planning & Infrastructure, City of Melbourne
Associate Partner Representatives	Mr Adrian Salmon, Assistant Director Statutory Approvals, State Planning Services DPCD Ms Adele McCarthy, Director Central City Transport, Department of Transport Mr Nial Finegan, Director NW Region, VicRoads Mr Vince Haining, Chief Executive Officer, City of Maribyrnong
IMAP	Elissa McElroy, IMAP Executive Officer Alexandra Moloney, IMAP Student Placement Officer
Guests	Geoff Ovens, Manager Environment and Public Spaces, CoS Karen Watson, Executive Manager Sustainable Futures, CoS Gary Spivak, Housing Development Officer, CoPP Cr Claude Ullin, Councillor, CoS (for part of the meeting)

PRELIMINARIES

1.	Appointment of Chair 1.1 That the IMAP Implementation Committee resolves to appoint Cr Melina Sehr as the Chair of the meeting. MOVED Cr ONG/ Mr Roberts A vote was taken and the MOTION was CARRIED
2	Apologies and Confirmation of Agenda 2.1 That the IMAP Implementation Committee resolve to note the following apologies: Mr Rod Anderson, Group Manager - Climate Change & Sustainability Services, DSE Cr Sarah Carter, Mayor, City of Maribyrnong Mr Tony Pensabene, Director Policy & Research, Policy & Coordination, DBI Ms Connie Gibbons, General Manager Social Development, CoS Mr Ian McLauchlan, Manager Transport and Parking, CoS Mr Bruce Phillips, Director City Development, CoY

	<p>MOVED Cr CLARKE/ Ms Rundle A vote was taken and the MOTION was CARRIED</p> <p>Confirmation of Agenda - Late item: The Executive Officer requested that the Committee consider an additional item on the agenda - Item 18, to be considered along with the confidential items due to the contractual nature of the business: Inner Melbourne Map License agreement with Destination Melbourne Ltd. She noted the matter had been circulated by email to Committee members prior to the meeting.</p> <p>The additional item was accepted by the Chair.</p>
3.	<p>Suspension of City of Melbourne's Local Law No. 1 Conduct of Meetings (No 1 of 2001)</p> <p>3.1 That pursuant to Division 6, clause 14 of the Melbourne City Council's Conduct of Meetings Local Law 2001, the provisions of the Local Law be suspended for the duration of the meeting of the Inner Melbourne Action Plan Implementation Committee.</p> <p>MOVED Cr CLARKE/ Cr Powning A vote was taken and the MOTION was CARRIED</p>
4.	<p>Members Interest Disclosure by members of any conflict of interest in accordance with s.79 of the Act.</p> <ul style="list-style-type: none"> Kay Rundle noted a conflict of interest in relation to new item 18 [License agreement with DML] due to her role as a Board Member of Destination Melbourne Ltd (DML). She advised she would leave the meeting early due to a Board commitment.

ITEMS

5.	<p>Confirmation of Minutes <u>Minutes of the IMAP Implementation Committee No 23 held on 26 August 2011</u></p> <p>Cr Clarke asked for a couple of corrections to reflect her late arrival at the meeting and request for minutes amendment (not Cr Powning) – Preliminary item and item 6</p> <p>Adele McCarthy asked that item 12 be amended to reflect her response to Cr Sehr regarding use of the rail corridors as follows:</p> <ul style="list-style-type: none"> - Agreement with the importance of quality cycling facilities through this area - DOT is not opposing the use of the rail corridor, but would emphasise importance of focusing on value for money in cycling investment - Noted complexities and physical constraints which may make this a relatively high cost proposal - Land may be required for future rail development but potential to use for cycling in the interim <p>5.1 That the IMAP Implementation Committee resolves to confirm the minutes of the IMAP Implementation Committee held on 26 August 2011 as amended.</p> <p>MOVED Cr CLARKE/ Cr Ong A vote was taken and the MOTION was CARRIED</p> <p><i>Nial Finegan arrived at 8.10am</i></p> <p><i>Action: Minutes of the IMAP Implementation meeting of 26 August 2011 to be amended as noted.</i></p>
6.	<p>Confirmation of Minutes <u>IMAP Executive Forum meeting held on 18 October 2011</u></p> <p>6.1 That the IMAP Implementation Committee resolves to confirm the minutes of the IMAP Executive Forum No 12 held on 18 October 2011</p> <p>MOVED Ms RUNDLE/ Mr Roberts A vote was taken and the MOTION was CARRIED</p>

7.

Business Arising

In relation to business arising, the Executive Officer advised that:

- Correspondence had been received from Adele McCarthy DoT in relation to the use of rail corridors following the last meeting (Item H/12) – this has been circulated to Committee members for information.
- In terms of following up with the office of local government (Item C on Business Arising) and meeting with ministers (Item G), IMAP representatives met with the Minister for Local Government, Hon Jeanette Powell on 14 November to discuss the IMAP model.
- Copies of the documents received with the correspondence have been photocopied – one for each Council.
 - The Executive Officer distributed the full Booz Report on the Greenlight Project and the DoT Wayfinding Signs Guide to the 5 council executive officers present.
 - The Executive Summary of the Booz Report was also made available to all committee members for reference.

Meeting with Minister for Local Government

Mr Lawler reported on the meeting with the Minister for Local Government, her Chief of Staff, James Lantry and John Watson, DPCD which he attended with Cr Sehr, Mayor of the City of Stonnington, and the IMAP Executive Officer. The aim of the meeting was:

- To advise the Minister on IMAP and its successes
- To see if Government would consider a change to the LGA for joint Council committees under s.86.

Key points of the discussion were:

- A legislative change is clearly considered a last resort, however the meeting conceded a change would make it easier.
- The Minister's interest in shared services was apparent, and while IMAP is not strictly about this aspect, there was some discussion on how this could be achieved.
- Government officers queried whether contractual arrangements or company structures could achieve the same thing and noted this could be explored further at an officer's meeting

Outcome was that John Watson, Executive Director DPCD would come back to us. Mr Lawler undertook to chase this up, noting that, with amendments to the LGA underway at present, it may be some time before more changes are considered.

WSUD Plan Change

In relation to Item H /8 Adrian Salmon reported to the Committee that he had discussed the WSUD plan change briefly with Ms Monk and the Minister's office. The general response is that:

- these controls should be administered through building controls rather than planning schemes
- the Minister is reluctant to undertake further controls in this area due to the position taken by the Building Commission
- the Department tends to go for a minimum standard approach rather than consider an aspirational standard.
- various arguments have been put together in the last 2 months but little progress has been made.

Mr Salmon suggested IMAP write directly to the Minister urging the Minister to come on board with this plan change. Cr Powning noted her support for this approach and noted building controls were last reviewed 12 months ago.

Geoff Lawler conceded that the plan change request still had a way to go, and felt that before the position was finally determined it would be handy to regroup by having the IMAP working group and Melbourne Water have another look at this to see if there was another way to progress this.

7.1 Following discussion, the IMAP Implementation Committee resolved to:

- a. **Check** with Melbourne Water to determine that the WSUD Plan change is still considered the best way forward; then
- b. **Write** to the Minister for Planning explaining the background to the amendment and its desirability, requesting that it be given favourable consideration, noting Melbourne Water's position and the letter of support received from the Minister of Water and offering to meet with the Minister to discuss.

MOVED Mr LAWLER/ Cr Powning

A vote was taken and the MOTION was CARRIED

7.2 That the IMAP Implementation Committee resolves to **note** the actions undertaken in response to business arising from previous minutes.

	<p>MOVED Mr ROBERTS/ Cr Clarke A vote was taken and the MOTION was CARRIED</p> <p>Correspondence: INWARDS</p> <ol style="list-style-type: none"> 1. Letter from Gary Liddle, Acting Secretary Dept of Transport regarding the Final Evaluations Report on the IMAP Greenlight Project – dated 7/10/11 2. Letter from Emma Nicolson, Project Manager Dept of Transport regarding the Guide to Developing Pedestrian Wayfinding – dated 31/10/11 3. Email from Neil Hutchinson regarding conference paper promoting Greenlight Project findings – dated 4/11/11 4. Letter from Adele McCarthy, DoT regarding principal bike network and rail corridors report and north south cycling routes in the south east region – dated 18/10/2011 <p>Actions</p> <ul style="list-style-type: none"> - Change references to DIIRD - Geoff Lawler to follow up John Watson, Executive Director, DPCD regarding outcomes following the meeting with Minister Powell. - Executive Officer to discuss current position with Action 9.3 Project Team and Melbourne Water - Executive Officer to draft letter to Minister of Planning regarding support for WSUD
8.	<p>Financial Report</p> <p>The Executive Officer noted that revenue had been received from 3 of the 4 partner councils in the quarter with the remainder received in October. Spending had not occurred as planned however a number of the new projects had now defined briefs and were due to commit funds.</p> <p>8.1 That the IMAP Implementation Committee resolves to receive the IMAP Financial Report for the quarter ending 30 September 2011.</p> <p>MOVED Mr ROBERTS/ Dr Diamond A vote was taken and the MOTION was CARRIED</p>
9.	<p>Progress Report</p> <p>Cr Clarke referred to the coroner's report on a recent cyclist fatality and asked that this report and its comments on cycle routes be raised with the Bicycle Network working group (Action 2.5) to note.</p> <p>9.1 That the IMAP Implementation Committee resolves to note the IMAP Progress Report for November 2011.</p> <p>MOVED Cr SEHR/ Mr Roberts A vote was taken and the MOTION was CARRIED</p> <p>Action: Executive Officer to pass on information regarding the coroner's report to the Action 2.5 Bicycle Network working group</p>
10.	<p>IMAP Communication and Governance</p> <p>The Executive Officer reminded the Committee about the IMAP Student Placement Showcase to be held on December 2nd as part of Melbourne Knowledge Week.</p> <p>10.1 That the IMAP Implementation Committee resolves to note this Communications and Governance Briefing Paper</p> <p>MOVED Dr DIAMOND/ Cr Ong A vote was taken and the MOTION was CARRIED</p>
11.	<p>Action 9.4 Green Demonstration projects – Water Sensitive Cities Report</p> <p>Geoff Ovens, CoS attended for this item. Mr Ovens advised the report was to raise consciousness of water sensitive cities and the move from a water supply approach to a water reuse city approach. He illustrated the concept through work undertaken at</p>

Forrest Hill. Geoff Ovens noted some attenuation value from this approach at Forrest Hill affecting the maximum flooding rates and reducing the 1:100 year flood to possibly a 1:150 years event.

Comments/Discussion:

- this was an important aspect to look at as the drainage infrastructure is at its maximum capacity.
- sometimes additional new development using this approach can actually reduce pressure on infrastructure.
- CoPP looking at this for Fishermans Bend.
- it is disappointing that we are so backward in our approaches; that this type of benefit shouldn't have to be negotiated with developers – that we cannot make developers take the environmental option.
- Does the desalination plant raise another aspect to this and put in place some controls?
- WSUD aims to store water, clean water and reuse water – the latter being an additional benefit if water is cleaned up first.

Warren Roberts advised the Committee about his recent trip to England. For major flooding issues, the UK reduce the need for infrastructure by requiring new developments to manage their runoff within the site. Developers buy tracks of land as a flood overlay/storage area. He also saw great examples of green roofs and how they work effectively. Australia is falling behind; accepted practice and controls here are out of step.

Geoff Lawler noted the current government had appointed a committee chaired by Bob Skinner looking at these issues.

Kay Rundle noted this can be achieved but only with willing developers who recognise the approach is attractive to willing purchasers.

- 11.1 That the IMAP Implementation Committee resolves to
- Note** the report prepared for Action 9.4 regarding Water Sensitive Cities
 - Circulate** the report to other Councils for information
 - Include** the report with correspondence to the Minister for Planning and the Minister for Water regarding WSUD issues

MOVED Ms RUNDLE / Cr Clarke

A vote was taken and the MOTION was CARRIED

Cr Clarke noted interest in finding out more about experiences overseas. Mr Roberts will consider doing a presentation of his trip to the next IMAP meeting

Action: Executive Officer to circulate the Water Sensitive Cities report to other Councils and include in correspondence to the Ministers for Planning and Water.

W Roberts to present to next meeting of IMAP – 24 February 2012

12. Action 5.4 and 5.5 Social Infrastructure and Services/Infrastructure development

Karen Watson, CoS attended for this item and noted the following:

- IMAP Councils are proposing joint initiatives regarding advocacy over Office of Housing developments
- Inconsistencies exist at the moment e.g. master planning undertaken only on a single site, no real understanding of infrastructure needs
- Aim for 4 councils to have a consistent message
- Proposal is to get background work done to assist with this

Comments/Discussion

Cr Sehr noted public housing developments are contentious:

- master plan exercise only caused more questions,
- tokenistic consultation for an 8 storey building by Prahran pool,
- removing essential trees and open space
- Selling off assets that will never get back, breaking the deal they had at the time housing first developed to provide POS,
- Never have enough public housing
- Real issue hidden of selling public land for private developer profit
- Minister getting different feedback from staff than what has been instructed.

Cr Clarke felt Councils are presented with a fait d'accompli, dense development, open space compromised, heat island effect worsened.

Dr Diamond noted the redevelopment is an opportunity to improve existing housing stock, but consultation in

	<p>Yarra is broad and vague, a fascinating process where no real feedback can be given.</p> <p>12.1 That the IMAP Implementation Committee resolves to approve the attached Consultant brief for the first stage of this project and confirm the budget of \$40K for this work to be commenced in the 2011/12 financial year.</p> <p>MOVED Cr CLARKE / Dr Diamond A vote was taken and the MOTION was CARRIED</p>										
13.	<p>8.55am Kay Rundle left the meeting</p> <p>Action 3.5 Reduced through traffic</p> <p>The Executive Officer noted Ian McLauchlan's apology for being unavailable to present this item. The Executive Officer advised that the project draft was available to advise the Committee of the proposed work so that it could be tendered before the new year. She advised that the working group were meeting next week to finalise it.</p> <p>The Committee asked that they be provided with an update by the Project Team at the February meeting</p> <p>13.1 That the IMAP Implementation Committee resolves to</p> <ol style="list-style-type: none"> Note the progress report on Action 3.5 Approve the draft project brief for this project so that it can progress Approve the budget allocation of \$50K in 2011/12 and \$30K in 2012/13 for this work to proceed. <p>MOVED Mr ROBERTS / Cr Sehr A vote was taken and the MOTION was CARRIED</p> <p><i>Action: Executive Officer to place update on Action 3.5 on the February agenda</i></p>										
14.	<p>IMAP Three Year Implementation Plan</p> <p>The Executive Officer advised that the Three Year Implementation Plan largely rolled over the plan put in place in December 2010 following the IMAP Review. She anticipated some slippage in spending which would extend into year 3 of the program and felt this needed to be monitored for another year before further tasks were prioritised. Points to note were:</p> <ul style="list-style-type: none"> an increase in the partner Councils annual contribution as previously forecast; and Maribyrnong to make a funding contribution toward projects once these had been approved by that council. <p><u>Comments/Discussion:</u></p> <p>Mr Lawler encouraged Maribyrnong to finalise their position and contributions and start their participation in projects. Mr Haining advised they were likely to make their decisions about which initiatives to participate in before the next IMAP Implementation Committee meeting.</p> <p>The Executive Officer was asked to note which projects will have grown with the inclusion of Maribyrnong funding.</p> <p>14.1 That the IMAP Implementation Committee resolves to</p> <ol style="list-style-type: none"> Note this update on progress on the Inner Melbourne Action Plan, and Approve the updated IMAP Three Year Implementation Plan, and Approve the request for each of the IMAP Partner Councils to make provision for funding of the following in the 2012/13 budget: <table> <tr> <td>· IMAP Annual Contribution</td><td>\$35,000</td></tr> <tr> <td>· IMAP Annual Tourism Contribution</td><td>\$20,000</td></tr> <tr> <td>· IMAP Distributed Energy project</td><td>\$20,000</td></tr> <tr> <td>· IMAP Green Guide Project funding top-up</td><td>\$20,000 (CoS and CoY only)</td></tr> <tr> <td>· IMAP Share of Operational Costs</td><td>TBA estimated \$45,000 per council</td></tr> </table> <p>MOVED Cr CLARKE / Mr Lawler A vote was taken and the MOTION was CARRIED</p> <p><i>Action: Executive officer to liaise with CEO CoMaribyrnong and update financial plan with Maribyrnong contributions Executive officer to advise IMAP councils of budget requirements for 2012/13</i></p>	· IMAP Annual Contribution	\$35,000	· IMAP Annual Tourism Contribution	\$20,000	· IMAP Distributed Energy project	\$20,000	· IMAP Green Guide Project funding top-up	\$20,000 (CoS and CoY only)	· IMAP Share of Operational Costs	TBA estimated \$45,000 per council
· IMAP Annual Contribution	\$35,000										
· IMAP Annual Tourism Contribution	\$20,000										
· IMAP Distributed Energy project	\$20,000										
· IMAP Green Guide Project funding top-up	\$20,000 (CoS and CoY only)										
· IMAP Share of Operational Costs	TBA estimated \$45,000 per council										

15.

Action 6.3 Conflicts in Activity Centres

Bruce Phillips CoY was unable to attend for this item. Karen Watson, CoS from the project team commented as follows:

- The report reviews progress that has occurred to date across the 4 councils
- Each Council has taken on the work of the Working Group and utilised it in different ways, reflecting the diversity of their communities.
- There has been progress in this space – assessing cumulative impact is taken more seriously as an issue and the tools are now utilised.
- CoM has set controls on its entertainment precinct, CoS has taken a saturation assessment approach, CoY's successful VCAT decision has upheld its regulatory approach, and CoPP research is currently being undertaken.
- At officer level councils continue to work together on this issue and good networks are in place.
- At CoS, there has been opposition from DPCD to the CoS plan change – the "must" wording is opposed although research of planning schemes indicates it does occur. The matter is in a void between officers and those giving the Minister advice. "Limited to" is an alternative wording under consideration.

Discussion

Cr Sehr commented:

- "fluffy wording" to get approval will be vague and lead to officers defending Council's position at VCAT. The plan change has police support to help deal with issues at Chapel Street.

Andi Diamond commented:

- Whether the IMAP Implementation committee could engage at a senior level with the DOJ and Vic police in regards to these issues impacting IMAP councils on a daily/nightly basis.
- CoY have had two reviews of this local law.

Karen Watson commented:

- Suggestion from DPCD that the appropriate mechanism would be to build into regulations with the DoJ. Ms Watson noted a change can be made faster through planning schemes than through legislation – ensuring that as premises close new ones don't open

Vince Haining commented:

- Might be worthwhile writing to the Minister for Crime Prevention - this is another avenue into the government on this matter.

Geoff Lawler and Ken Ong jointly spoke about the CoM model:

CoM decided the solution was through the Planning scheme, they are very supportive of the "freeze" continuing, and have liquor licensing and planning enforcement staff working together to bring the big, existing problems into line.

- Local laws officers working with police.
- Police being able to enforce local laws e.g. stopping people drinking in public.
- Fines come through to the municipality

IMAP proposed a deputation present to the Minister of Consumer Affairs, Secretary of the DoJ and Director of Liquor Licensing as the committee doesn't believe they are engaged in the process. Deputation would include representatives from the Working Party, Councillor Ong and Dr Andi Diamond.

Warren Roberts requested:

- Thanks are passed along to the working group.
- Encourage the group to keep meeting on common issues and broader safety issues

15.1 That the IMAP Implementation Committee resolves to

- **Note** the ongoing work being undertaken by the IMAP Councils and the Department of Justice to address conflicts in Activity Centres;
- **Note** this final report on Action 6.3;
- **Thank** the Action 6.3 Working Group and encourage members to continue to meet on the issues;
- **Send** a deputation to meet with the Hon Michael O'Brien - Minister for Consumer Affairs, Penny Armytage – Secretary, Department of Justice and Mr Mark Brennan - Director of Liquor Licensing to discuss current liquor related issues and their engagement with the process; the deputation to consist of Cr Ong, Dr Andi Diamond and representatives of the IMAP Working Group

MOVED Mr ROBERTS / Cr Ong

	<p>A vote was taken and the MOTION was CARRIED</p> <p><i>Action: Executive Officer to</i></p> <ul style="list-style-type: none"> · <i>Pass on the thanks from the committee to the Action 6.3 Working Group and encourage them to continue to meet over issues</i> · <i>Arrange deputation to meet with Hon Michael O'Brien - Minister for Consumer Affairs, Penny Armytage – Secretary, Department of Justice and Mr. Mark Brennan - Director of Liquor Licensing</i>
16.	<p>CONFIDENTIAL ITEMS</p> <p>Procedural Motion:</p> <p>16.1 That the IMAP Implementation Committee resolves to proceed into Confidential Business and the meeting be closed to the public as the matter to be considered falls within the ambit of</p> <ul style="list-style-type: none"> · Section 89 (2) (d) Contractual Matters and · Section 89(2)(h) any other matter which the Council or special committee considers would prejudice the Council or any person, of the Local Government Act 1989 (9.25am) <p>MOVED Cr CLARKE / Cr Powning A vote was taken and the MOTION was CARRIED</p> <p>The Public were excluded for this part of the meeting.</p> <p>Procedural Motion:</p> <p>16.2 That the IMAP Implementation Committee resolves that the meeting be re-opened to the public (9.45am)</p> <p>MOVED Cr POWNING / Ms Rundle A vote was taken and the MOTION was CARRIED</p>

OTHER BUSINESS

18.	<p>Other Business There was no other business</p> <p>Confirmed - Next Meeting Friday 24 February 2012 (8.00am) City of Port Phillip</p> <p>The Chair wished all members the best for the forthcoming mayoral elections and the festive season.</p> <p>Close Meeting closed at 9.48 am</p>
-----	---

IMAP Implementation Committee Meeting 26 August 2011 – Endorsement of Minutes

Chairperson: Cr Melina Sehr _____ Date _____

RESOLUTIONS

- 1.1 That the IMAP Implementation Committee resolves to **appoint** Cr Melina Sehr as the Chair of the meeting.
- 2.1 That the IMAP Implementation Committee resolve to **note** the following apologies:
 Mr Rod Anderson, Group Manager - Climate Change & Sustainability Services, DSE
 Cr Sarah Carter, Mayor, City of Maribyrnong
 Mr Tony Pensabene, Director Policy & Research, Policy & Coordination, DBI
 Ms Connie Gibbons, General Manager Social development, CoS
 Mr Ian McLauchlan, Manager Transport and Parking, CoS
 Mr Bruce Phillips, Director City Development, CoY
- 3.1 That pursuant to Division 6, clause 14 of the Melbourne City Council's Conduct of Meetings Local Law 2001, the provisions of the Local Law be **suspended** for the duration of the meeting of the Inner Melbourne Action Plan Implementation Committee.
- 5.1 That the IMAP Implementation Committee resolves to **confirm** the minutes of the IMAP Implementation Committee held on 26 August 2011 as amended.
- 6.1 That the IMAP Implementation Committee resolves to **confirm** the minutes of the IMAP Executive Forum No 12 held on 18 October 2011
- 7.1 Following discussion, the IMAP Implementation Committee resolved to:
- Check with Melbourne Water to determine that the WSUD Plan change is still considered the best way forward; then
 - Write to the Minister for Planning explaining the background to the amendment and its desirability, requesting that it be given favourable consideration, noting Melbourne Water's position and the letter of support received from the Minister of Water and offering to meet with the Minister to discuss.
- 7.2 That the IMAP Implementation Committee resolves to **note** the actions undertaken in response to business arising from previous minutes.
- 8.1 That the IMAP Implementation Committee resolves to **receive** the IMAP Financial Report for the quarter ending 30 September 2011.
- 9.1 That the IMAP Implementation Committee resolves to **note** the IMAP Progress Report for November 2011.
- 10.1 That the IMAP Implementation Committee resolves to **note** this Communications and Governance Briefing Paper
- 11.1 That the IMAP Implementation Committee resolves to
- Note** the report prepared for Action 9.4 regarding Water Sensitive Cities
 - Circulate** the report to other Councils for information
 - Include** the report with correspondence to the Minister for Planning and the Minister for Water regarding WSUD issues
- 12.1 That the IMAP Implementation Committee resolves to **approve** the attached Consultant brief for the first stage of this project and confirm the budget of \$40K for this work to be commenced in the 2011/12 financial year.
- 13.1 That the IMAP Implementation Committee resolves to
- Note the progress report on Action 3.5
 - Approve the draft project brief for this project so that it can progress
 - Approve the budget allocation of \$50K in 2011/12 and \$30K in 2012/13 for this work to proceed.
- 14.1 That the IMAP Implementation Committee resolves to
- Note** this update on progress on the Inner Melbourne Action Plan, and
 - Approve** the updated IMAP Three Year Implementation Plan, and
 - Approve** the request for each of the IMAP Partner Councils to make provision for funding of the following in the 2012/13 budget:
- | | |
|---|------------------------------------|
| · IMAP Annual Contribution | \$35,000 |
| · IMAP Annual Tourism Contribution | \$20,000 |
| · IMAP Distributed Energy project | \$20,000 |
| · IMAP Green Guide Project funding top-up | \$20,000 (CoS and CoY only) |
| · IMAP Share of Operational Costs | TBA estimated \$45,000 per council |
- 15.1 That the IMAP Implementation Committee resolves to
- Note** the ongoing work being undertaken by the IMAP Councils and the Department of Justice to address conflicts in Activity Centres;
 - Note** this final report on Action 6.3;
 - Thank** the Action 6.3 Working Group and encourage members to continue to meet on the issues;
 - Send** a deputation to meet with the Hon Michael O'Brien - Minister for Consumer Affairs, Penny Armytage – Secretary, Department of Justice and Mr Mark Brennan - Director of Liquor Licensing to discuss current liquor related issues and their engagement with the process; the deputation to consist of Cr Ong, Dr Andi Diamond and representatives of the IMAP Working Group
- 16.1 That the IMAP Implementation Committee resolves to proceed into Confidential Business and the meeting be **closed to the public** as the matter to be considered falls within the ambit of
- Section 89 (2) (d) Contractual Matters and
 - Section 89(2)(h) any other matter which the Council or special committee considers would prejudice the Council or any person,
- of the Local Government Act 1989 (9.25am)
- 16.2 That the IMAP Implementation Committee resolves that the meeting be **re-opened to the public (9.45am)**

ACTIONS PUBLIC RECORD

	Responsibility	Action	Due
5	IMAP Executive Officer	Minutes of the IMAP Implementation meeting of 26 August 2011 to be amended as noted.	December 2011
7	IMAP Executive Officer	Change references to DIIRD in Business Arising	February 2012
	G Lawler, Director City Planning & Infrastructure CoM	Geoff Lawler to follow up John Watson, Executive Director, DPCD regarding outcomes following the meeting with Minister Powell.	February 2012
	IMAP Executive Officer	Executive Officer to discuss current WSUD position with Action 9.3 Project Team and Melbourne Water	December 2011
		Executive Officer to draft letter to Minister of Planning regarding support for WSUD	December 2011
9	IMAP Executive Officer	Executive Officer to pass on information regarding the coroner's report to the Bicycle Network working group	December 2011
11	IMAP Executive Officer	Executive Officer to circulate the Water Sensitive Cities report to other Councils and include in correspondence to the Ministers for Planning and Water.	Circulate: December 2011 February 2012
	Warren Roberts, CEO, CoS	W Roberts to present to next meeting of IMAP – 24 February 2012	February 2012
13	IMAP Executive Officer	Executive Officer to place update on Action 3.5 on the February agenda	February 2012
14	IMAP Executive Officer	Executive officer to liaise with CEO CoMaribyrnong and update financial plan with Maribyrnong contributions	January 2012
		Executive officer to advise IMAP councils of budget requirements for 2012/13	January 2012
15	IMAP Executive Officer	Pass on the thanks from the committee to the Action 6.3 Working Group and encourage them to continue to meet over issues	December 2011
		Arrange deputation to meet with Hon Michael O'Brien - Minister for Consumer Affairs, Penny Armytage – Secretary, Department of Justice and Mr. Mark Brennan - Director of Liquor Licensing	January 2012

**IMAP Implementation Committee
Business Arising
24 February 2012**

A Senior Executive's Forum Action Items (26 March 2009)				
<i>Item</i>	<i>Responsibility</i>	<i>Action</i>	<i>Due</i>	<i>Progress</i>
5 Update from DIIRD	IMAP Executive Officer	Reconvene Action 7.4 working group, review and identify opportunities and communicate to DBI. <i>[In response to changing environment & govt strategies, policies & priorities]</i>	Sept 09	In Progress <i>[Discuss further with DBI]</i>
B IMAP Implementation Committee Action Items (29 May 2009)				
<i>Item</i>	<i>Responsibility</i>	<i>Action</i>	<i>Due</i>	<i>Progress</i>
10 GLawler briefing on CoM/CoS software trial	IMAP Executive Officer & City of Melbourne	Executive Officer to organise a 'briefing' of Microsoft's 'public domain emissions tracker' in liaison with CoM staff <i>[Software tool to communicate with public, benchmark & measure]</i>	Oct 09	In Progress
C IMAP Executive Forum Action Items (20 July 2010)				
<i>Item</i>	<i>Responsibility</i>	<i>Action</i>	<i>Due</i>	<i>Progress</i>
3 IMAP Review	IMAP Executive Officer	Executive Officer to provide an update of key statistics included in the IMAP introductory section	Nov 2010	In Progress
D IMAP Implementation Committee Action Items (27 August 2010)				
<i>Item</i>	<i>Responsibility</i>	<i>Action</i>	<i>Due</i>	<i>Progress</i>
12 Car Sharing Action 3.3	Geoff Robinson/Stuart Outhred CoM	CoM to hold discussions with other IMAP Councils on joint car sharing tenders	Sept 2010	In Progress – CoM undertaking preliminary work
E IMAP Implementation Committee Action Items (11 March 2011)				
<i>Item</i>	<i>Responsibility</i>	<i>Action</i>	<i>Due</i>	<i>Progress</i>
14 Action 9.4 Green Demo Projects	IMAP Executive Officer	Executive Officer to follow up CoMs White Roofs guideline for distribution	When available	
F IMAP Implementation Committee Action Items (27 May 2011)				
<i>Item</i>	<i>Responsibility</i>	<i>Action</i>	<i>Due</i>	<i>Progress</i>
7 Business Arising	IMAP Executive Officer	Executive Officer progress Ministerial meetings	June/July 2011	In Progress. Meeting held with Min Local Govt 14 Nov 2011.
17	IMAP Executive Officer	Executive Officer to follow up invite to Mr Chesterfield, Melbourne Water to the August IMAP Committee meeting.	June/July 2011	In Progress – deferred until 2012
G IMAP Implementation Committee Action items (26 August 2011)				
<i>Item</i>	<i>Responsibility</i>	<i>Action</i>	<i>Due</i>	<i>Progress</i>
7 Action 8.1	IMAP Executive Officer	Arrange for the Project Team leader Action 8.1 to contact Tony Pensabene DBI	Nov 2011	In Progress (staff changes)
11 Com & Gov	IMAP Executive Officer	IMAP AR to be finalised and distributed	Nov 2011	Completed
H IMAP Executive Forum Action items (18 October 2011)				
<i>Item</i>	<i>Responsibility</i>	<i>Action</i>	<i>Due</i>	<i>Progress</i>
3 Action 9.4	IMAP Executive Officer	To note Action 9.4 Green Guide funding for Implementation Plan and arrange invoicing	Feb 2012	In progress
5 CoMari contributions	IMAP Executive Officer	To collate the project information and forward to CEO Maribyrnong for final approval of his Councils participation in these projects	Nov 2011	Completed. Refer item 6 (Att 2a)
I IMAP Implementation Committee (18 November 2011)				
<i>Item</i>	<i>Responsibility</i>	<i>Action</i>	<i>Due</i>	<i>Progress</i>
5 Minutes	IMAP Executive Officer	Minutes of the IMAP Implementation Meeting of 26 August 2011 to be amended as noted	Dec 2011	Completed
7 Business Arising	IMAP Executive Officer Geoff Lawler	Change ref to DIIRD in Business Arising G Lawler to follow up John Watson, Exec Dir DPCD regarding outcomes of meeting with Minister Powell	Feb 2012 TBA	Completed TBA

		Exec Officer to discuss current WSUD position with Action 9.3 Project team and Melbourne Water	Dec 2011	In Progress
		Exec Officer to draft letter to Min for Planning regarding support for WSUD	Dec 2011	In Progress
9 Progress report	IMAP Executive Officer	Exec Officer to pass on info regarding coroners report to the Bicycle network working group	Dec 2011	Completed
11 Action 9.4	IMAP Executive Officer	Exec Officer to circ Water Sensitive Cities report to other Councils and include in correspondence to Ministers for Planning and Water	Feb 2012	In Progress
	Warren Roberts, CEO CoS	W Roberts to present to next meeting of IMAP	Feb 2012	Completed – refer item14
13 Action 3.5	IMAP Executive Officer	Exec Officer to place update on Action 3.5 on the Feb agenda	Feb 2012	Completed – refer item11 (Att 7)
14 Implementation Plan	IMAP Executive Officer	Exec officer to liaise with CEO CoMarbyrnong and update financial plan with Maribyrnong contributions	Jan 2012	Completed – refer item 9 (Att 5)
		Exec officer to advise IMAP Councils of budget requirements for 2012/13	Jan 2012	Completed. Report in preparation
15 Action 6.3 final report	IMAP Executive Officer	Pass on the thanks from the committee to the Action 6.3 Working Group and encourage them to continue to meet over issues	Dec 2011	Completed
	IMAP Executive Officer	Arrange deputation to meet Hon Michael O'Brien, Min for Consumer Affairs, Sec Dept of Justice and Dir of Liquor Licensing	Jan 2012	In progress
16 Action 5.2 Affordable Housing	IMAP Executive Officer and Action 5.2 project team	Executive Officer to <ul style="list-style-type: none"> publish the consultant reports and Attachment 2 on the IMAP website under Action 5.2 arrange a briefing for City of Maribyrnong representatives 	Jan 2012 TBA	Completed
		Action 5.2 Project team to: <ul style="list-style-type: none"> Circulate consultant reports to interested parties Undertake monitoring & advocacy to promote planning mechanisms when opportunities arise and report back Provide a progress report on CLT research Contact Australians for Affordable Housing re the overlay and IMAP support to promote affordable housing Brief City of Maribyrnong representatives 	TBA	

Correspondence

From	Regarding
Vince Haining, CEO City of Maribyrnong	Maribyrnongs engagement in IMAP activities
Cr Bill McArthur, President, MAV	Assistance to IMAP Councils
Minister Powell's Office	Acknowledgement of Annual Report
Minister Asher's Office	Acknowledgement of Annual Report
City of Stonnington	Wayfinding Signage Review

8 December 2011

Ms Elissa McElroy
IMAP Executive Officer
City of Stonnington
PO Box 21
Prahran 3181

CITY OF STONNINGTON	
15 DEC 2011	
<input type="checkbox"/>	PERMANENT
<input type="checkbox"/>	1 - 10 YEARS
<input type="checkbox"/>	11 - 35 YEARS
FILE No	
ATTN. To	
KEY WORD	
DOC. No.	
COPIES To	



COUNCIL OFFICES

Corner Napier and
Hyde Streets, Footscray

POSTAL ADDRESS

PO Box 58
Footscray Victoria 3011

DX

DX81112 Footscray

TELEPHONE

(03) 9688 0200

FACSIMILE

(03) 9687 7793

TTY (HEARING IMPAIRED)

(03) 9688 0564

WEBSITE

www.maribyrnong.vic.gov.au

EMAIL

email@maribyrnong.vic.gov.au

Dear Elissa

Re: Maribyrnong's Engagement in the IMAP Activities

Further to your recent email (copy attached) in relation to IMAP Projects expenses, I confirm that my Council is pleased to participate in the program of activities and to contribute to the associated funding as outlined in your program (copy attached).

Please advise the most suitable mechanism for transferring funds to IMAP to facilitate our participation in this program stream.

Please don't hesitate to contact me should you need to discuss on 9688 0212.

Yours faithfully

Vince Haining
Chief Executive Officer

Att.



Maribyrnong – IMAP Project Involvement – Proposed

Summary

	SUMMARY	2011/12	2012/13	2013/14	2014/15	Project totals
Action 2.5	Bicycle network <i>Interested in participation – Funded by individual councils</i>					
Action 2.6	Tram network & fixed rail improvements					
Action 4.3	"Think Tram" program					
Action 4.4	Enhanced bus priority [advocacy] <i>Interested in participation. No budget requirement</i>					
Action 3.3	Regional approach to parking management <i>Interested in participation - \$10,000 in current year (Subject to review of DoT work)</i>	10,000?				10,000?
Action 3.5	Reduced through traffic <i>Interested in participation in Stage 1 and 2. Stage 1 \$20,000 over 2 years (same contribution) – however through traffic issues likely to be different. Await brief to determine. Stage 2 \$20,000 over 2 years – expand project budget by same contribution</i>	10,000	10,000 10,000	10,000		40,000
Action 4.7	Improvements to public transport services <i>Interested in outcome of CoMelbourne strategy. No funding requirement</i>					
Action 8.1	Priority for freight movement <i>Interested in participation - \$17,500 contribution over 3 years – expand project budget by same contribution</i>	5,830	5,830	5,840		17,500
Strategy 11	Promote the Inner Melbourne Region as a tourism destination <i>Interested in participation - \$20,000 per annum – expand the current budget to cover a larger region.</i>	20,000	20,000	20,000	20,000	20,000 per year
	TOTAL MARIBYRNONG CONTRIBUTION	45,830	45,830	35,840	20,000	147,500
	IMAP COUNCILS CONTRIBUTION	190,000 (47,500 each)	155,000 (38,750 each)	165,000 (41,250 each)	80,000 (20,000 each)	590,000 (147,500 each)

MUNICIPAL ASSOCIATION OF VICTORIA

9 December 2011

Inner Melbourne Action Plan
c/o Warren Roberts
Chief Executive Officer
Stonnington City Council
PO Box 21
Prahran VIC 3181

CITY OF STONNINGTON	
12 DEC 2011 (E)	
<input checked="" type="checkbox"/>	PERMANENT 14
<input type="checkbox"/>	1 - 10 YEARS
<input type="checkbox"/>	11 - 35 YEARS
FILE No	13/01/07
ATTN TO	W Roberts
KEY WORDS	offering their services
POST	
CLASS	

Dear Mr Roberts *Warren***Assistance for the Inner Melbourne Action Plan councils**

I write to follow up on the forum we held in August at which we provided metropolitan mayors and chief executive officers an opportunity to consider and comment on how we represent, engage with and advocate for metropolitan councils on metropolitan issues.

Dr Michael Henry facilitated the forum after interviewing a number of metropolitan mayors and CEOs. One of the conclusions of Dr Henry's report, *Towards Forums for Metropolitan Mayors*, was that we should offer to assist existing regional and sub-regional forums of mayors and CEOs, noting the desire of the participating councils to retain responsibility for setting the agenda and chairing meetings.

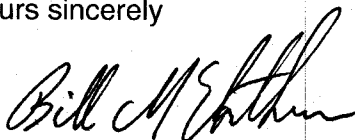
I encourage the Inner Melbourne Action Plan councils to request assistance as and when you consider it valuable to gain our input or advice, or receive updates or presentations on topical and contemporary issues.

As you may be aware, I have also written to mayors, chief executive officers and MAV representatives outlining proposals to hold metropolitan wide forums for the purposes of receiving input and testing positions on critical and timely matters of state policy impacting metropolitan councils as well as receiving updates from select committees or groups on the progress of projects and research on matters of importance to metropolitan councils.

I believe that the MAV has the capacity to provide critical advocacy, capacity building and policy development services for all council types and I am committed to strengthening our engagement with metropolitan councils.

If you wish to take up the opportunity for either a general update or specialist advisers to attend any future meetings of the Inner Melbourne Action Plan please contact Chris Jones on 03 9667 5502 to make arrangements.

Yours sincerely



Cr BILL McARTHUR
President



**Office of the Minister
for Local Government & Aboriginal Affairs**

Ref: 2011/3521, CMIN035635

Ms Elissa McElroy
IMAP Executive Officer
City of Stonnington
PO Box 21
PRAHRAN VIC 3181

8 Nicholson Street
East Melbourne
Victoria 3002
PO Box 500
East Melbourne VIC 3002
Telephone: (03) 9637 8938
Facsimile: (03) 9637 8920
DX 210098

Dear Ms McElroy,

INNER MELBOURNE ACTION PLAN – ANNUAL REPORT 2010-11

On behalf of Minister Powell's Office, I acknowledge receipt of your letter dated 1 December 2011 regarding the above.

Thank you for forwarding a copy of the IMAP Annual Report 2010-11.

Yours sincerely,

**Vivien Leizer
Office Administrator**

13 December 2011

CITY OF STONNINGTON	
14 DEC 2011 (4)	
<input checked="checked" type="checkbox"/>	PERMANENT 14
<input type="checkbox"/>	1 - 10 YEARS
<input type="checkbox"/>	11 - 35 YEARS
FILE No	13/01/07
ATTN. To	E McElroy
KEY WORD	acknowledgement
DOC No	





**Minister for Innovation, Services and Small Business
Minister for Tourism and Major Events**

121 Exhibition Street
Melbourne
Victoria 3000
GPO Box 4509
Melbourne VIC 3001
Telephone: (03) 9651 9900
Facsimile: (03) 9651 9962

Ms Elissa McElroy
IMAP Executive Officer
Email: emcelroy@stonnington.vic.gov.au

Dear Ms McElroy

Thank you for your letter dated 1 December 2011 with the enclosed Inner Melbourne Action Plan's Annual Report Summary for 2010-11.

It is encouraging to hear about the key strategies and programs in which you have been involved the past year.

Thank you again for keeping me informed.

Yours sincerely,

THE HON LOUISE ASHER MP
Minister for Innovation, Services and Small Business
Minister for Tourism and Major Events

23 DEC 2011



VISUALVOICE
wayfinding strategy & design

November 2011

City of Stonnington

Pedestrian Wayfinding Signage Review

Review of implementation issues and recommended improvements



Pedestrian wayfinding sign – Chapel St, Windsor

Prepared for
Katherine Wrzesinski
Transport Planner
City of Stonnington

Prepared by
Bruce Herbes
Wayfinding Consultant
Visualvoice

Version Date
01 11.11.11

Contents

Signage overview	3
Map-based signs (MBS)	
Directional signs (DS)	
Route marker signs (RMS)	
Placement policy	
Mapping content	
System identity	
Implementation issues	7
Sign hardware cost	
Train stations	
Installation of signs	
Sign maintenance	
Other issues (non signage)	8
Lack of guideline document	
Signage evaluation	9
Summary of DOT evaluation	
Summary of Austrafic evaluation	
Proposed improvements	10
Sign structures (including cost & maintenance)	
Sign placement	
Maintenance program	
Future evaluations	
Pedestrian signage guideline document	
Future rollout of the signage	
Stonnington walking map	13
The Stonnington base-map	
Other new uses and applications	
Digital information/wayfinding	14
Map app scenario	
Appendix	16
Metal sign drawings	
Inner Melbourne Wayfinding Signage Strategy 2007	

Signage overview

The initial Inner Melbourne Action Plan (IMAP) demonstration project was implemented in 2009 and included map-based signs and directional signs. The majority of these were installed in the cities of Stonnington & Yarra. In the City of Stonnington the precincts where signage was installed were Toorak Rd – South Yarra and Chapel St, South Yarra between Toorak Rd and Windsor Train Station. Refer to the original strategy in the appendix for details of sign locations etc.

The project was co-ordinated and implemented by the IMAP Councils (cities of Melbourne, Port Phillip, Stonnington & Yarra).

The project commenced with the development of a pedestrian wayfinding signage strategy which identified the type of signs needed, where they should be located and the appropriate information required to promote and support walking.

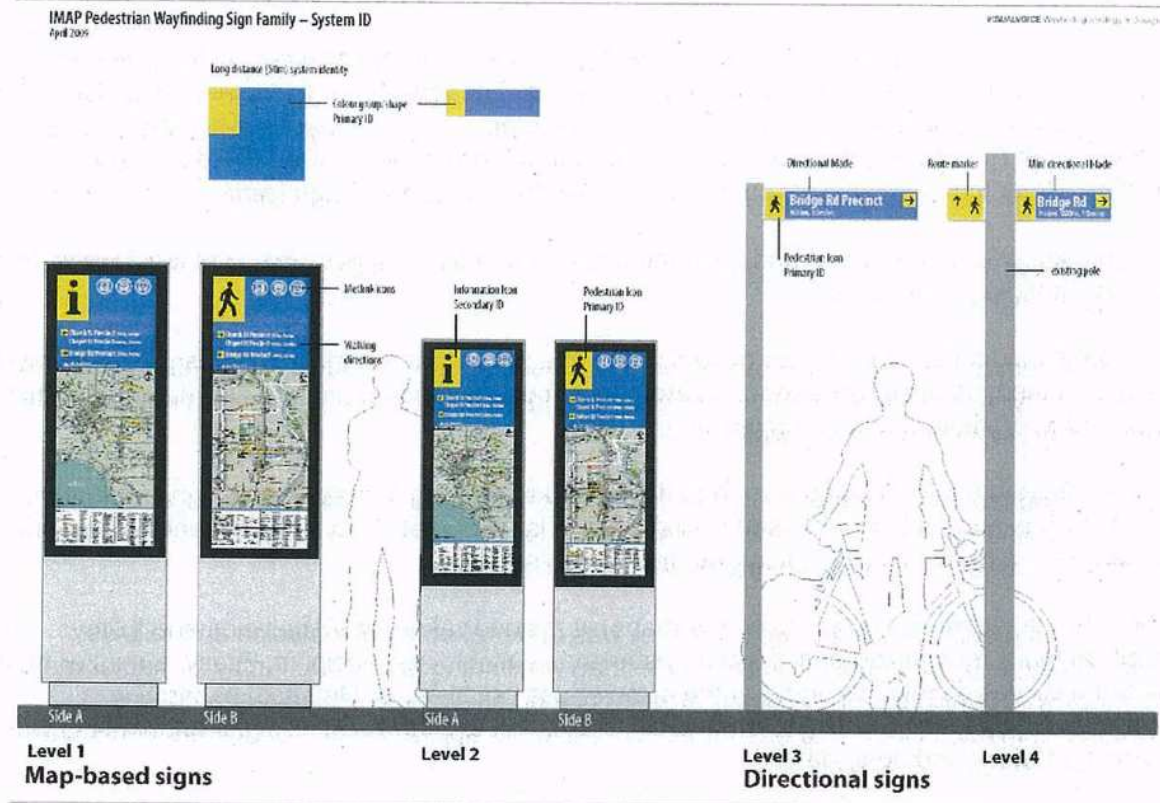
A co-ordinated family of signs was then developed consisting of map-based signs, directional pointer signs and route marker signs. The system is tied together by a consistent identity (the pedestrian icon) and colours, pictogrammes and typography.

The information design (sign content & maps) was undertaken by Visualvoice and follows internationally recognized best practice pedestrian wayfinding principles. Firstly, a master map (or base-map) was developed of the entire area for use on all signs. Detailed research was undertaken with each Council to ensure all information to appear on all signage elements was correct, relevant and up to date.

The sign structure hardware designs for the map-based signs were provided by the City of Melbourne. The manufacture and installation of the signage system was managed by City of Melbourne following a tender for supply and installation of all sign types.

The aim of the signage system is to promote sustainable transport use and enhance knowledge of the local area. The system has an emphasis on walking and highlights pedestrian and public transport connections between adjoining precincts. The original project was initiated by the Department of Transport (with funding grant) with the aim of creating a demonstration project which Victorian Councils could build upon in the future.

In 2010, the City of Stonnington continued to extend the system into Toorak Village, installing 3 map-based signs and a web of local directional signs. Plans are now underway to introduce the system to Hawksburn Village.



Map-based signs (MBS)

The map-based sign unit design was provided by the City of Melbourne, which has developed and used the sign within the City of Melbourne. The map-based signs were modified in size to suit the IMAP project requirements, resulting in Level 1 (larger) & Level 2 (smaller) signs.

The larger Level 1 signs are placed at key arrival points such as train stations.

The smaller Level 2 signs are placed on the footpath network where map-based signage is required. Apart from their size, they are identical to the Level 1 signs.

Directional signs (DS)

The directional signs (Level 3) are a finger blade style co-ordinated with the map-based signs through their design (colours, fonts etc). They are located on the walking network at key decision points identified in the initial signage strategy report and point to destinations that are within walking distance. The destinations largely determined the scope of the project. They are listed on the finger blades with the distance and average walk-time.

Route marker signs (RMS)

The route marker signs (Level 4) are small directional blades used along a route where neither a directional or map based sign is suitable or required. Their design is coordinated and integrated with the system identity. To date RMS have not been used.

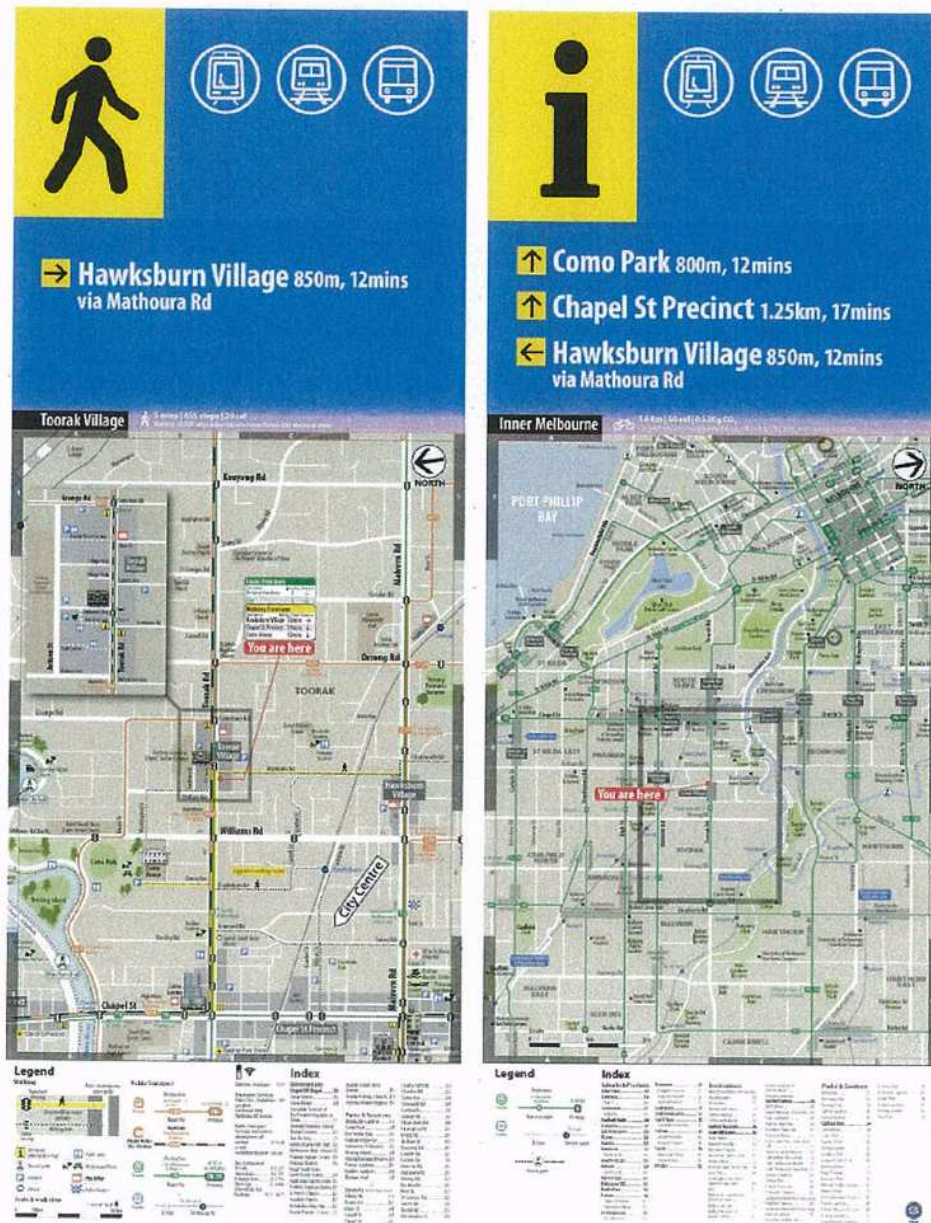
Placement policy

The methodology of locating the hierarchy of signs is identified in the original IMAP strategy (refer p19-20). Subsequently a mini strategy based on the original signing principles was prepared for Toorak Village, which recommended the sign types, location and content.

Mapping content

The map-based signs display two maps, one on each side of the sign. One side shows the local vicinity covering an area approximately 10-15 minutes walk. This is the walking map and shows detailed information about the local precinct such as landmarks, suggested walking routes, retail and recreational areas as well as relevant pedestrian detail such as safe road crossings, public toilets and seating. All walking maps are 'heads-up' - ie facing the direction of travel.

The opposite side shows a map of Inner Melbourne and highlights the connectivity via trains, trams and off road cycling routes across the cities of Port Phillip, Melbourne, Stonnington (up to Kooyong Rd) and Yarra (the IMAP Councils). The local vicinity is identified on this map with a rectangular box and 'You are here' to highlight its relation to the surrounding area.



System identity

The principle signage system colours are blue & yellow. Blue was selected as it is the internationally recognised colour for information. Yellow was introduced to enhance the visibility in the street-scape. It also created a distinct identity when paired with the pedestrian and information symbols which are consistently placed on the yellow on all sign types. The identity is designed to work at any size without need for modification.

Implementation issues

Since the initial installations, a number of potential improvements have been identified for the signage by the City of Stonnington and Visualvoice. The improvements relate to reducing sign hardware cost and maintenance and installation issues.

The following summarises these issues and the proposed improvements:

Sign hardware cost

The current map-based sign is adopted from a design by the City of Melbourne. The sign is a glass and stainless steel cabinet with the option for internal lighting. The map is printed and displayed behind the glass, allowing for easy changeover of information.

The sign units are durable and have an expected life of 15 years or more. However they are expensive (\$12,000 - \$14,000 each) and require long lead times to manufacture. There is an opportunity to introduce a less complex, non cabinet style sign which would dramatically reduce cost while still integrating with the system and with provision for updating. The alternative design is expected to cost \$3,000 - \$4,000 each.

Existing map-based signs have been installed with internal LED lighting panels, so have the capacity to be illuminated although no electrical connections to power were made in the initial roll out due to the cost. However, conduits have been installed in the concrete footings to allow for future connections.

Sign placement issues

The majority of signs were installed where recommended in the initial strategy. However not all signs were installed leaving gaps in the signed network in some places.

Two specific placement issues occurred at train stations and in retail strips:

Train stations

Signs were recommended for installation at the train stations as they are key arrival points. While Metlink agreed in principle with the standard and the objectives of the signage, the outcome was that no signage was permitted to be installed on Vic Track land or within the lobby areas of the stations due mainly to lack of co-operation between the authorities. However, installation of signs at the stations remains a preference as it reduces cost and clutter. At many stations the wayfinding maps could be displayed with cost effective wall displays at station exits.

As a compromise to date, signs have been installed on the streets outside or near the stations. This proved to be a challenge at some sites due to a number of issues, for example the high levels of foot traffic on narrow footpaths. As a result, the map-based sign nominated for South Yarra Station was installed at a less than ideal location, in turn reducing its effectiveness.

Retail strips

In some locations retailers objected to having signs directly outside their shops, again particularly where footpaths are narrow. In these situations, signs were relocated in alignment with property boundaries to minimise interference with shop frontages.

The size of concrete footings were also an issue in some locations due to underground services. In at least one instance a footing had to be redesigned to suit the limited depth available.

Installation of signs

Installation of the original demonstration project signs was undertaken by an independent contractor and co-ordinated by the IMAP project officer(s) in 2009. The installation of subsequent signs within City of Stonnington has been undertaken by CoS Infrastructure Department. This has increased the workload of an already busy department with limited capacity.

Sign maintenance

Hardware

Maintenance of the signs is undertaken by CoS Infrastructure Department.

The map-based signs were designed and installed with laminated glass. The glass has been problematic in areas near nightclubs such as in and around Chapel St. Where repeated glass breakages have occurred, CoS have replaced the glass with polycarbonate to reduce maintenance costs.

Print media

Fading of the printed map content has occurred in some sites. This is believed to be due to the maps being printed on faulty media. This effect may be subtle but the impact over time will increase, reducing the legibility of the information. If the colour contrast reduces significantly, people with colour defective vision may not be able to distinguish between elements of the information.

In future a warranty should be provided by the supplier of the media for issues such as these.

Other issues (non signage)

Lack of guideline document

The IMAP project ended without the development of a guideline document to assist Council with continued implementation of the signed pedestrian network. The initial implementation established a demonstration only.

The vision of the signed pedestrian network was to link up all key destinations within and adjoining to the City of Stonnington making walking and cycling between all destinations easy and stress free. The task of implementing the project could be made easier by the development of a guideline document.

Signage evaluation

Two evaluations of the signage have been undertaken, one by the Department of Transport and the other initiated by CoS and carried out by Austraffic.

Summary of DOT evaluation

The Department of Transport assessment focused on the IMAP signage with the aim of understanding how effective it was for a range of users. Sweeney Research prepared a report following a methodical evaluation interviewing locals and visitors and using both interviews and follow on walk assessments.

The research compared five different wayfinding projects and identified the strengths and weaknesses of each. The IMAP signage was found to have the optimal map designs deemed to be highly effective at communicating local area information and aiding navigation. However, a weakness of the IMAP signage was the limited number of directional signs.

Summary of Austraffic evaluation

The Austraffic assessment focussed on the signage in Toorak Village with the aim of identifying its usefulness. Austraffic developed a specific interview questionnaire and surveyed people in the street over a number of days. The key findings of the surveys were:

- The majority of people interviewed lived in Toorak/Hawksburn and South Yarra 48% of interviewees walked to Toorak Village
- 39% travelled by private car and 10% by tram
- In relation to trip purpose, 59% were shopping, 19% for work and 9% for recreation
- 34% of those interviewed visit Toorak Village every day, 9% 5 days a week, 9% 4 days a week and 9% 3 days a week
- 6% said this was their first visit to Toorak Village
- 97% said they were able to find their way around Toorak Village
- 94% thought there were enough signs around the Village to find their way
- 11% said they have used the wayfinding signage
- 97% said they did not use other signage to find their way around
- 23% of respondents were aged 25-34, 23% were aged 35-49, 19% were 50-59 and 19% were 60-69
- 53% of respondents were female and 47% were male

A summary of some of the comments of those surveyed was:

- Many people like the look of the signs and think they are effective
- People think the signs are excellent for visitors
- People using trains are more likely to need help with direction signs
- Many people had not noticed the wayfinding signs
- Local people know their way around and do not need the signs

Proposed improvements

A number of potential improvements to the system have been identified by the City of Stonnington and Visualvoice and also through the evaluations. The improvements relate to a range of issues including sign hardware, cost, installation, maintenance and future works. The following recommendations seek to address the issues identified in the previous section.

Sign structures (including cost & maintenance)

New metal sign structure

The adoption of a non cabinet style metal sign structure will reduce the existing maintenance and implementation cost of the map-based signs. The metal sign is intended an additional sign type to the current sign family and as a possible replacement for some existing signs.

The cost of the metal sign structure will be approximately one third the cost of the existing structure, significantly reducing the future roll out costs. The maintenance associated with the metal sign will be reduced to cleaning up of tagging etc (no glass or plastic panels to replace).

Its use is intended for locations where there is no need for the sign to be illuminated. A typical site would be primarily a non night time economy (such as Hawksburn Village retail strip) where the majority of activity occurs in daylight hours throughout the year. However there remains the need for flexibility and illuminated signs may on occasion be required in any precinct. A local assessment at the time would identify this need.

It may also be used to replace existing cabinet style signs in areas where there is repeated glass breakages but (again) no need for sign illumination. Existing signs could be relocated to where an illuminated sign is required. Cost estimates should be obtained for the connection to the power supply and works required in association with the footings. It may also be possible to explore the use of solar powered lighting which would negate the need to provide power connections and associated issues such as metering. Identification of the costs would greatly assist CoS in determining the extent and priority for illuminated signs.

A generic metal sign specification has been supplied by Visualvoice for review by CoS (refer appendix). If adopted the new specification and artwork will need to be co-ordinated to achieve a design consistent with the existing map based sign.

To avoid future constraints with underground services it may be desirable to develop two standard options for concrete footings. The standard footing could be used as a first priority and where necessary, the option of the wide, shallow footing. Preparing engineering in advance for this scenario would avoid delays installing signs.

Sign placement

Train stations

New signs at train stations must be located at optimal sites to be effective, at or near the main entrance/exit. However they must not become an obstacle. Where a site is challenging (ie limited space) an assessment should be undertaken to ensure the sign will be seen by the majority of train patronage. This may require the use of a single sided sign(s) to accommodate space issues.

Many of the train stations are key arrival points to the CoS activity centres. As such, these sites should be given priority for provision of lighting in order to extend the hours of access to the information. The draft Stonnington Walking Policy Report identified the importance of signage at stations, as did the DOT review and surveys done in Toorak Village (described above).

Retail strips

New signs on retail strips must be aligned with property boundaries to avoid blocking sight lines from passing vehicle drivers into retail windows. New signs proposed for installation in Hawksburn Village will adhere to this rule.

Maintenance program

Maintenance of the signs is critical to create a positive image and reflect the value Council places on supporting and promoting sustainable transport and the local economy.

The CoS infrastructure maintenance department have a significant work load and the new signage system adds to it. To reduce the internal maintenance work, it may be financially viable to outsource the signage maintenance. This service is available from some of the larger signage suppliers in the market place. It is recommended Council obtain quotes for maintenance of the entire CoS wayfinding system to assess the cost. Maintenance may involve for example, bi-monthly cleaning and repairs. Clear documentation of all installed signs will be needed for this purpose.

Future evaluations

Future evaluations can be improved by evaluating a single signage system and by carrying out surveys in the areas which attract a large number of people.

The methodology for the DOT evaluation process appears to be appropriate ie using a range of interviews and follow on walk assessments. However the results are misleading as the IMAP signs were evaluated with other non related wayfinding signs. This could easily be avoided in future by evaluating only signs from the same system (ie only the IMAP family of signs).

The Austraffic evaluation was limited in the range of people intercepted who were prepared to be surveyed. This may be partially attributed to specific location – Toorak Village. Future evaluations should focus on larger activity centres which are likely to be frequented by a broader range of people such as tourists and visitors from the wider metropolitan area. This would be expected to provide a more accurate assessment of the usefulness of the system.

Pedestrian signage guideline document

The development of a pedestrian signage guideline document would greatly assist the project. This document would act as a reference for Council to the existing signage and guide the implementation of new signage.

The guideline document could include:

- System overview
- Sign map content reference (book of maps)
- General standards - for hardware and graphics
- Installed signs location map - directional and map based signs
- Proposed signed routes map - showing extent of potential future network
- Procurement process
- Suppliers - wayfinding consultant, signage, printers, installers, maintenance
- Installation procedures
- Maintenance program - responsibilities, process, programs

Future rollout of the signage

To date the CoS has extended the system with sign installations in Toorak Village and plans for Hawksburn are well advanced. The cost of implementing the work precinct by precinct, year by year is not necessarily the most effective approach. Cost savings could be achieved by ordering higher numbers of signs in a single manufacture and installation contract and the time required for Council officers to implement 2, 3 or 4 precincts simultaneously would also be reduced.

Council could consider developing an installation priority plan for future roll outs. This would require an audit of each precinct to be signed to quantify the total number of signs needed, followed by an assessment to determine the budget and amount of signage which could be implemented in one financial year.

Stonnington walking map

The following outlines new applications to further support walking in the City of Stonnington building on the work developed for the signage project.

The Stonnington base-map

Through the process of developing a best practice pedestrian signage system, a visually appealing and accurate base-map has been created. This map is a significant asset for the CoS which can be used for other purposes. The map currently covers the western half of the municipality and could be extended as needed.

The development of a related walking map for the municipality would compliment the signage and increase the reach of such information. The map would highlight walking & cycling routes between key activity centres, parks and recreational facilities. It could be delivered to residents and made available online or for mobile use. Studies have shown that when people are provided with good walking maps, they are encouraged to walk more.

Other new uses and applications

Use of the map beyond the signage would enable a single base-map to be kept up to date while having multiple uses and applications. Council currently uses a variety of different and inconsistent maps to communicate to the public a range of services, amenities and facilities within the municipality. The opportunity exists to unify and improve the consistency of the mapping information, while potentially reducing the cost of creating and maintaining multiple maps. The impact of providing highly legible information to the public should not be underestimated – many people find poorly presented maps difficult to read and interpret, leading to lost opportunities for residents, visitors and local businesses.

Council maps are often developed in isolation by officers working in different departments without knowledge of a pre existing base-map. Circulation of the above information to all departments within Council will raise awareness of the existence of the base-map asset and encourage its use and in-turn lead to a range of associated benefits to CoS.

Below is a list of potential themed maps which could be developed.

Sport & Recreation:

- Parks & recreation facilities map
- Recreational walks map
- Dog exercise areas map

Economic Development/Tourism:

- Cultural map
- Themed walks map
- Accommodation map
- Municipal trails map

Transport:

- Walking & cycling map (printed version)
- Transport access guide (Educational campuses, activity centres)
- Parking map (Educational campuses, activity centres)
- Mobility map

Applications

Any of the above themed maps could be developed for publication, online pre-journey use (with home printing capacity) and for use on mobile phones.

Digital information/wayfinding

Increasingly information is being distributed electronically. Wayfinding and other forms of spacial information will follow this trend. Currently the IMAP developed Inner Melbourne Map is proved on line in PDF format, however this has limited usability online due to the fact that it is not formatted for digital use and does not leverage the full possibility of digital applications (interactivity).

Map app scenario

The following is a brief overview of a possible thematic map application (Map App). The opportunity exists to leverage and build upon the wayfinding map work and to develop a digital product for a range of needs.

This would involve the development of a multi layered, multi themed map app to be deployed via the internet and mobile platforms (phones and tablets). The primary attributes of the such an application and it's content are ease of access and use while providing comprehensive content.

The app can be thought of as a digital extension of the recently installed wayfinding signage. However the digital platform offers greater scope to provide specific information to specific people. In the simplest terms, CoS could create an internet browser based application to present city information on maps and/or a separate but related mobile application to view the same content on the move.

Objectives

- Provide municipality information relevant to residents and visitors.
- Develop the applications with a simple interface design to minimize the technology barrier (particularly for those less computer literate).
- Deliver user centered content which is widely and easily understood.

Benefits

- Modulated information, when and where residents & visitors require it.
- Offer a broad range of information which services specific interests and needs.
- Improved city experience through better knowledge of opportunities available.
- Improved sustainability, including reduced print media costs to Council and less waste.
- The application content can be updated and expanded as and when needed.

Thematic Content

Examples of the content targeted to specific audiences can be broadly organized into two streams, Destinations and Transport:

Destinations

- Information relevant to local, state and international visitors
- Information relevant to residents and community organizations
- Information relevant to events, shopping and dining
- Information relevant to people with mobility issues

Transport

- Information relevant to all sustainable transport modes, walking, cycling, public transport
- Information relevant to drivers
- Information relevant to people with mobility issues

The themed content listed in the Stonnington walking map section is also applicable.

Functionality

Applications on desktop and mobile platforms have different end user requirements. For example someone using the desktop application will have a larger screen, a comfortable environment, a printer etc. The mobile application user has a smaller screen, a distracting environment. Each application while presenting the same content requires a unique design approach based on user context.

The principle delivery platforms for the thematic map applications are:

- Via the internet for desktop computer use.
- Via downloadable apps for mobile devices.

A desktop application will enable pre-journey planning and discovery of the many aspects the city has to offer through a visually engaging means. Example desktop application features:

- User introduction and help
- User selectable thematic maps content
- User control for content layers and navigation
- Interactive discovery modes (display increased level of information about destinations)
- User print content
- User download content to mobile device

The mobile application will provide access to the same map information – on the street with or without a mobile data connection. Example mobile application features:

- View / navigate content
- Live, you are here, GPS tracking and orientation
- Live information link overlay (subject to data availability from other digital projects)

A full list of possible features and functionality would be established from research undertaken prior to the development of such application.

Appendix

Metal sign drawings

Inner Melbourne Wayfinding Signage Strategy 2007

Pedestrian Wayfinding Signage

For the City of Stonnington

Content

June 2011

Typical Map-based sign

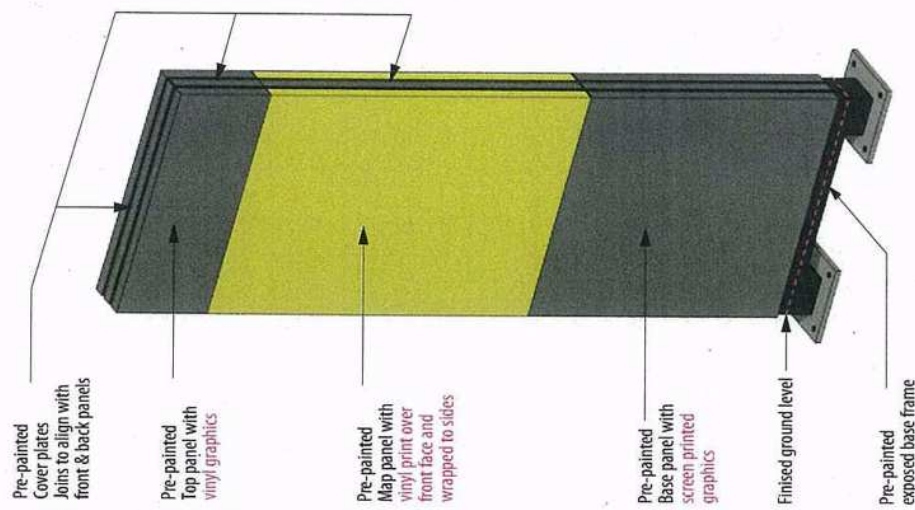
- DWG 01 – Assembly
- DWG 02 – Construction
- DWG 03 – Construction details
- DWG 04 – Engineering specification

Maps, graphic files & schedules will be supplied to the successful contractor

Contractor Installation Note

This wayfinding system uses heads-up mapping. Heads-up mapping shows what is in front of you at the top of the map and what is behind you at the bottom of the map. The contractor must ensure that each sign is installed at the correct alignment (orientation) in the ground and the correct map is applied to each side of the sign.

Wayfinding consultants : Visualvoice
Contact: Bruce Herbes m: 0404 007 716 | t: (03) 9502 0393 | e: bruce@visualvoice.com.au



Finished Sign

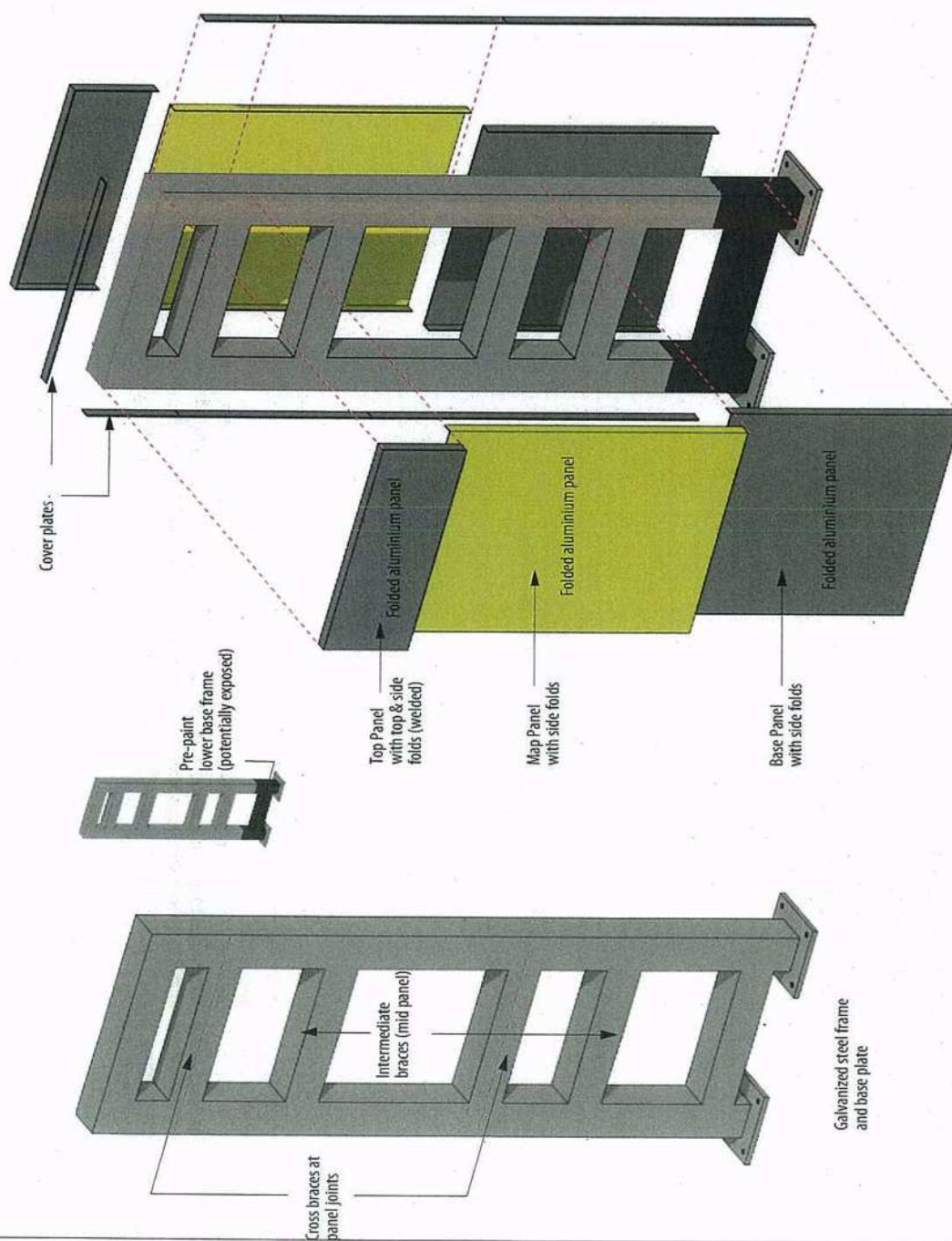
Refer Graphic set-out drawing for required graphic treatment and finishes specification

Construction Drawing

Map-based Sign

DWG No: 01

Scale 1:10 (A3)
All measurements in millimetres

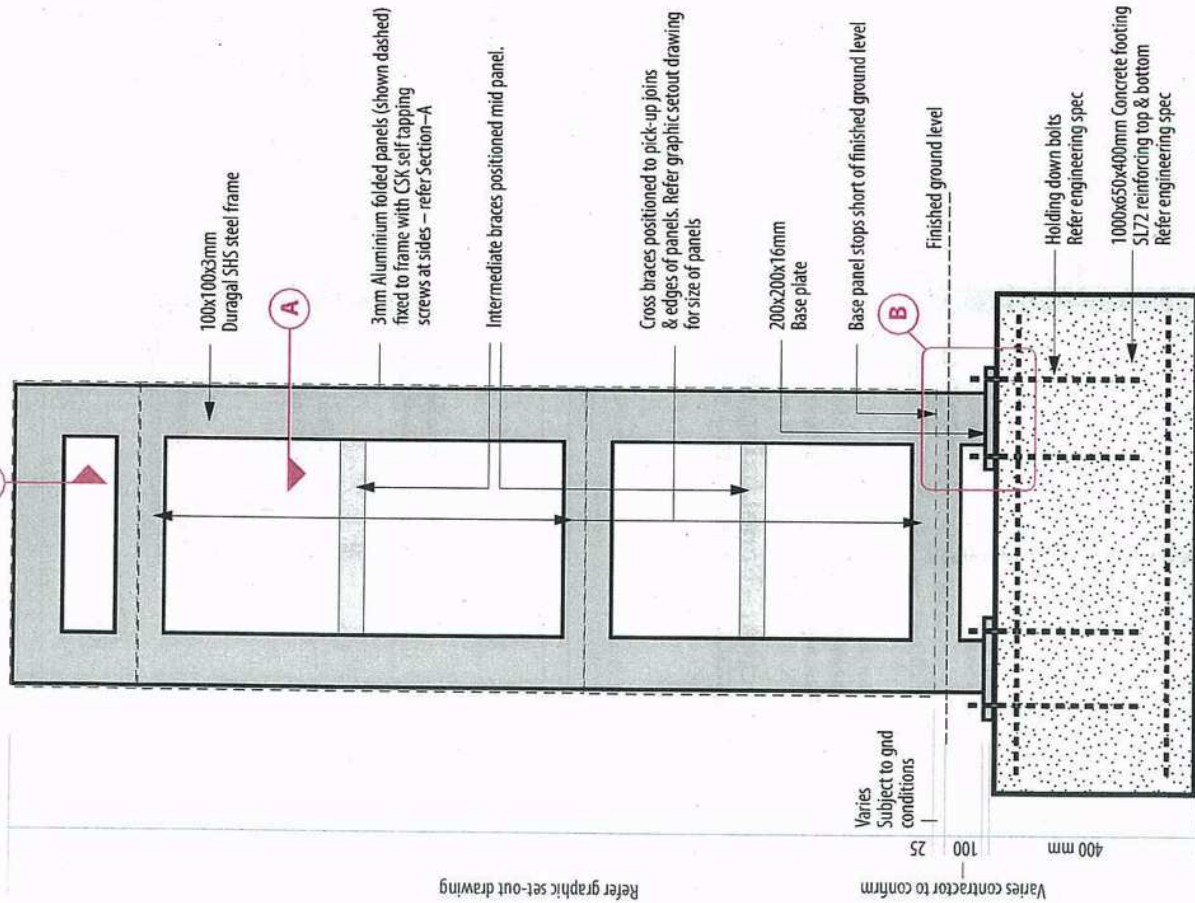


Panel Assembly

Frame Assembly

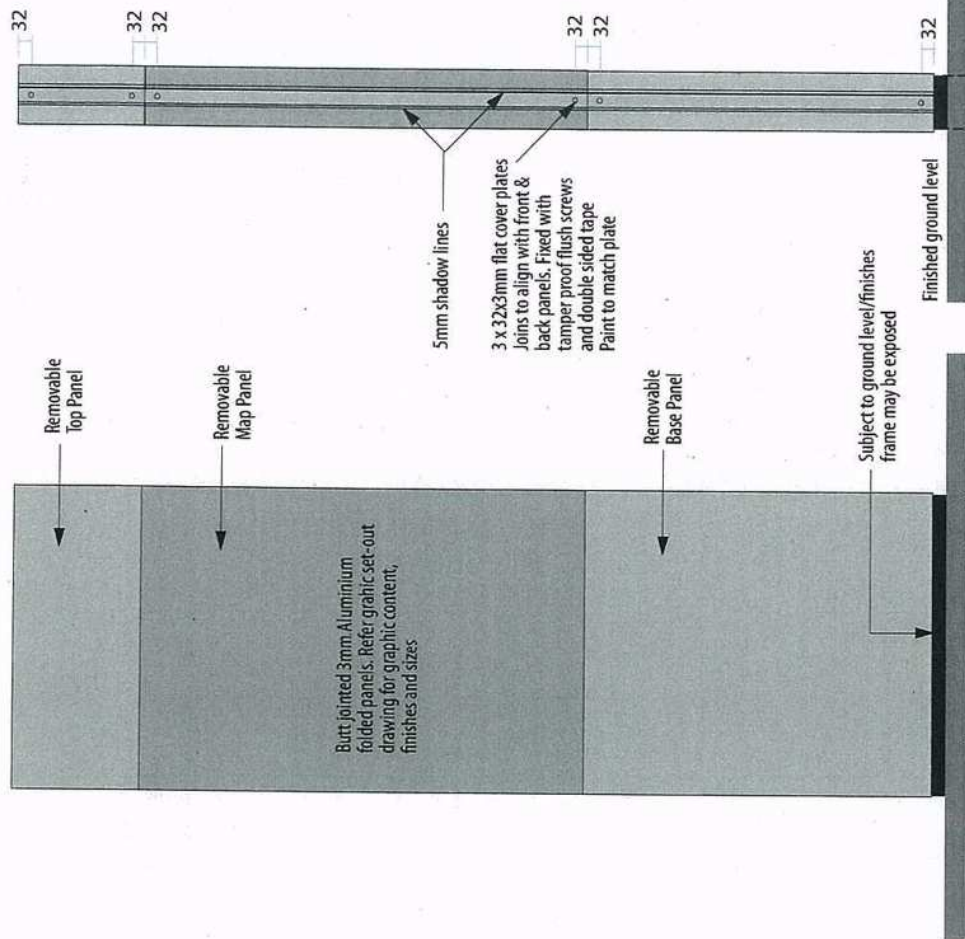
Refer Graphic set-out drawing for dimensions

Refer graphic set-out drawing



Footing and frame

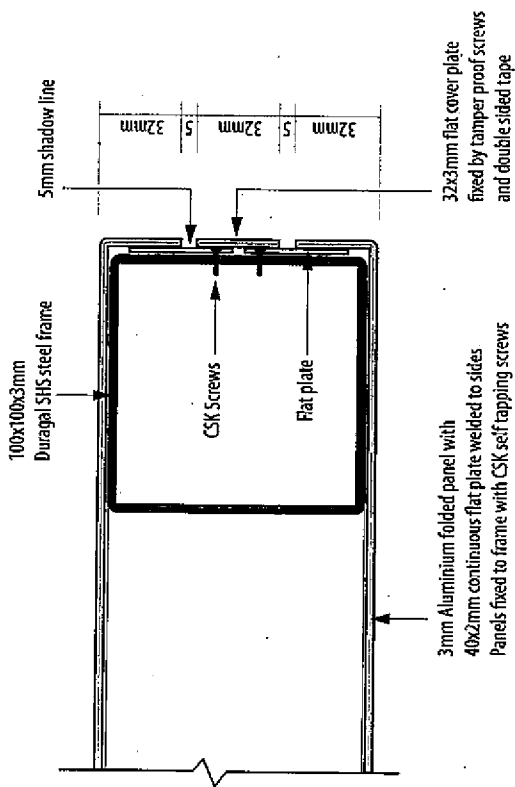
Refer Graphic set-out drawing for dimensions



Front/Back & side elevations

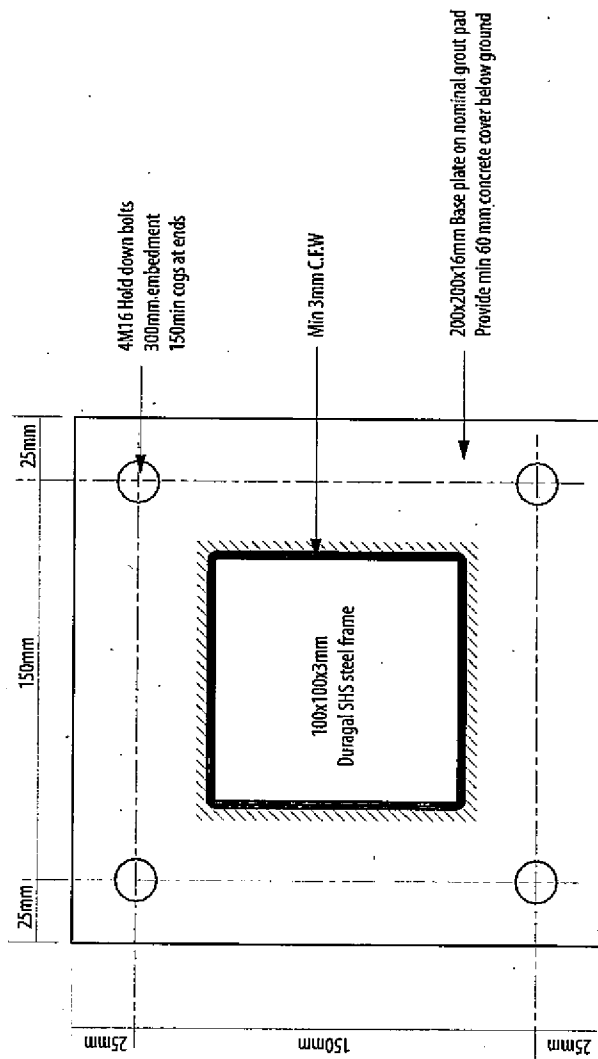
Refer Graphic set-out drawing for dimensions

Construction Drawing
Map-based Sign
DWG No: 02
Scale 1:10 [A3]
All measurements in millimetres



A Cross Section – Panel fixing detail

Refer Graphic set-out drawing
for dimensions



B Plan – Base plate detail

Refer Graphic set-out drawing
for dimensions

NOTES

GENERAL :

- G1. The Structural drawings shall be read in conjunction with the Architectural drawings and the Specification. All discrepancies shall be referred to the Architect before proceeding with the work concerned.
- G2. All dimensions shall be verified from the Architectural drawings or on site.
- G3. THE STRUCTURAL DRAWINGS SHALL NOT BE SCALED.
- G4. The Structural drawings do not necessarily show details of all features, Inserts, sleeves, plates, openings, plinths, recesses, etc. required for the various trades. All such details shall be approved by the Engineer before proceeding with the relevant construction.
- G5. All variations to the details shown on the Structural drawings shall be approved by the Engineer prior to carrying out the relevant work.
- G6. All structural materials and workmanship shall be in accordance with the relevant current Australian Standards and the Building Code of Australia.
- G7. The Builder shall give 24 hours notice to the Engineer for all intended inspection requirements.
- G8. The design live loads are as follows:-
Roof 0.25KPa,
Floors (interior) 3.00KPa,
(exterior) 3.00KPa.
- G9. During construction the structure shall be maintained in a suitable condition at all times by the Builder.

FOOTINGS :

- F1. Footings shown on the drawings are based on the Geotechnical Report and may need to be varied on site. Changes in footing levels shall be made only with the approval of the Engineer.
- F2. All footings shall be based within material capable of sustaining a safe bearing pressure of 100 KPa, unless noted otherwise.
- F3. Footing dimensions shown on the drawings are for tender purposes only and may need to be varied on site. Tender prices to be based on details shown on the drawings and the Geotechnical Report. All final footing levels shall be approved by the Engineer.
- F4. All excavations shall have water and loose or softened material removed before concreting commences.
- F5. All footing over-excavations shall be backfilled with 15 MPa blinding concrete.
- F6. Adjacent footings shall be based at the same level. Nearby footings shall be based within a 1 vertical to 1 horizontal relationship from the underside of the lower footing unless specifically noted otherwise.
- F7. All footing excavations shall be inspected by the Engineer before proceeding with any further work.

CONCRETE :

- C1. All concrete work and its testing shall comply with the current A.S. 3600 - S.A.A. Concrete Structures Code.
- C2. All concrete shall be ready mixed, dense weight concrete in accordance with A.S. 1379 with continuously graded aggregate of 20mm nominal maximum size, slump = 75mm and maximum shrinkage strain at 56 days of 650 micro strain.
- C3. Concrete compressive strength grade at 28 days to be:
Blinding Concrete 15 MPa,
Footings 25 MPa,
Floor Slabs 25 MPa.
- C4. The following notation is used for the various types and grades of Reinforcement:
Grade 500 deformed bars N20
Grade 230 plain bars R10
Hard drawn steel fabric L32
The number following the reinforcing symbol gives the bar size or the fabric size and spacing in millimeters.
- C5. Clear concrete cover to reinforcement (including fillets) shall be as follows unless noted otherwise:
Slabs on ground 20 top,
Footings 50
Suspended slab (internal) 25
(main bars) 40
(external) 50
Columns (internal) 25
(main bars) 35
(external) 50
Precast Panel 25
- C6. Reinforcement splices shall be in accordance with A.S. 3600.
N bars 40 dia., 500 minimum,
R bars 50 dia., 500 minimum,
Fabric 250 minimum,
Trench Mesh 450 minimum.
Fabric reinforcement shall be in one piece in direction of span. The location and type of all reinforcement splices shall be approved by the Engineer.
- C7. The Builder shall supply and install all necessary bar chairs, support and spacer bars to position all reinforcement correctly within the permissible tolerances. Bar chairs shall be spaced at 900mm maximum centres both ways. For slabs poured on ground chairs shall not penetrate the vapour barrier.
- C8. Horizontal reinforcement in walls, footings and slab beams shall be continuous around corners and intersections.
- C9. All reinforcement shall be securely tied and supported in its correct position so as not to be displaced during concreting.

STRUCTURAL STEEL :

- S1. All structural steelwork shall comply with the current A.S. 4100 and/or A.S. 1250 Steel Structures Code.
- S2. Unless otherwise noted all material to be:
Grade 250 - Hot rolled plates, flats and angles 100 x 100 EA or 125 x 75 UA and smaller,
Grade 300 Plus - UB, UC, PFC and larger angles,
Grade 300 WB and WC,
Grade 350 RHS, CHS and SHS.
- S3. The following notation is used for the various bolt types and bolting procedures:
Commercial bolts snug tightened:
Bolting procedure 4.6S M20
High strength bolts snug tightened:
Bolting procedure 8.8S M20 8.8S
High strength bolts fully tensioned:
Bolting procedure 8.8TF M20 8.8TF
(friction type joints)
Bolting procedure 8.8TB M20 8.8TB
(bearing type joints)
- S4. All welding shall comply with A.S. 1554 and shall be at least 6mm fillet welds Structural Grade (SP) continuous for full contact of members.
Minimum weld length = 75mm. All butt welds shall develop the full tensile strength of the member.
- S5. All Structural steelwork is to be finished in accordance with the Architectural Specification.
- S6. Grout (1:2 mixture of sand and cement as dry as practical) shall be thoroughly rammed under all steel baseplate surfaces so that solid support is given to the steelwork over the entire contact surface.
- S7. Two (2) copies of all shop drawings shall be submitted to the Engineer for approval of overall structural sufficiency only, prior to commencement of fabrication.

ALL EXPOSED STEEL SHALL
BE HOT DIP GALVANISED

FINISHES

- All decorated surfaces to be primed & spray painted in 2-Pak automotive finish
- All surfaces to be clear coated, sprayed with 2 x coats of 2-Pak automotive clear @ 5 micron each; total cover 100 microns
- All exposed sign panel backs to be primed and painted as per the sign colour specification including raw edges

IMAP Implementation Committee
Progress Report
IMAP Communications and Governance

Purpose

1. To advise the IMAP Implementation Committee of the progress of IMAP Communications and Governance during the last 3 month period.

Governance

2. **City of Maribyrnong**

The CEO of the City of Maribyrnong has confirmed which IMAP projects are of interest and indicated that funding is available in the current financial year. The Executive Officer is meeting with senior staff to arrange representatives from Maribyrnong for the IMAP Project Teams. The Three Year Implementation Plan has been updated to reflect this change – refer Item 9 (Attachment 5)

3. **Change of Meeting Date for the November IMAP Meeting**

With the Local Government Elections being held in late November, it is possible that Mayors and Committee Chairs of the 5 Councils will not have been appointed or inducted by the time the IMAP Implementation Committee agenda is due to go out on 14 November for the meeting on Friday 23rd November. It is therefore proposed that the meeting date be changed to Friday 7th December. I have been advised this date is acceptable for each Council and propose that this be confirmed.

4. **2012/13 Budget**

Finance staff at each of the IMAP Councils has been advised of funding request for next years budget. A Council report is in preparation to support these requests which will provide an update on current projects.

Communications

5. During the last 3 months the IMAP Executive Officer undertook the following communications:

- Annual Report distribution
- IMAP Student Placement Showcase on 2 December at CoM (in conjunction with the IMAP Student Placement Officer)
- Community Land Trust Research project – 3 meetings of Project Control Group
- DBI – Attended discussion at CoS on economic initiatives in the new Inner Melbourne Region - currently being established along IMAP boundaries
- University of Melbourne – launch of the Living Roofs Project at the Burnley campus
- Meeting with Department of Transport on Tram Route 96 and IMAP (Adele McCarthy and Paul Smith)
- Minister for Water was briefed on IMAP by DSE when he was presented with the Annual Report. Assisted the DSE analyst prepare the briefing and requested a meeting with the Minister to discuss WSUD. Currently following up progress with this request.
- Meeting with IMAP project teams;
 - **Action 6.3** Conflict in Activity Areas – arranging a meeting with the CEO and Chair of Victorian Commission for Gambling & Liquor Regulation (VCGLR - delayed due to their restructure)
 - **Action 10.1** Open Space and Trails – due to report in May
 - **Action 3.5** Reduced through traffic – refer Item 11, Attachment 7
 - **Action 7.7** Work Integrated Learning project team – Final report due in May
 - **Action 9.4** Growing Green Guide PCG meetings – refer item 16 Attachment 11
 - **Action 3.2 and 4.7** – Richard Smithers – refer item 12 Attachment 8

- **Wayfinding signs maintenance audit** – compiled a condition report for each of the 3 Councils and referred them to Simon Thomas (CoS), Geoff Lawler (CoM) and Atha Athanasi (CoY).
 - 21 of the 41 signs checked were in good condition.
 - Maintenance requirements included
 - 5 new glass panels required on the map based signs,
 - 8 cabinets on the map based signs needing sealing,
 - 1 Identification sign required replacement (Missing in Chapel Street),
 - 16 map based signs had graffiti and required cleaning
 - 11 maps were damaged/damp and required replacement.
 - CoS's report from Visual Voice proposes an alteration to the construction of the map based signs to a more durable material– see **Attachment 2e**.
 - CoS has circulated this report and is hosting a meeting of staff from the IMAP Councils to discuss designs for new signage on 22 February 2012.
 - The audit highlighted the need for these items to be included in Councils' Asset Management Plans with a regular maintenance budget.
- **Website Update:** work on the IMAP website continues, to bring all reports relating to each Action into one place and to make it easier to see the status of each project. Ongoing.
- **A Service Provider Survey** of IMAP Implementation Committee members and associates and project teams was undertaken towards the end of last year. Thank you to everyone who provided comments and feedback. Key points are listed in **Attachment 3a..**

The results indicate:

- *Meetings format*
 - issues based meetings are arranged when like type projects coincide – however it is not always possible to arrange this. Suggestions are welcome as to how this could be achieved/improved.
 - The role of Associates could be discussed further with the Executive Forum to maximise the benefits of this association.
- *Upgrades to the website*
 - currently underway, but need to address the Wiki capabilities, provide more on achievements and more images to make visually appealing.
- *Suggested projects –*
 - recommend these be referred for consideration when the Inner Melbourne Action Plan is next reviewed. Since this is linked to the upcoming Metro Strategy, suggest the Committee considers whether they wish to dedicate resources to provide joint input.
- *Support :*
 - Current upgrading to the website will achieve a central repository of information.
 - Other points noted for future communications.

Recommendation

6. That the IMAP Implementation Committee resolves to **note** this Communications and Governance Briefing Paper
7. That the November IMAP Implementation Committee meeting date be changed from Friday 23 November to Friday 7 December due to the Local Government election.

**Inner Melbourne Action Plan
Service Provider Survey
October 2011**

Key Points on the Survey

- 17 responses received
- **Feedback on Committee meetings**
 - A clear forward look at the issues to be addressed over the next 4 meetings would help newcomers to see the focus, help partner organisations prepare and align work programs as necessary
 - Main issue is the extent Associates are engaged or just observers. Wonder if an issues based approach would be more desirable in future.
 - Presenters need to know to what extent the Committee is across the subject they are presenting
 - Ensure CEOs understand what's on the agenda and what's expected of them
 - Projects need to be separately resourced from Council budgets and officer's time.
- **Feedback and Suggestions for the IMAP Website**
 - Current news and project progress updates to be accessible
 - The Twiki could be improved— may need an upgrade to the next version and greater promotion to project teams to use it.
 - Website needs more images to make it more visually appealing.
 - Achievements could be highlighted on the site
 - Give more prominence to the website on individual Council websites and in general Councillor communication
- **Suggested Projects that IMAP should investigate participating in for the future**
 - Bike paths along rail corridors and opportunities for IMAP Councils to get more meaningful open space including sports grounds.
 - Fishermans bend urban renewal that straddles the Cities of Port Phillip and Melbourne needs coordination under one broad project - could be managed under a strategic planner covering a range of strategic planning issues, such as its potential for affordable housing.
 - Myki transition, revisiting Wayfindings signage, coordination of Major Activity Centres or clustering of economic activity/precincts
 - Is it time we started thinking about what happens after all the IMAP actions are completed or determined no longer relevant?
 - Review to include Maribyrnong.
 - Reducing red tape Biodiversity strategy for inner Melbourne
 - The property development system and lack of influence afforded local government

- Dedicate significant resources to provide input to the upcoming Metro Strategy
- **Level of support - feedback and suggestions**
 - IMAP is a well administered group – good balance between being responsive, providing leadership and investigating new opportunities
 - Is there another way of holding all the information done by IMAP in a central repository?
 - Leadership required on suggestions proposed above for new projects.
 - Need consistent CEO support across all councils
 - Appreciate communications in advance of meetings if there are particular areas of interest that require our organisations response.

IMAP Implementation Committee

Financial Report for the Six Months ending 31 December 2011

1 July 2011 – 31 December 2011

Background

1. The IMAP financial position was last noted at the IMAP Implementation Committee meeting held 18 November 2011
2. Retained Earnings carried forward from the 2010-2011 financial year totalled **\$302,577** (excluding GST). This includes a surplus of \$40,684 in the regional tourism funds.

Income

3. All IMAP Annual Council contributions, Regional Tourism Contributions and the Distributed Energy project funding has been invoiced for the 2011/12 financial year.
4. **Total Income of \$548,977** was recorded for the 6 month period to 31 December 2011.

2800 Sundry Income:

Retained Earnings carried forward from 2010-11	\$302,577	
Strategy 9 - Distributed Energy Project @\$13.5k* – CoM, CoPP. CoY	\$40,500	
Strategy 11 – Regional Tourism Contributions @\$20k - 4 councils	\$80,000	
Reimbursement Training Course	\$5,900	\$428,977

2810 Contract Income:

Annual Contributions @\$30k – 4 councils		\$120,000
--	--	-----------

TOTAL OPERATING INCOME **\$548,977**

**CoS paid the Distributed Energy project contribution in the last financial year - the amount is included in the Carry Forward.*

Expenditure

5. **Total Expenditure of \$57,886** was paid during the 6 month period to 31 December 2011.

4040 Contract staff

Action 7.4	WIL project staff - first payment to CoM	8,605
-------------------	--	-------

4102 Catering

IMAP	Catering - informal meetings	\$74
-------------	------------------------------	------

4104 Postage & Courier

IMAP	Courier - Committee papers	\$161
-------------	----------------------------	-------

4105 Printing

Strategy 11	Map Reprint [300,000] Aug 2011	\$26,800
--------------------	--------------------------------	----------

4108 Stationery

IMAP	Meetings - Stationery Reimbursements	\$133
-------------	--------------------------------------	-------

4131 Promotional Publications

Strategy 11	Tourist Map distribution		
	- Jun 2011	\$290	
	- July	\$379	
	- Aug	\$277	
	- May (late payment)	\$339	
	-Sept	\$385	
	-Oct	\$355	
	- Nov	\$311	
Action 7.4	WIL Showcase poster	\$600	
IMAP	Annual Report 2010-11 design & print	\$6,480	\$9,417

4142 Local travel**IMAP**

\$17

4150 Consulting Fees**IMAP**

Website hosting 12 months

\$2,646

Action 11

IMAP Map adjustments – Visual Voice

\$400

Action 9.4

Water Sensitive Cities report

\$4,900

Strategy 11

IMAP Map Changes Stage 1

\$1,818

Action 9.2

Design of ESD Fact Sheet template

\$2,550

\$12,314

5102 Internal Catering**IMAP**

Catering – Planning Process Review meeting

\$180

Catering – IMAP Committee

\$111

Catering - Reimbursements

\$74

\$365

TOTAL EXPENDITURE**\$57,886****NET SURPLUS****\$491,091****Recommendation**

6. That the IMAP Implementation Committee resolves to **receive** the IMAP Financial Report for the period ending 31 December 2011.

Reporting Scope - IMAP*Operating & Capital Works Statement for period ended December 31 2011*

CURRENT MONTH				YEAR TO DATE					FULL YEAR		
	Total Committed	Budget	Variance	Unpaid Purchase Orders	Actuals	Total Committed	Budget	Variance	Forecast	Budget	Variance
2800 - Sundry Income	0	0	0	0	428,977	428,977	0	428,977	0	0	0
2810 - Contract Income	0	0	0	0	120,000	120,000	0	120,000	0	0	0
Other Revenue	0	0	0	0	548,977	548,977	0	548,977	0	0	0
Total Operating Income	0	0	0	0	548,977	548,977	0	548,977	0	0	0
4040 - Contract Staff	0	0	0	0	8,605	8,605	0	(8,605)	0	0	0
Employee Benefits	0	0	0	0	8,605	8,605	0	(8,605)	0	0	0
4102 - Catering	0	0	0	0	74	74	0	(74)	0	0	0
4104 - Postage & Couriers	0	0	0	0	161	161	0	(161)	0	0	0
4105 - Printing	0	0	0	0	26,800	26,800	0	(26,800)	0	0	0
4108 - Stationery - General	0	0	0	0	133	133	0	(133)	0	0	0
4131 - Promotional Publications	911	0	(911)	0	9,417	9,417	0	(9,417)	0	0	0
4142 - Local Travel	0	0	0	0	17	17	0	(17)	0	0	0
4150 - Consulting Fees	4,368	0	(4,368)	0	12,314	12,314	0	(12,314)	0	0	0
5102 - Internal Catering Charges	0	0	0	0	365	365	0	(365)	0	0	0
Administration Expenditure	5,279	0	(5,279)	0	49,281	49,281	0	(49,281)	0	0	0
Total Operating Expenditure	5,279	0	(5,279)	0	57,886	57,886	0	(57,886)	0	0	0
Operating Profit / (Loss)	(5,279)	0	(5,279)	0	491,091	491,091	0	491,091	0	0	0
Net Surplus / (Deficit)	(5,279)	0	(5,279)	0	491,091	491,091	0	491,091	0	0	0

IMAP Projects - Three Year Implementation Plan (Amended - Incl Maribyrnong Contributions)

EXPENDITURE									
ACTION	DESCRIPTION	Status	LEAD COUNCIL	TEAM LEADER	PROJECT DESCRIPTION	2011/12	2012/13	2013/14	2014/15
IMAP Administration									
IMAP	General Expenses	Ongoing	CoS	Elissa McElroy		15,000	15,000	15,000	15,000
IMAP Projects									
1.4	Boulevards & Major Roads - Hoddle Street	Current	CoY	Bruce Phillips	1. Establish joint view on Hoddle St				
		New			2. Boulevard Study			40,000	
2.5	Bicycle Network:	Ongoing	CoM	Haig Poulson	1. Capital Program - Bike Lanes	As per Councils budgets			
		New			2. Measure & map Level of Service rating				
2.6/4.3	Public transport/Bus Reviews	Ongoing	All		Advocacy role				
3.2	Roads as Places	Current	CoM	Richard Smithers	Develop case studies etc	15,000	25,000		
3.3	Regional Parking Management	Current	CoM	Stuart Outhred	Value of on street car parking - research <i>(Note \$40K budget + CoMar contribution of \$10K deleted as confirmed project being undertaken by DoT)</i>	0			0
3.5	Reduced through traffic	Current	CoS	Ian McLauchlan	1. Reduce the impact of through traffic <i>(CoMar contribution \$10K x 2 yrs = +\$20K)</i>	60,000	40,000		
		New	CoM	Richard Smithers	2. Parking provisions which support sustainable transport <i>(CoMar contribution \$10K x 2 yrs = +\$20K)</i>		35,000	65,000	
4.4	Enhanced bus priority	New	All		Support and advocate for implementation of preferred routes				
4.7	Improvements to public transport services	Current	CoM	Richard Smithers	Consultation as part of Melbourne Transport Strategy				
5.2	Affordable Housing	Current	CoPP	Gary Spivak	Ongoing housing initiatives/CLT research	10,000			
5.3	Integrating public housing estates	New	CoY	Malcolm McCall	Develop model to address 3 problem issues identified	15,000			
5.4	Social Infrastructure and Services	Current	CoY	Malcolm McCall	Map growth areas & locate current services to identify funding requirements for future planning	10,000	10,000		
5.5	Infrastructure Development					10,000	10,000		
7.2	Support Creative Businesses	Proposed	TBD	TBD					
7.7	University and regional development	Current	CoM	Austin Ley	Involving students in Council - Student placement officer	53,200			
8.1	Priority for freight movement	New	CoPP	Stefan Metrick	Freight Movement Strategic Plan <i>(CoMar contribution \$5.8K x 3 yrs = +\$17.5K)</i>	25,830	25,830	35,840	
9.2	Environmentally Sustainable Design - commercial buildings	New	CoPP	Steven McKellar & others	1. Communication Strategy -Develop ESD Guideline Practice Sheets for public, Identify Best Practice, promote to developers	35,000			
		New	CoPP	Steven McKellar & others	2. Review IMAP Councils & others ESD Policies, tools & methodologies;define IMAP advocacy	20,000	10,000		
		New	CoS	Stephen Morrell	3. Identify ESD retrofit issues			30,000	
9.4	Green Demonstration Projects	Completed	CoS	Geoff Ovens	1. Develop case studies on water sensitive cities				
		Current	CoM	Gail Hall	2. Develop an approach for green roof initiatives	15,000	35,000		
					Top-up funding - as per Executive Forum decision - Council Payments	40,000	40,000		
		New	CoM	Adam Zaborszczyk	3. Distributed Energy - Map the potential & likely locations of distict energy cogeneration systems	100,000	80,000		
10.1	Regional Open Space & trail network		CoY	Justin Hanrahan	Identify linkages and gaps in OS and trail network				
11	Regional Tourism Strategy		CoS	Jan Jacklin	3 year Tourism Strategy-Yrs 2 & 3 <i>(CoMar contribution \$20K x 4 yrs = +\$80K)</i>	100,000	100,000	100,000	100,000
	Total Expenditure					524,030	425,830	285,840	115,000
REVENUE						2011/12	2012/13	2013/14	2014/15
Retained Funds						302,577	94,877	54,877	24,877
Funding 2011/12 - Year 6 (Current Year)									
IMAP Councils Annual Contribution						\$30K per Council			
IIMAP Councils Annual Tourism Contribution						\$20K per Council			
IMAP Councils Action 9.4 Distributed Energy Contribution						\$13,500 per Council (CoS Paid 2010/11)			
IMAP Councils Action 9.4 green Guide Project						\$20K per Council (CoM and CoPP)			
City of Maribyrnong Contribution						35,830			
Funding 2012/13 - Year 7									
IMAP Councils Annual Contribution						\$35K per Council			
IIMAP Councils Annual Tourism Contribution						\$20K per Council			
IMAP Councils Action 9.4 Distributed Energy Contribution						\$20K per Council			
IMAP Councils Action 9.4 Green Guide Project						\$20K per Council (CoS and CoS)			
City of Maribyrnong Contribution						45,830			
Funding 2013/14 - Year 8									
IMAP Councils Annual Contribution						\$35K per Council			
IIMAP Councils Annual Tourism Contribution						\$20K per Council			
City of Maribyrnong Contribution						35,840			
Funding 2014/15- Year 9									
IMAP Councils Annual Contribution						\$30K per Council			
IIMAP Councils Annual Tourism Contribution						\$20K per Council			
City of Maribyrnong Contribution						20,000			
Total Revenue						618,907	480,707	310,717	244,877

Please note that the following calculation does not include Operationla Costs estimates at about \$41,500 per council per year.
Shaded costs indicate Briefs have been prepared for this funding

IMAP Progress Report

February 2012

The Inner Melbourne Action Plan (IMAP) identifies 57 actions within 11 regional strategies to help build the inner Melbourne region to embody creativity, liveability, prosperity and sustainability across a range of diverse neighbourhoods.

The following Actions have been **COMPLETED**:

Action 1.1 Inner Melbourne *Statement of Significance*

Action 2.2 Coordinated pedestrian and public transport Signage (Wayfinding)

Action 2.3 Bicycle Network Legibility – *Priority Bicycle Network Report*

Action 2.4 Walking links and pedestrian priority areas (Greenlight)

Action 3.3 Regional Parking Management - *Report on Parking; Car sharing*

Action 5.2 Affordable Housing - *Needs Website (May 08); planning overlay advocacy*

Action 6.3 Activity Centres -*Cumulative Impact Assessment tools; Local planning amendments*

Action 7.4 Regional Economic Development *Statement*

Action 9.1 Regional Sustainability Targets – *Audit of IMAP Councils*

Action 9.3 Water Sensitive Urban Design - *Model Guidelines*

Action 9.6 Use of Recycled Water in Open Space – *Technical Notes*

Action 11.1 Inner Melbourne Map – *Inner Melbourne Region Visitor Map*

Action 11.2 Regional Tourism Program – *Research & Itineraries*

Other Achievements

Merit Award for Regional Action in Water Sensitive Urban Design at the Stormwater Victoria Awards

IMAP Bicycle Network - Presentation at the Bike Futures 2009 Conference

Presentation to Planning Students at Melbourne University 2009 & 2010

IMAP Annual Report 2010-11

Governance

- Annual Reports
- Goods & Services Procurement Policy
- Governance & Relationships Report
- IMAP Plan Review 2010; Financial Review 2010
- Memorandum of Understanding –Intellectual Property

Communications

- IMAP Website
- National Conference presentation (March 09)
- Club IMAP
- Council Briefings

Advocacy

- Ministerial Briefings – Ministers Wynne, Madden, Kosky, Plibersek, Powell
- Briefings to DIIRD & SGS consultants
- IMAP acknowledgements:
 - State Government's Cycling Strategy

- Interdepartmental Committee (Department of Justice)
- Melbourne Water (WSUD)
- Department of Transport Wayfinding Signs Guide

Action 1.4 Boulevards and Major Roads

Preliminary work – IN PROGRESS

The IMAP Implementation Committee has been keeping a watching brief on the work being undertaken by VicRoads on the Hoddle Street Study. The VicRoads Project Manager attended the May 2011 Committee meeting to provide an update on the research undertaken and options being considered for Hoddle Street improvements.

Action 2.5 Bicycle Network

Implementation of Priority Routes - IN PROGRESS

- Action 2.3 delivered the Priority Bicycle Network for IMAP (January 2008) with recommendations from this report forming the basis for the implementation of Action 2.5.
- Focus is on the high bicycle usage routes or those routes which have the potential to carry significantly increased bicycle volumes and therefore require the most work to bring them up to a standard that could safely accommodate increasing bicycle volumes.
- These routes also provide the opportunity to implement some of the separation and delineation treatments being designed and installed in various municipalities. The development of this hierarchy of treatments is considered 'best practice' and the opportunity to promote and share this knowledge more broadly is being considered by the working group.
- The Working Group reported their gap analysis of the network to the IMAP Implementation Committee in May 2010 to highlight progress to date and future priorities. The Committee identified the need to fast track completion of the network and to establish coordinated design guidelines for standardized bike lane treatments across the IMAP councils.
- During 2010-11 cycling treatments have been installed in St Kilda Road, Royal Parade, Albert Street, Cecil Street, and Chapel Street. Good progress has been made on closing the gaps in the network, helped also by the work being undertaken by VicRoads. The IMAP councils are also making good progress on their capital works program for 2011-12. Design options are becoming more standardised.

Action 3.2 Roads as Places

IN PROGRESS

- A Briefing paper was prepared for consideration by the IMAP Implementation Committee on 19 February 2010. Further discussion by the Executive Forum in April 2010 has broadened the brief which will come back to the Committee following consultation with public realm/urban design staff. Progress on this project has been limited due to the significant work undertaken on the Melbourne Transport Strategy Update.
- A revised brief has been prepared for consideration at the February 2012 Committee meeting which looks at the place making attributes around tram super stops.

Action 3.3 Regional Approach to Parking Management

Stage 1 – COMPLETE

- An audit has been undertaken to identify current parking status and gaps. This information has assisted in the development of 6 'guiding principles' for the management of existing parking supply in Activity Centres.
- Given the broad scope of Action 3.3, the working group determined to limit itself to three essential areas of activity, these being:
 - Parking measures to mitigate car travel
 - Provision of parking in new developments
 - Management of existing parking supply
- Integrated Travel Plans and Green Travel Plans have been researched and direction will now be sought from the Department of Transport.

Stage 2 – IN PROGRESS

- Research on Car Sharing was reported to the Committee in August 2010 and is being trialled in a number of IMAP council areas. The Department of Transport is undertaking research on Strip Shopping Centres and Transport which will address the Committee's interest in the value of parking activity. The Department will present their findings in due course to complete this Action.

Action 4.7 Improvements to Public Transport Services

IN PROGRESS

This new project links in with the City of Melbourne's Transport Strategy Update 2011. The draft Strategy was discussed with the IMAP Implementation Committee at its May meeting. With the draft approved by the City of Melbourne in May 2011 for consultation, the Transport Strategy Update is now due to go before the City of Melbourne Council for final adoption.

Action 5.2 Affordable Housing

COMPLETED

Developers meeting

Following the release of the Victorian Integrated Housing Strategy, a meeting with representatives of the development industry was facilitated on 12 April 2011 to discuss planning mechanisms for affordable housing such as inclusionary zoning. A report summarising this discussion was reported back to the Committee in November 2011. This completed all actions able to be pursued at this time.

Research

Research commissioned by the City of Port Phillip on "Affordable Housing Development Models" prepared by Affordable Housing Solutions [AHS] was made available to the IMAP councils in March 2011 for consideration. In May, IMAP agreed to provide some financial support, along with others, for research to be undertaken on Community Land Trust models and their application in Australia. This is now proceeding and Progress reports will be provided to the Committee in due course.

With the completion of this action, consultant reports will be available on the IMAP website under Action 5.2 and will be circulated to interested parties. The project team will continue to monitor and promote planning mechanisms when opportunities arise and report back as necessary.

Action 5.3 Integrating Public Housing Estates

IN PROGRESS

The February Committee meeting will consider a brief for this new project which aims to develop a communications strategy to help Councils and the Office of Housing work in greater partnership during the planning of new social housing developments.

Action 5.4 and 5.5 Social Infrastructure and Services/Infrastructure Development

IN PROGRESS

This new project proposes to undertake research to identify the capacity of social services currently provided to social housing developments, in the IMAP regions, both existing and proposed, and to identify gaps which may exist in service provision. An initial project brief was considered at the November 2011 Committee meeting. The project will be commissioned following a Project team meeting in February to fine tune the brief.

Action 6.3 Managing Conflict in Activity Centres

Stage 1 – COMPLETED

- Key 'tools' have been developed to aid in the assessment of Cumulative Impact:
 - A Precinct Approach to include baseline data (key indicators) to assist the applicant in preparing the application.
 - A Pre-Application Approach that includes a checklist for applicants outlining the information to be provided.
 - A Cumulative Impact Assessment form that provides a tool to assist council's planners and decision makers to reflect on the proposal against issues, constraints and opportunities.
- The State Government has established an Interdepartmental Committee (IDC) to consider Cumulative Impact and Outlet Density. Representatives from DPCD reported to the IMAP Implementation Committee on the IDC in November 2009.
- A review of definitions has identified inconsistency with definitions in the Planning Scheme and those used in the Liquor Licensing system. A Discussion Paper has influenced further communication within councils and State Government.

Stage 2 – COMPLETED

- The Cumulative Impact 'tools' have been tested and modified by individual councils. The City of Stonnington prepared a planning amendment to limit hours and patron numbers which has been approved by the Planning Minister and took effect on 2 February 2012.
- The Project Team's final report was considered at the November 2011 meeting. The Committee determined that it would seek a meeting with key personnel in state government to review work undertaken to date and discuss solutions to ongoing issues.

Action 7.7 Universities and Regional Development

IN PROGRESS

- Initiated by IMAP's Regional Economic Development Statement (May 2008), the Office of Knowledge Capital & IMAP partnered to progress the Councils for Hosting Universities (CHUM) program. A workshop held December 2008 increased awareness and information sharing across Universities and Councils within the inner Melbourne region and identified 2 Initiatives.

- One of these initiatives, *Integrated Workplace Learning Program* was scoped to identify the potential of this program for all stakeholders and the following has been undertaken:
 - Workshops held in February and May 2010.
 - Development of a Manager's Guide with a checklist and responses to Frequently Asked Questions as a resource for councils to access the internship programs.
 - A part time staff position created to promote Students in Councils across the IMAP Councils was filled in May 2011 with progress reported back in August.
 - A Showcase, as part of Tertiary Week was successfully hosted by the City of Melbourne on 2 December 2011. Council managers from a range of municipalities met with university representatives to develop networks. *Work is currently being undertaken to update Councils' intranets so that information is readily available to Council managers on processes to employ a student.*

Action 8.1 Priority for Freight Movement

IN PROGRESS

This new project proposes some initial research be undertaken to determine the current freight movements through the IMAP region as a start point to understanding the needs and impacts of the current system. The brief for the first stage of this project was considered at the May IMAP Implementation Committee meeting. *It is proposed that the project will commence in 2012.*

Action 9.2 Environmentally Sustainable Design – commercial buildings

IN PROGRESS

This new project was identified as a priority for commencement in the IMAP plan review undertaken in 2010.

There are three parts to this project:

- 1) Communication Strategy – development of ESD guidelines for publication
- 2) Review the current ESD policy position in Melbourne
- 3) Identify ESD retrofit issues

Stage 1 – IN PROGRESS

- Work on the Communication Strategy commenced in December 2010. Topics have been identified and are currently being written up for editing and publication. The Working Group updated the IMAP Implementation Committee in March 2011 on progress to date. *A further update, with examples of the factsheets under development will be provided to the February 2011 Committee meeting.*

Action 9.3 Water Sensitive Urban Design

Stage 1 – COMPLETE

- *Model WSUD Guidelines* completed and endorsed.

Stage 2 – IN PROGRESS

- *Draft Stormwater Management local planning policy* has been refined following feedback from DPCD and is consistent with the recently gazetted City of Bayside Clause 44 WSUD amendment.
- Feedback received from Melbourne Water and the Department of Sustainability Office of Water has been positive and supportive of the policy.

- In April 2010 councils received approval from DPCD to jointly exhibit the amendment commencing 1 July 2010. The documents have now been lodged with the Minister for Planning for approval since September 2010. Councils have advocated to the new Minister to have this matter finalised.

Action 9.4 Green Demonstration Projects

IN PROGRESS

This new project was identified as a priority for commencement in the IMAP plan review undertaken in 2010. There are three parts to this project:

- 1) Water Sensitive Cities
- 2) Green Roof Initiatives
- 3) Distributed Energy
 - An overview of Water Sensitive Cities has been prepared including case studies to demonstrate how the principles can be applied and enhance the liveability vision for our urban precincts. The Final Report was considered at the November 2011 meeting. The report is due to be circulated to neighbouring municipalities for information. This action is now COMPLETE.
 - The Green Roof Initiative aims to improve knowledge on green roofs, walls and facades and create solutions for the current barriers to implementation. The application for Sustainability Accord funding to develop Victorian Guidelines - a "Growing Green Guide"; and to develop recommendations for options to integrate greening into regulatory schemes has been **successful**. In addition it is proposed that practical application of the guidelines and policy recommendations could be undertaken through a demonstration project. An update of this project will be provided at the February 2012 meeting. The governance structure and timeline is now in place for this project, and the Project Officer has been appointed.
 - The Distributed Energy project aims to undertake an analysis of the potential for distributed energy in the IMAP area (district scale cogeneration, renewable and energy efficiencies) and develop business models for implementing commercially viable distributed energy systems in Melbourne. The IMAP Committee is awaiting a further report in February 2012 on funding and partnership arrangements for this project.

Action 10.1 Regional Open Space and Trail Network

IN PROGRESS

A working group presented a draft Project Plan to the IMAP Committee 28 August 2009.

In February 2010 the Working group detailed timeframe of the stages, desktop audit, engagement of partners and the development of an Implementation Plan, and in May 2010 updated the Committee on how the project has been integrated into actions being undertaken by state government agencies.

Since February 2011 GIS staff have been assisting the project by initiating the collation of land information across the 4 councils onto a base map. The next step is to map public realm and open space strategies of the IMAP councils across this base data to build up a detailed picture of future planning strategies and the linkages between them.

Strategy 11 – Regional Tourism

Stage 1 - Visitors Map - **COMPLETE**

Stage 2 - Regional Tourism Program & Experiential Packages – **COMPLETE**

Stage 3 - Visitor Profile and Satisfaction Study – **COMPLETE**

Stage 4 – **IN PROGRESS**

A three year Strategic Plan for Regional Tourism was reported and adopted by the IMAP Implementation Committee in May 2010. A range of initiatives were identified for implementation in 2010/11 which builds on the previous work undertaken. Licensing the tourism map to other tourist

providers was approved by the Committee in March 2011. An update on the Strategy for 2011-12 was provided to the August Committee meeting.

These projects will continue to add value, deliver stronger relationships, practical solutions and strategic directions and influence the liveability and sustainability of the inner Melbourne region.

Inner Melbourne Action Plan
Progress Report
Action 3.5 Reduced Through Traffic

Purpose

1. To update the Committee on the Project Brief, timeframe and budget for this project.

Background

2. Action 3.5 seeks to determine what actions can realistically be undertaken by member Councils to ameliorate the impact of through traffic in the Inner Melbourne area.. This brief is designed to define through traffic, develop a greater understanding of through traffic issues/options and develop an Action Plan for IMAP Councils to implement and advocate to State on relevant issues.
3. In undertaking this project concurrent with other IMAP studies information gathered will assist in the timely understanding of freight traffic issues relevant to Inner Melbourne.
4. An update report was provided at the IMAP meeting of 18 November, 2011 at which the Committee requested a discussion occur at the next meeting on the project.

Discussion

5. The project aims to provide a better understanding and knowledge of through traffic movements within Inner Melbourne, however through traffic is defined.
6. There is an extensive array of transport studies that detail the implications of road traffic within Inner Melbourne. The key aims of this project are to :
 - Define and assess the nature and extent of through traffic on the member Councils' areas
 - Assess the impacts and issues associated with the through traffic impact from traffic management, social and economic perspectives
 - Determine what are the optimum actions to address the impacts determined
 - Produce a plan outlining realistic actions the member Councils can take to reduce the impact of through traffic on their communities, particularly in relation to influencing the development of VicRoads Network Operating Plans
7. The project involves a desk top study initially that will identify data and documents held by IMAP Councils, Department of Transport, Vic Roads and relevant transport agencies to gauge the extent of, and determine the nature/magnitude/impacts of through traffic. This initial assessment will then be supplemented by appropriate surveys aimed at addressing identified gaps (if any) in the information required.
8. The project will require data input from the four councils. This may include existing strategies and plans, data maintained/managed by member councils or planning scheme information.
9. A discussion paper outlining the research and considering possible options will be prepared for review and consultation with member Councils and relevant agencies.
10. The project will conclude with a recommended Action Plan highlighting actions that are realistic and will provide improvements to the management of through traffic.

Project Timing

11. It is proposed the revised project brief attached will be issued to selected consultants in February, with an appointment of a successful tenderer early in March. It is anticipated the work will be completed by 30 September 2012, but this will depend on the availability of IMAP project team members and the time required to obtain information from Government and agencies.

Project Budget

12. The brief advises potential tenderers the project budget is between \$40-80,000 depending upon surveys required. It is anticipated the consultant research, analysis and report will be around \$40,000 with any further surveys required possibly adding another \$40,000.

Recommendation

13. That the IMAP Implementation Committee approve the (draft) Project Brief and and confirm a budget of \$80,000 for the current financial year.

Contract No: 2012/037 – Project : IMAP Project 3.5 – Reduced Through Traffic



Inner Melbourne Action Plan
'Making Melbourne More Liveable'



PROJECT BRIEF – IMAP Reduced Through Traffic

Contract No: 2012/037

Tender Documents

PART A: OVERVIEW

The Inner Melbourne Action Plan (IMAP), adopted in December 2005, is a collaborative project between the Cities of Melbourne, Port Phillip, Yarra and Stonnington (west of Kooyong Road) and Vic Urban (Docklands). Recently, the City of Maribyrnong has also joined IMAP as an Associate member. The group has worked together on what needs to be done to strengthen the liveability, attractiveness and prosperity of the Region. A map of the IMAP area is shown in Attachment A. *(Note: the “member Councils” referred to in this document refer to the 5 municipalities mentioned above).*

The Action Plan also responds to the demands of Melbourne 2030, the State Government's blueprint for managing sustainable growth and change across metropolitan Melbourne. Inner Melbourne municipalities have a particular challenge with the impact of through traffic on a network of closely spaced arterial roads, with limited capacity.

The Reduced Through Traffic Project presents an opportunity for a collaborative approach of State and local government to improve the impact of through traffic in the inner urban area. For this project, the Project Area includes the municipalities of Melbourne, Yarra, Stonnington (west of Kooyong Road), Port Phillip and Maribyrnong.

The IMAP Councils have provided funding are now seeking a consultant to undertake appropriate research and investigation of through traffic, liaise with relevant government departments, transport agencies and member Councils, and recommend appropriate actions to be undertaken to improve the impact of through traffic in inner suburban Melbourne.

Allied to this project, there is a separate IMAP project to determine the extent of commercial traffic within inner Melbourne. It is expected elements of the research required will be common to both projects and the successful tenderer will be required to liaise with the consultant undertaking the commercial traffic project and share research information.

The project will be supervised by an IMAP Project Committee consisting of representatives of member Councils. Contractual matters will be administered by the Project Team Leader.

Contract No: 2012/037 – Project : IMAP Project 3.5 – Reduced Through Traffic

PART B - CONDITIONS OF TENDERING

B1: Nature of Contract

This is a selected tender process for which four traffic consultants considered to have the expertise necessary to undertake the project have been invited to submit a tender.

The contract for which a tender in accordance with these Conditions of Tendering is made is a lump sum contract for the proposed project. Variations to the contract must be approved by the Project Manager before work commences and will be calculated based on the rates submitted.

B2: Enquiries

Any queries concerning the work specified in the Tender Documents should be directed to the IMAP Project Lead, Ian McLauchlan, telephone number 8290-3533 or 0418 102 821.

B3: Closing Date for Tenders

Submissions should be forwarded by email to council@stonnington.vic.gov.au or by mail to Transport & Parking Manager, Post Office Box 21, 3181, no later than 5pm Friday 9th March, 2012. Late submissions will not be considered.

B4: Post Tender Submissions

Notwithstanding any other requirement of the Tender Documents, Council may require additional information to be submitted concerning the tender before any tender is accepted.

B5: Acceptance of Tender

Council shall not be bound to accept the lowest or any Tender for the work under the contract.

A Tender shall be accepted only by a notice in writing advising acceptance of the Tender by Council which may be handed to, or posted by pre-paid post to, or left at the at the address notified by the successful tenderer. The successful tenderer shall be deemed to have received such notice if posted by pre-paid post at the time it would normally be received in the ordinary course of the post at the address to which it is directed. The Date of Acceptance of the Tender shall be deemed to be the date which appears on the notice in writing of acceptance of the Tender.

It is proposed to advise the successful tenderer within 3 weeks of the closing of tenders.

Contract No: 2012/037 – Project : IMAP Project 3.5 – Reduced Through Traffic

B6: Assessment of Tenders

All tenderers asked to submit a proposal are considered capable of undertaking the project. Therefore it is not necessary to provide details of previous projects undertaken of this type.

All submissions will be assessed using a weighted selection method. The weightings to be used in the assessment are:

- timing 20%
- methodology 50%
- price 30%.

PART C - PROJECT BRIEF

C1: Aims

The objective of the project is to determine what actions can be realistically be undertaken by member Councils to ameliorate the impact of through traffic in the Inner Melbourne area.

Specifically, there are 4 aims :

- i) Define and assess the nature and extent of through traffic on the member Councils' areas
- ii) Assess the impacts and issues associated with the through traffic impact from traffic management, social and economic perspectives
- iii) Determine what are the optimum actions to address the impacts determined
- iv) Produce a plan outlining realistic actions the member Councils can take to reduce the impact of through traffic on their communities, particularly in relation to influencing the development of VicRoads Network Operating Plans

C2 : Data Available and Surveys that may be Required

The expectation is that traffic management documents held by member Councils, Transport Agencies and other IMAP partner organisations dealing with traffic, in particular through traffic movement relevant to Inner Melbourne will be obtained by the Consultant and duly assessed. The data provided by existing strategies/plans are to be considered with the intention of informing IMAP member Councils of the current impact of commercial and freight movements within the subject area.

VicRoads have advised that the list of relevant studies may vary significantly depending on the study requirements, however they have provided the following examples of data sources available for listing in this brief:

- SCATS data (obtained continuously from traffic lights across the metropolitan area) - volume only
- Variety of ad hoc volume count and manual classification data
- Permanent strategic classification data (4 length X 12 speeds bins) - collected every year for the past 15+ years 2 weeks per year
- Weigh-in-motion data at (limited) strategic sites collecting vehicle-by-vehicle data - speed, classification and weight
- Travel time data collected on a variety of routes
- Accident data

The VicRoads Network Operating Plans for each of the member Councils are also relevant to the study.

Contract No: 2012/037 – Project : IMAP Project 3.5 – Reduced Through Traffic

It is expected this review may be supplemented by additional survey work the consultant may wish to undertake. Additional surveys proposed will be subject to the approval of the project committee.

C3: Study Tasks

While not wishing to limit the methodology proposed by the tenderer it is expected the study will undertake at least the following :

1. Undertake an appropriate literature/document review to gauge extent of, and determine nature/magnitude/impacts of through traffic. (As well as the survey sources outlined in C2, there is a vast range of existing documents that detail the implications of road traffic within the inner Melbourne area. These documents have been drafted by a number of agencies, such as Councils, but many originate from the State Government. It is expected the successful tenderer will source the relevant documents and then distil these into a comprehensive paper that readily identifies the existing traffic management situation.)
2. Liaise with VicRoads, Transport Agencies and Council Officers as to their issues and their assessment of the opportunities and constraints to deliver on the ability to deliver realistic actions.
3. Liaise with the IMAP consultant undertaking the research on commercial traffic to obtain their feedback on the particular commercial traffic issues associated with through traffic.
4. Determine if any further surveys are required to assist in defining the magnitude and extent of through traffic in the study area.
5. Seek approval from the Project Committee to undertake any further surveys required.
6. Undertake appropriate analysis and prepare a discussion paper for the Project Committee defining “through traffic”, outlining the extent/impact and possible actions. (It is expected the paper will canvass issues of the social, economic and physical impact of through traffic, how such traffic is defined, and include car occupancy measures, public transport improvements, road pricing strategies in the list of candidate measures. It is also considered desirable by the project team the discussion paper addresses the what levels of measures are required to contribute to reducing through, what are the costs & benefits and consider what is the ultimate capacity of the street network in terms of cars, bicycles, trams etc.)
7. Following review by the Project Committee, the successful tenderer is required to undertake consultation with relevant State Government Departments, Transport Agencies, IMAP consultant undertaking commercial traffic research (as required) to develop a list of actions.

Contract No: 2012/037 – Project : IMAP Project 3.5 – Reduced Through Traffic

8. Provide a draft report outlining recommended actions their likely costs and desirable timing, who is best to undertake them, what role IMAP should take in their implementation for the project committee to review.
9. Provide a final report incorporating any agreed changes from Task 7.

C4 : Format of Written Reports

The client does not wish to dictate the format of interim reports however it is expected all reports will be in A4 format and the final report will have a Table of Contents, Table of Figures, Executive Summary and include colour where required.

C5 : Reporting Arrangements

The successful tenderer shall be responsible to the Project Manager or his delegate, who shall consult with relevant IMAP project committee members as required. An initiation meeting will occur prior to commencement of the project between the Project Manager or his delegate and the successful tenderer to clarify any issues of concern.

In addition to an initiation meeting and subsequent meetings with VicRoads and member Councils, The Project Manager, may meet at other times to discuss with the successful tenderer issues relating to the project. Such meetings may be initiated by the successful tenderer or the Project Manager. At least 48 hour's notice is required to arrange such meetings.

The consultant shall provide an electronic copy of all reports in MS Word format. A draft report should be submitted for supervisor review prior to finalisation of any of the reports requested.

C5 : Project Budget

While not wishing to rigidly define the project costs, as a guide in preparing submissions, tenderers are advised the project team considers the project would cost between \$40,000 - \$80,000, depending on the level of surveys subsequently approved.

C6 : Information to be provided as part of Tender Submission

The following information will be submitted by tenderers:

- A project plan outlining the tasks, duration and completion dates (allow 5 working days for client approval where required);
- The person in charge of the project and other persons undertaking tasks;
- The time allocated per person per task to undertake the project;

Contract No: 2012/037 – Project : IMAP Project 3.5 – Reduced Through Traffic

- The time allocated for liaison with the IMAP consultant undertaking the project to determine the extent of commercial traffic in inner Melbourne
- A lump sum price (exclusive of any additional surveys to be approved) to undertake the total project as outlined in the submission; and,
- A rate per hour of professional time, for any additional work requested, outside the scope of the brief.

C7: Timing of Project

As outlined in Part D it is hoped to appoint the successful tenderer by late March, 2012 and a final report is expected by 31 August, 2012.

C8: Payments

Payments shall be made as outlined in Part D

PART D - CONDITIONS

D1: General Conditions

See attached document.

Inner Melbourne Action Plan
Progress Report
Action 3.2 - IMAP Roads as Places

Background

1. IMAP Action 3.2 intends to study the impact of tram stops on the street environment and their contribution to making streets and roads into better places in inner Melbourne.
2. This is a revised Brief from that which the IMAP Implementation Committee considered in 2010. It aims to assess current issues and narrows the focus of the project so that IMAP can achieve a more defined outcome within the current budget.
3. A variety of tram stop designs exist in IMAP council areas. Some of these have been built relatively recently and appear to have had an impact on the operation of the street in which they sit. Impacts include changing road layouts, reducing passing vehicle speeds and traffic volumes, creating crossing opportunities for pedestrians, improving bicycle access. IMAP member councils have been at the forefront of innovation on tram stop design.
4. In the coming years, many more tram stops will be constructed in the IMAP area due to the requirement to make the public transport system DDA compliant as well as to speed up the loading of trams, improve safety and improve the experience of tram passengers.
5. Recent strong growth in tram patronage has highlighted the significant and increasing contribution of trams in bringing people to key IMAP locations such as shopping strips and the Central Activity District. This role is expected to continue to increase as tram service improves. In contrast, rates of driving have levelled off since about 2003. Trams are one of the defining aspects of the transport and land use system in the IMAP area.
6. The program of constructing new tram stops in the IMAP area is likely to be an excellent opportunity for making streets and roads into better places however there has been relatively little research into the placemaking impacts of tram stops.
7. The wider impacts of improved tram stops may include economic, health, environmental and social benefits to IMAP communities. These aspects could be the subject of further study depending on the outcomes of this work.

Discussion

8. The IMAP 3.2 working group seeks to investigate the impact of different tram stop designs and their contribution to making streets and roads better places.
9. The working group has developed a draft project plan for the project. See attachment.

Recommendations

10. That the IMAP Implementation Committee resolves to:
 - a. **Note** the formation of the IMAP 3.2 working group;
 - b. **Note** the draft project plan.

Attachment 1 → IMAP Action 3.2 Project Plan

Project Description – Action 3.2 Roads as Places

Position	Name	Signature	Date
Project Sponsor	IMAP		
Project Lead	Richard Smithers (CoM)		

Executive Summary

A. Project Governance

Project Sponsor	IMAP
Working Group	<p>City of Melbourne → Richard Smithers, Damon Rao City of Yarra → Jane Waldock City of Port Phillip → John Bartels City of Stonnington → Ian McLauchlan, Katherine Wrzesinski</p> <p>Interested Externals; TAC, VicRoads, VicHealth, Dept of Transport, Police, Yarra Trams, Bus Association, Universities, Community groups, RACV, VECCL, Bicycle Victoria, Heart Foundation, Business Groups, Victoria Walks, others..</p>
Reasons for Project	<ul style="list-style-type: none"> - Increasing investment in tram stop infrastructure - especially the construction of more high-quality, level-access tram stops - to achieve DDA compliance provides the opportunity to use tram stops to make roads and streets into better places. - Increasing tram patronage is leading to increased pedestrian activity around tram stops and interchanges. - Greater numbers of pedestrians increases the need for seamless pedestrian access between tram stops and the footpath network, especially in the IMAP region. - There is a limited amount of research available on the impact of new tram stops on making roads and streets better places.
Objectives	<ul style="list-style-type: none"> - Understand the impact of new generation tram stops on the streets in which they are located. This would include pedestrian access, amenity and safety, tram performance, impacts on other modes including motor vehicles, buses and bicycles. - Understand the urban design impacts of new generation tram stops - Assist Councils and the Department of Transport to implement appropriate tram stop treatments to achieve DDA compliance and improve roads and streets as places - Raise awareness of the wider benefits of managing roads for people and how tram stop improvements can contribute to this.
Proposal	<p>Study how new tram stop infrastructure can contribute to managing roads as places.</p> <ul style="list-style-type: none"> - How can they improve pedestrian and cyclist access, amenity and safety? - How can they reduce the adverse impact of vehicle traffic in busy inner urban streets? (speed, noise, etc) - How can tram stop design be incorporated into the streetscape to have a 'whole-of-street' benefit?

Method	<p>The project will focus on streets which are at various stages of the State Government's tram stop improvement program. Generally we can cluster these stages as follows;</p> <ul style="list-style-type: none"> - Streets with existing new-generation tram stops. - Streets where new stops have been proposed or which require new tram stops.
Outcomes	<ul style="list-style-type: none"> - An overview of the impacts of different tram stop designs on the various aspects which define roads and streets as places - A comparative analysis of current tram stops in the IMAP region and a desk-top analysis of international best practice. - An overview of what tram stop designs are better suited to different street types across IMAP.

B. Project Budget

	\$
IMAP	40,000
Other	
Other	
Totals	40,000

C. Time frame

Finalise consultant brief	March 2012
Award contract	April 2012
Project inception meeting	April 2012
Draft report	June 2012
Final report	July 2012

D. Details

Stage	Locations	Scope of analysis
Streets with existing new-generation tram stops	<p>Cleve Plaza, St Kilda</p> <p>Collins St, Melbourne</p> <p>Macarthur Place, Melbourne</p> <p>High Street, Darebin</p> <p>Swanston St, Melbourne</p> <p>Others</p>	<ul style="list-style-type: none"> - How has the new tram stop infrastructure influenced accessibility, safety, convenience and amenity for all road users? - Does the tram stop infrastructure contribute to the street as a place? How?
Streets where new stops have been proposed or which require new tram stops	<p>Chapel St, Prahran</p> <p>Bridge Rd, Richmond</p> <p>Elizabeth St, Melbourne</p> <p>Acland Street, Port Phillip</p> <p>Others</p>	<ul style="list-style-type: none"> - What are the expected benefits of the different stop designs being implemented? - What is the 'before' scenario for these streets as places and how can activity and amenity be measured post construction of new tram stop infrastructure? - What is the profile of activity and land use on these streets? (daily

		<p>number of users, mode split, active frontages, land use type, etc)</p> <ul style="list-style-type: none">- Based on the analysis of existing and other proposed tram stops, what principles for design are recommended for new stops in these streets and other similar streets?
--	--	---

Inner Melbourne Action Plan

Progress Report

Action 9.2 – Environmentally Sustainable Design

Purpose

1. To update the Committee on the progress of Action 9.2 Environmentally Sustainable Design — ESD Fact Sheets

Background

2. Each of the IMAP Councils identified that ESD Fact Sheets that relate to the topics embedded within the Sustainable Design in the Planning Process (SDAPP) set up by the Council Alliance for a Sustainable Built Environment (CASBE) are required to communicate to planning applicants to assist in preparing responses to Sustainable Design within their planning submissions.
3. Initial project team meeting, each project team member was assigned an ESD category to research and develop an ESD fact sheet for. The list of fact sheets includes:

Indoor Environment Quality - CoM
 Energy Efficiency – CoS
 Water Resources - CoY
 Stormwater Management - CoY
 Building Materials - CoPP
 Transport - CoPP
 Waste Management - CoPP
 Urban Ecology – CoS
 Innovation – CoS
 Ongoing Building and Site Management - TBD
Melbourne Climate (including adaptation) - CoY
Rating Tools - CoM
External Shading - CoY
Finding Green Services and Products - CoPP

4. The fact sheet content has been developed to follow a consistent structure which includes:
Awareness: of the need for change; e.g. a negative or positive household/environmental fact did you know that or % of etc.
Desire: to support and participate in the change; e.g. what is the benefit for ME? Save money? Improve comfort?
Knowledge: of how to change; the body of the Fact Sheet
Ability: to implement the knowledge; e.g. reference to further information and other organisations
Reinforcement: to sustain the change; e.g. other factsheets in this series, register for Council's environmental newsletter.

Discussion

5. The Murray Betts Group (MBG) were selected out of a total of 4 submissions as the preferred consultant. Having had extensive experience with the City of Stonnington their portfolio was impressive and demonstrated capacity to deliver what was required for the ESD Fact Sheets project.
6. Once each fact sheet had been developed into a draft format by each of the IMAP Council representatives they were then uploaded to Basecamp, which is a project sharing website which has been a very useful tool to collaborate across Council and with MBG.

7. MBG would then take the draft fact sheet and have them professionally edited and then post them back onto Basecamp for review by the project team.
8. While this review of the text took place, MBG then developed illustrations that would feature on the specific fact sheet, and also developed a template layout for all of the fact sheets that included a location for each individual Councils logo on the front page and the IMA P logo on the rear page.
9. Due to time and cost constraints the decision was made to ensure that the ten key Sustainable Design categories are completed initially and then the additional four categories (plus others that have been discussed) are developed at a later stage.
10. MBG have also provided quotations for a folder for the set of fact sheets to fit into, as well as a cover fact sheet that explains SDAPP and how the ten key categories assess Sustainable Design.
11. It is expected that the initial part of the project (10 fact sheets, folder and cover fact sheet) should be completed by the end of March.
12. That the Committee note the Action 9.2 approved funding of \$20K in 2010/11 and \$15K in 2011/12 has been fully quoted for the project. At this stage only \$2805 has been paid, however more work has been completed which will be invoiced in the next few weeks. A purchase order of \$34 991 has been raised for the project.

Recommendations

13. That the IMA P Implementation Committee resolves to **note** the progress comments provided and provide any feedback where necessary.

Stormwater Management

Building design for a sustainable future

DRAFT



What's included in this fact sheet:

Why do we need to change our stormwater management practices?

How will best practice stormwater management benefit me?

How does my choice of stormwater management strategies impact on the environment?

- Rainwater Tanks
- Rain Gardens
- Porous Paving
- Drought Tolerant Landscaping
- Measuring Stormwater Management Performance

Where can I find out more?

Mandatory Requirements.

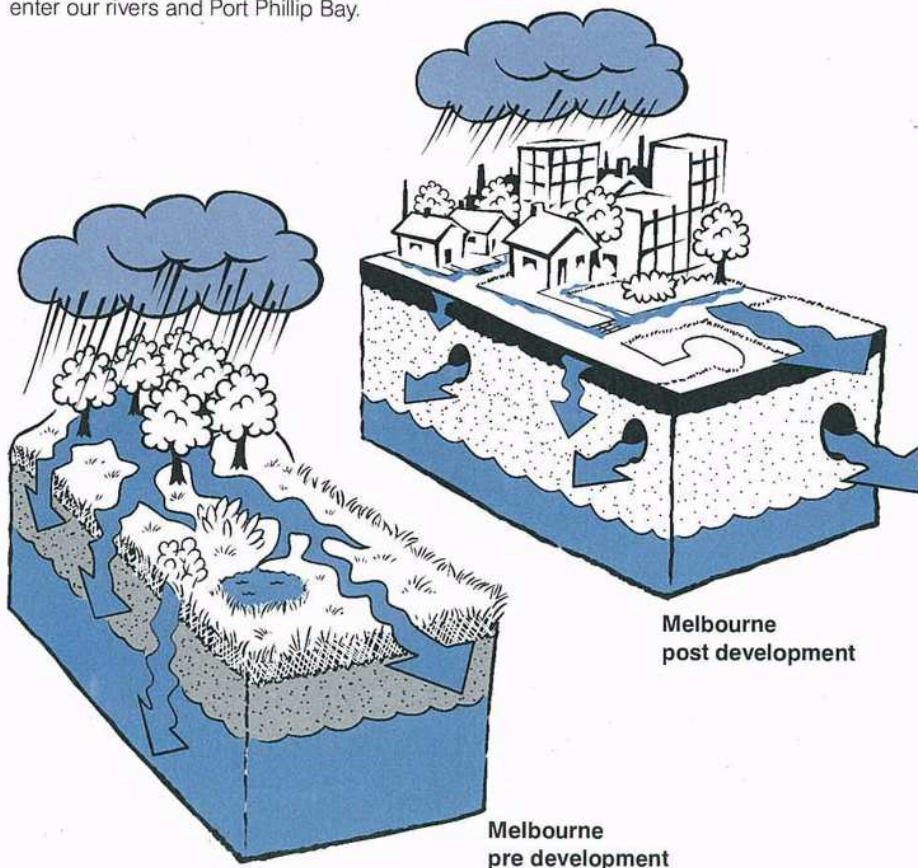
This Fact Sheet will assist you in making informed decisions about stormwater management practices to minimise negative impacts on the environment.

Why do we need to change our stormwater management practices?

Melbourne's continued urbanisation and expansion has resulted in a dramatic increase in areas of hard and impervious surfaces, such as buildings, roads and car parks. Consequently, the majority of the rain that falls in urban areas is converted into run off, or stormwater.

Traditional stormwater management practices direct stormwater into urban waterways more frequently, faster and carrying more pollutants that ultimately enter our rivers and Port Phillip Bay.

The resulting increase in stormwater negatively affects the health and amenity of our waterways for people, plants and animals. Additionally, the large volumes of stormwater entering our waterways can cause flooding that damages both natural and built environments.



Melbourne
post development

Melbourne
pre development

Some basic guidelines to manage stormwater



How will best practice/improved stormwater management benefit me?

By employing Water Sensitive Urban Design (WSUD) strategies, you can capture, treat and reuse stormwater onsite to dramatically improve the quality and quantity of water entering our waterways. Integrating WSUD into your development will minimise its downstream impacts and also enables you to conserve potable (drinking) water by substituting it for rain water. WSUD strategies allow you to achieve the following outcomes and helps Melbourne transition to a water sensitive city.

- Improve water quality in streams and groundwater;
- Protect stream and riparian habitats for native plants and animals;
- Prevent erosion of banks along our waterways;
- Reduce flooding risk;
- Protect the scenic and recreational values of streams;
- Conserve potable water by providing an alternative water source for uses such as, but not limited to, irrigation and toilet flushing.

How does my choice of stormwater management strategies impact on the environment?

There is enormous scope for creativity when building or renovating to incorporate a variety of WSUD strategies into your design.

Some simple measures to eliminate the negative impacts of stormwater and conserve potable water are outlined below:

Measure	Water Quality	Water Quantity	Potable Water Substitution
Rainwater tanks	Not Applicable	Highly Applicable	Highly Applicable
Rain Gardens & Swales	Highly Applicable	Highly Applicable	Moderately Applicable
Pervious pavers	Moderately Applicable	Moderately Applicable	Not Applicable
Drought tolerant landscaping	Not Applicable	Not Applicable	Highly Applicable

Rainwater Tanks

Rainwater tanks are perhaps the easiest way to reduce the amount of stormwater leaving your property. They also have the added benefit of providing a water source that can replace drinking (potable) water in certain uses such as outdoor use, toilet flushing and clothes washing. By using stormwater to replace drinking water, savings of up to 50% can be achieved.

Tanks come in many different colours, materials and designs. They can be installed above ground, under ground, below outdoor decks, under buildings (if space allows), or even hidden within planter boxes.

Sizing rainwater tanks is contingent on a number of variables namely, rainfall, roof catchment area and proposed uses. There are now a number of free tools available to assist people in sizing their tanks. For more information on water tanks, see the resources section of this fact sheet.



Some basic guidelines to manage stormwater

DRAFT



Porous Paving

Porous paving allows rainwater to pass through the pavers and soak into the ground, unlike standard concrete or block pavers. By using porous pavers you can:

- reduce the amount of 'impervious' surfaces on your block;
- increase groundwater recharge by allowing the water to soak through the soil;
- improve stormwater quality by filtering stormwater and reducing pollutant loads;
- reduce high flows during peak rain events entering the waterway from urban areas causing stream erosion and habitat scouring.

Porous paving is installed in the same way as traditional paving and is available in many forms. They can be used to replace asphalt, concrete or other impervious pavers.



Porous Paving will allow for drainage in urban areas

Drought Tolerant Landscaping

The average Victorian family uses almost twenty percent of their drinking water in the garden. You can not only reduce your water consumption by reusing household water or rainwater, but also by maintaining a water-efficient garden. This can be done through simple measures, such as using mulch, maintaining healthy soil or installing a more efficient watering system.

Drought tolerant plants are also an excellent way to save water in the garden. They are better suited to our dry environment and create an attractive and low-maintenance garden.

Rain Gardens

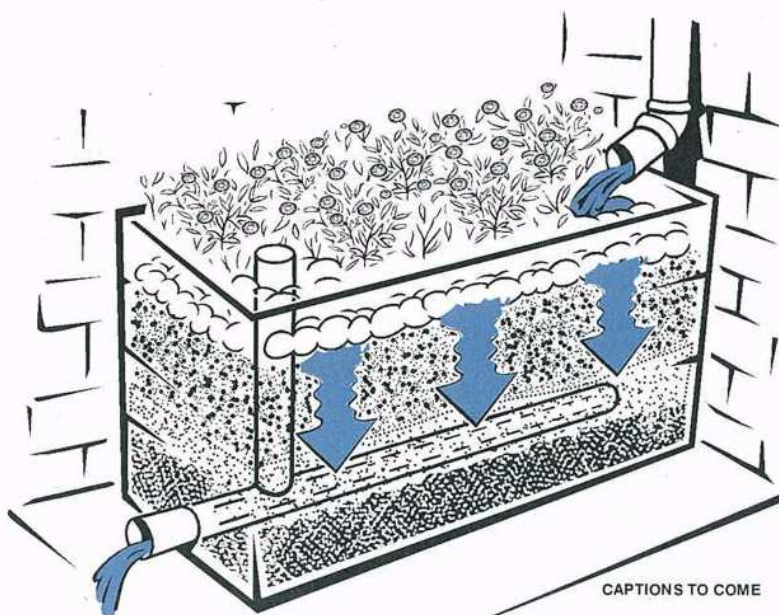
Installing a rain garden on your property is an easy way to reduce pollutant loads in stormwater while providing attractive landscaping. Rain gardens are designed to capture, filter and reduce the flow rate of stormwater from roofs or hard surfaces.

For more information on rain gardens, see the resources section of this fact sheet.

Rain garden sizing chart

AREA OF RUN-OFF (m ²)	RAINGARDEN SIZE (m ²)
50	1
100	2
150	3
200	4
250	5
300	6
350	7
400	8
450	9

“Generally, the size of the raingarden should be approximately two percent of the run-off area. One square meter of raingarden commonly treats 50 square meters of hard surface.”



CAPTIONS TO COME

Some basic guidelines to manage stormwater



Measuring Stormwater Management Performance

To address and measure stormwater quality outcomes, the Best Practice Environmental Guidelines (BPEG) were developed and, published by the Victorian Stormwater Committee. These guidelines establish specific stormwater quality objectives to assist in determining the level of stormwater management necessary to meet the State Environment Protection Policy (SEPP) requirements. These guidelines are now a referenced document in the State Planning Policy Framework. The best practice performance objectives from the BPEG aim to remove:

- 80% of suspended solids;
- 45% of total Nitrogen;
- 45% of total Phosphorus from your site's stormwater runoff;
- 70% of typical urban annual litter load.

When applying for a planning permit, you may be required to demonstrate that your development proposal has met these performance targets. This can be done through the use of different tools.

For developments of up to 100 bedrooms, Melbourne Water developed STORM, a free and simple online stormwater calculator that helps you assess and improve your design's stormwater performance. Exceeding the 100% benchmark in the STORM tool confirms that your building design will meet Council's performance targets.

For developments of more than 100 bedrooms, we recommend using proprietary tools such as MUSIC and Urban Developer to simulate urban stormwater systems and their performance. These tools require a sound knowledge of urban stormwater management principles and practices.

Where can I find out more?

STORM calculator

Melbourne Water
www.storm.melbournewater.com.au

Rain water tank calculations

Alternative Technology Association
www.tankulator.ata.org.au

Rain gardens

Melbourne Water
www.raingardens.melbournewater.com.au/

Stormwater Sensitive Home Fact Sheets

Melbourne Water
www.melbournewater.com.au

Sustainable Landscaping and a list of water saver garden centres

Department of Sustainability and Environment
www.ourwater.vic.gov.au

Stormwater Management Education Programs

Clearwater
www.clearwater.asn.au

Information about Victoria's water environments

Environmental Protection Authority
Victoria
www.epa.vic.gov.au

Information about water and wastewater services

Water Services Association of Australia
www.wsaa.asn.au

Other Fact Sheets in this series are also available to provide guidance on the 10 Key Sustainable Building Categories. For further information on Outdoor Environment Quality, consider the Fact Sheets entitled:

- Water Efficiency
- Urban Ecology

Council's best practice standard

ESD principles

There really are two levels of compliance when it comes to ESD principles – mandatory and best practice.

Mandatory requirements

To meet Victoria's 6 Star standard, single dwellings with a rainwater tank must ensure it has a minimum capacity of 2,000 litres, have a roof catchment of at least of 50 square meters and be connected to toilets for toilet flushing.

Best Practice Standard:

Exceed Victoria's best practice standards by achieving a STORM rating of at least 100% or equivalent modelling results (MUSIC, Urban Developer).

Install larger rainwater tanks and connect as much roof area as possible to them. Use the harvested water for high demand areas such as toilets, irrigation and washing machines.

DRAFT

Building Materials

Building design for a sustainable future



What's included in this fact sheet:

Why do we need to carefully consider our choice of building materials?

How will my choice of building materials benefit me?

How does my choice of building materials impact on the environment?

- Embodied Energy
- Retaining and re-using existing materials
- Specifying recycled materials
- Sustainably Sourced Timber
- Third Party Certification
- Ecospecifier
- GECA (Good Environment Choice Australia) Life Cycle Assessment

Where can I find out more?

Mandatory Requirements.

This Fact Sheet will assist you in making informed decisions about the materials you select for a project to help minimise their impact on the environment.

Why do we need to carefully consider our choice of building materials?

Building construction currently consumes between 30-50% of raw materials worldwide. With significant growth taking place in the building sector, the burden being placed on limited resources is increasing – resources that one day will run out.

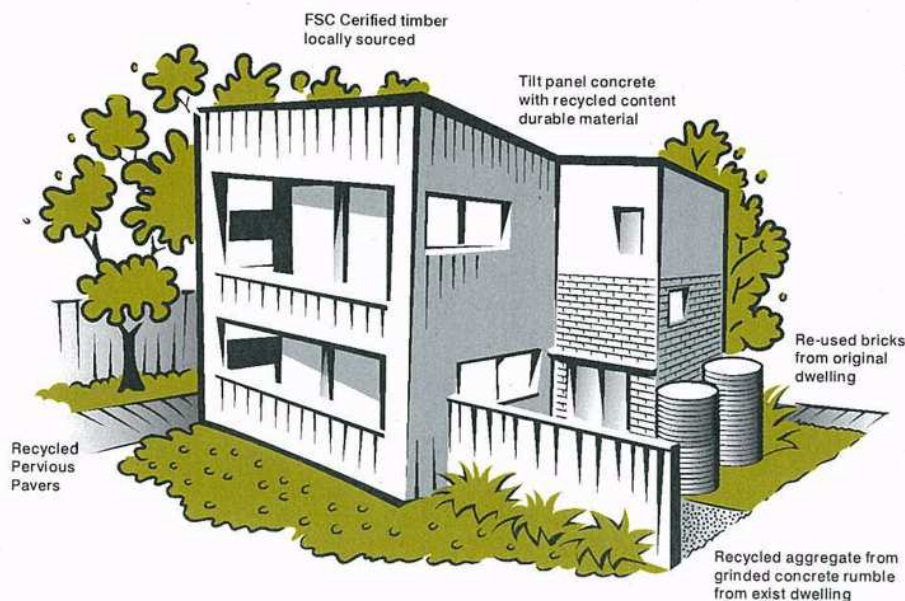
What's more, ongoing fitouts, extensions and/or refurbishments increase the environmental impact during a buildings' life cycle.

As a result, we need to make more informed choices with regard to the impact that material sourcing will have on the environment. These impacts will accumulate through:

- harvesting of raw materials,
- a material's high embodied energy,
- on-going maintenance requirements,
- and the capacity to be recycled

How will my choice of building materials benefit me?

- By making informed choices about the materials you use in the construction and fitout of buildings, you can:
- assess the viability of reusing what you already have;
- save on construction and maintenance costs;
- design buildings that have a longer life span, by nominating durable materials such as brickwork, stone, and post consumer steel



How does my choice of building materials impact on the environment?



Embodied Energy

Buildings often consume large amounts of energy and therefore produce greenhouse gas emissions in the processes required leading up to the construction phase. Many natural resources require mining, processing refining and ultimately manufacturing, transport and delivery before they are utilised in construction. This is what's known as embodied energy.

The embodied energy of building products varies dramatically. For example, new or virgin aluminium window frames require up to 90 times more energy than timber window frames to produce. Generally non recycled metals contain the highest embodied energy, followed by plastics and other materials with a high chemical content. Natural construction materials such as timber, brick and render contain the least embodied energy.

To reduce the embodied energy of a typical metal and concrete structure, specify:

- metal produced from post consumer waste;
- concrete blends that include a percentage (e.g. 30 percent) of recycled content (cement extender including fly ash or blast furnace slag); and
- concrete that incorporates recycled aggregate wherever possible.

The sourcing of locally produced materials and products which are lower in embodied energy will also help in minimising their impact.

Retaining and re-using existing materials

Embodied energy can be minimised by retaining and re-using existing building structures and materials, particularly if demolition of existing structures is required.

Therefore consideration should be made to re-use the existing materials within a new development in either their existing state or in a revised/renewed state. For example, grinded hard materials such as bricks and concrete may be re-used as aggregate. But also when building new, future recyclability through easy disassembly should be considered.

Consideration should be given to composite materials which are more difficult to recycle than raw materials. For example, facade and roof structures that are readily disassembled, are more likely to be reused than those that would be damaged when taken apart. If none of these options are possible, then ensuring that as much of existing materials are recycled and re-used off site should be the next option.

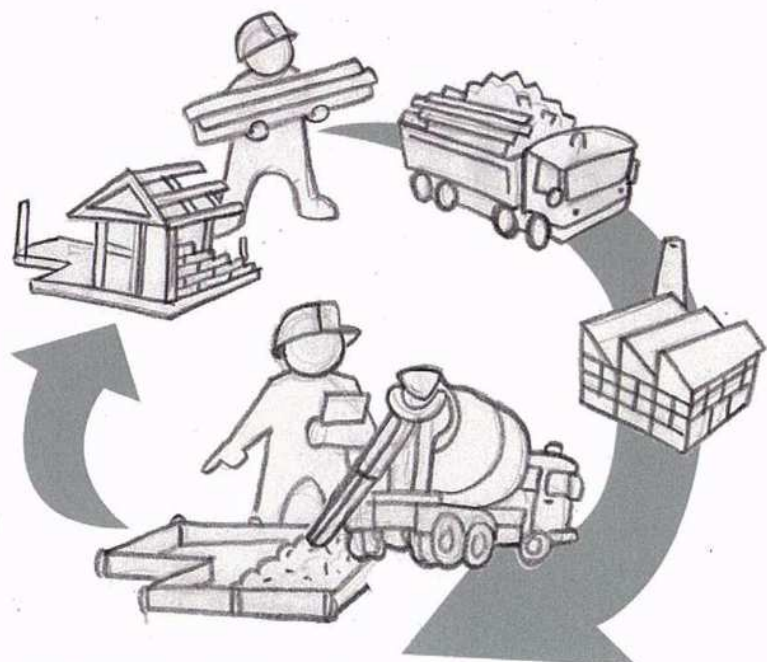
Specifying recycled materials

Where practical, specifying recycled materials is a more sustainable practice than compared to specifying new materials. Not only will the materials' life span be extended and in turn reduce the amount of waste going to landfill, it will reduce the amount of embodied energy that can often be used as a key design feature of your project. For example, recycled timber can often be reused as new flooring and decking.

Sustainably Sourced Timber

The high demand for wood products worldwide has led to large-scale illegal and unsustainable logging practices in some countries. With this in mind, we should all ensure that the timber products specified for a building development are sourced from renewable resources.

When specifying timber, ensure that it is certified through an accredited forest certification scheme such as the Forest Stewardship Council (FSC), or the Australian Forest Certification Scheme (AFCS).



Considering recycling when demolishing and building new.



How does my choice of building materials impact on the environment?

Life Cycle Assessment

Life Cycle Assessment is an emerging methodology that assesses the environmental impact of building materials by measuring the amount of resources required at the development, transport and disposal phases of its lifecycle. In other words a cradle to grave analysis. Whilst this would be the most accurate methodology for assessing the environmental impacts of buildings.

Third Party Certification

Many materials and products that claim to be "environmentally friendly", "green" or "sustainable" do not live up to their claim. The most effective way to choose a sustainable product or material is to check for certification under a recognised standard such as ISO (International Organisation for Standardization) 14000 Environmental Management and ISO 9000 Quality Management. Choosing a material or product with either certification will ensure that production processes have been conducted to satisfy the requirements set out in the standard. In the case of ISO 9000, the quality and management systems of the supplier has been conducted independently by a third party to ensure that the standards have been met.

When specific information about a material is not available you should investigate the base materials to get an understanding of their production processes.

The recommended hierarchy in selecting materials for a project should be based on the following order:

- re-use existing materials where practical;
- re-use recycled materials;
- nominate materials that have minimal processes involved in producing them from their natural state;
- nominate locally sourced materials
- select materials that are durable, long lasting and require minimal maintenance throughout their life cycle; and,
- select materials that can be recycled and are also low in embodied energy.



Ecospecifier

Ecospecifier is a web based resource that provides a list of recognised third party endorsed eco-products and materials, technologies and resources. The website has recently been made accessible to the public at no cost and is a leading global supporter of sustainable development and life-cycle assessed green product information.

GECA (Good Environment Choice Australia)

Promotes the production and consumption of environmentally preferable products and services, thereby reducing environmental harm.

How does my choice of building materials impact on the environment?



Council's best practice standard

ESD principles

There really are two levels of compliance when it comes to ESD principles – mandatory and best practice.

Mandatory requirements

A new development or renovation must meet Australian Standards and the Building Code of Australia (BCA) requirements.

Best Practice Standard:

To meet best practice standards, there are a range of factors that need to be taken into consideration. When submitting Planning Application Drawings you must indicate materials on elevations and sections, as well as any supporting sustainable verifications in your Sustainable Design Assessment (SDA) or your Sustainable Management Plan (SMP).

Embodied Energy

Have efforts been made to reduce the embodied energy of the materials chosen?

- Has a commitment to substitute some cement content of concrete with fly ash or slag been outlined? (Note that there are construction program implications to this strategy due to increased curing time of the concrete.)
- Limited or no use of aluminium, zinc, titanium and other high embodied energy metals and materials in general, especially in a design with intended high churn (eg retail).
- Have efforts been made to select materials with low or no embodied water?

Habitat Destruction

- Have efforts been made to avoid materials that result in land degradation and habitat destruction from raw materials extraction?
- Has a commitment to source timber from sustainably managed source, with proof of audit trail been provided?

Recyclability/reusability

Can the materials selected be recycled or re-used? In Australia?

Toxicity

- Have efforts been made to avoid materials which are toxic in manufacture and use? eg PVC, Chrome, MDF

Transport

- A commitment should be made to give preference to locally made materials first, then Australian made, then internationally made.
- Where possible, specify materials that are shipped by sea rather than air.

Suitability

- Are the materials selected suitable for the intended application?

Maintenance/ Durability

- Are the materials selected low in maintenance requirements and high in durability, relative to the chosen application and life expectancy of the development?
- Are low toxicity/pollution/energy use cleaning agents required for ongoing maintenance?

Where can I find out more?

Technical Manual - Materials

Your Home, Commonwealth of Australia
www.yourhome.gov.au

Healthy Product Database

Moreland Greenlist
www.sustainablesteps.com.au/doc.html

Ecospecifier

www.ecospecifier.com.au

Good Environment Choice Australia

www.geca.org.au

Green Building Council Australia

Design Tools Material Credits
www.gbca.org.au/green-star/rating-tools

Other Fact Sheets in this series are also available to provide guidance on the 10 Key Sustainable Building Categories. For further information on Indoor Environment Quality, consider the Fact Sheets entitled:

- Energy Efficiency
- Urban Ecology

Inner Melbourne Action Plan
Progress Report
Action 9.4 Green Demonstration Projects

Purpose

1. To update the Committee on the progress of the Growing Green Guide for Melbourne: a how-to guide for green roofs, walls and facades project.

Background

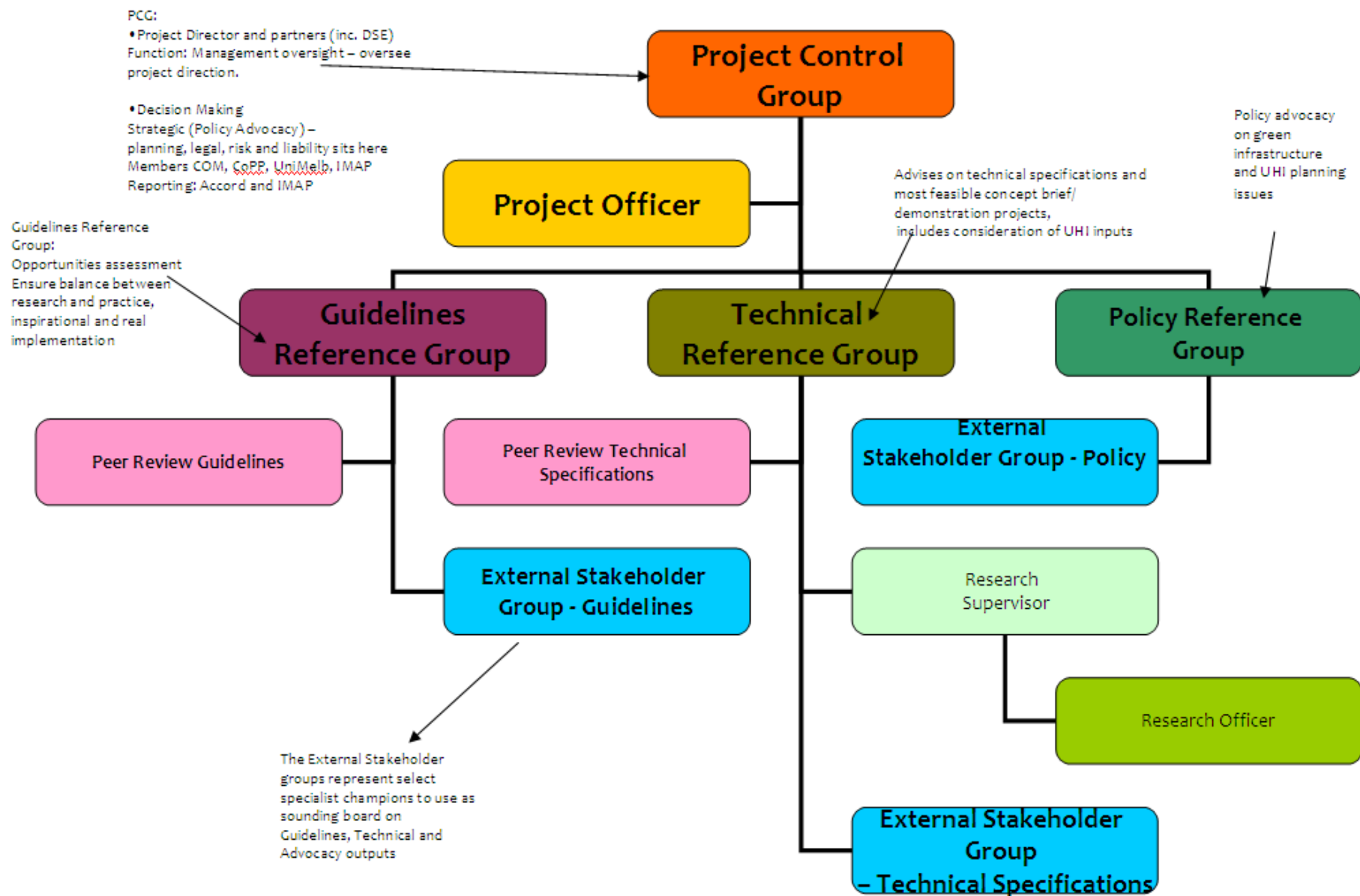
2. This 30 month project is a partnership between the Cities of Melbourne, Port Phillip, Stonnington and Yarra (through IMAP) and the University of Melbourne.
3. Using a collaborative approach between government, commercial and research sectors, the Guide includes best practice guidelines and policy recommendations that can be readily utilised by councils, building developers and planners across Victoria.
4. The Department of Sustainability and Environment Local Sustainability Accord awarded \$250,000 to this project in August 2011 and IMAP councils committed \$130,000 contribution at an IMAP Executive Forum on 18 October 2011.
5. This project is aligned with IMAP Action 9.4: Green Demonstration Projects.

Progress to date

6. A Project Control Group has been set up to oversee the project's progress and includes representation from four IMAP councils, University of Melbourne and the Department of Sustainability and Environment. A governance structure has been established for the project. See **Attachment 1**.
7. A project officer has been employed to coordinate the project. To ensure capacity building within municipalities is shared, the role will be split between councils. The role sits at the City of Melbourne (lead Council) for the first twelve months.
8. An agreement has been entered into between the City of Melbourne (on behalf of IMAP councils) and the University of Melbourne to confirm the outputs the University of Melbourne will provide throughout the project. Key commitments include employing a research officer, attendance at Project Control Group meetings and writing the technical specifications.
9. A comprehensive project plan for the project has been drafted and is currently being finalised. This plan will guide the project and includes a strategic vision for the project, detailed work activities list, budget breakdown and communications plan.
10. A Gantt chart has been developed which shows the key activities proposed across the projects timeline. See **Attachment 2**.

Recommendations

11. That the IMAP Implementation Committee note the progress of the Growing Green Guide for Melbourne project.

Attachment 1**GGGM Governance Structure**

Date: December 2011

[illegible]

Inner Melbourne Action Plan
Progress Report
Action 9.4 Green Demonstration Projects

Purpose

1. To update the Committee on the progress of new Action 9.4 Green Demonstration projects (Distributed Energy Project).

Background

2. Action 9.4 consists of 3 parts:
 - a) Water Sensitive Cities
 - b) Green Roof Project
 - c) Distributed Energy project

The Distributed Energy Project is being led by the City of Melbourne. Work has been undertaken with the CSIRO to develop an Inner Melbourne 'Energy Map' project.

3. The project will identify opportunities for:
 - a. Distributed generation, including district energy systems, renewable and low-carbon energy generation, and
 - b. Energy efficiency initiatives and demand management initiatives.
 - c. Economics will also be considered to assess the costs and benefits of distributed generation and energy efficiency initiatives compared to up-stream purchase of renewable energy through the grid.
4. The study will require data input from the four councils. This may include rates data, planning scheme information and statistical data. Work has commenced to ascertain the availability and commonality of data for the purposes of the study.

Discussion**Funding**

5. Funding through IMAP has been budgetted as follows:

2010/11	\$45K from accumulated IMAP funds [\$11K per Council – already paid]
2011/12	\$55K from the IMAP Councils [\$13.75K per Council – already paid]
2012/13	\$80K from the IMAP Councils [\$20K per Council]
6. An application for State Government funds through the Local Government Sustainability Accord was unsuccessful.
7. CSIRO have indicated that the overall budget for the project will be in the order of \$1.1M - \$1.3M however CSIRO are prepared to make a substantial in-kind contribution through the National Research Flagships initiative. CSIRO will seek additional funding to support the project through other channels, including the Federal Government and private research partnerships.
8. Aspects of the project contingent on additional funding include economic modelling and studying the impacts (positive and negative) of distributed generation and energy efficiency on the electricity networks.

Project Timing

9. A final project scope is being finalised with CSIRO. A draft has been attached for reference. **(Refer Attachment)**

10. It is proposed that elements of the findings will be available before the end of 11/12FY. Specifically these include energy demand modelling and identification of energy efficiency opportunities.
11. Progress is dependent upon successful transfer of data from councils to CSIRO for analysis. Data transfer agreements and issues are yet to be resolved. .

Recommendation

12. That the IMAP Implementation Committee resolves to **note** the progress comments provided on Action 9.4. Distributed Energy Project
13. That the IMAP Implementation Committee approve the expenditure of \$180,000 on the project as outlined at 5) above.

*DRAFT ONLY 8 FEB 2012.**FOR INFORMATION AND CONSULTATION WITH IMAP COUNCILS.*

Mapping and modelling opportunities for CO₂e emission reductions across the inner Melbourne councils

Overview

The Inner Melbourne Energy Map (IMAP) study will identify opportunities for pursuing energy efficiency and low carbon distributed generation initiatives in the IMAP region ('the study area'). It will take into consideration distribution network opportunities and constraints, as well as current and future peak demand and energy reduction opportunities. Later stages of the study will also consider the economics of implementing various technologies, the impacts of these on the grid, including economic impacts. This will also provide the basis for comparing the economics of localised distributed generation against purchasing renewable energy generated elsewhere through the grid.

Project Partners	Other Collaborating Parties
<ul style="list-style-type: none">- CSIRO- City of Melbourne- City of Port Phillip- City of Stonnington- City of Yarra- Yarra Energy Foundation	<ul style="list-style-type: none">- SP Ausnet- Jemena- United Energy- CitiPower- AER? Others?

Objectives

1. Identify opportunities for pursuing energy efficiency and low carbon distributed generation initiatives in the study area;
2. Evaluate current and future distribution network opportunities and constraints;
3. Evaluate current and future peak demand and energy reduction opportunities, including those related to planned future developments;
4. Identify substation precincts which are, and are not, suitable for the development or expansion of localised distributed generation;

DRAFT ONLY 8 FEB 2012.

FOR INFORMATION AND CONSULTATION WITH IMAP COUNCILS.

5. Model the economics of implementing various technologies and their impacts on the grid, including economic impacts;
6. Evaluate and compare the economics of distributed generation sited in the study area against those of purchasing renewable energy generated elsewhere;
7. Report on the findings to building owners, developers, network operators and policy makers in a clear and easily understood format including, where appropriate, with GIS interfaces; and,
8. Prototype the methodology for undertaking similar studies elsewhere.

Methodology

- Estimate energy use in residential, commercial and industrial sectors in the study area based on selected building typologies using CSIRO modelling tools;
- Develop a screening tool to evaluate energy efficiency, distributed generation and demand response options for selected building typologies;
- Develop prototype model to estimate the least cost mix of grid power, distributed generation, energy efficiency and demand response measures to achieve emission reduction target accounting for indicative network costs;
- Conduct power systems modelling to determine network impacts of least-cost technology mix (subject to additional funding); and,
- Re-run prototype model to estimate least-cost mix of grid power, distributed generation, energy efficiency and demand response measures to achieve emission reduction target accounting for additional network costs.

Outcomes

It is understood that there are electricity network constraints which prevent the deployment of some distributed generation systems in inner Melbourne.

The study will develop an understanding of the distribution grid and identify opportunities for pursuing distributed generation, energy efficiency and demand response initiatives in the study area. This will be based on energy demand, land use mapping, and analysis of the electricity network.

These findings will be made publicly available and will inform key stakeholders (including businesses, building owners, property developers, councils, government and energy services companies) of the opportunities for greenhouse gas reduction based on specific locations, and the network attributes in those locations. Where appropriate, the findings will be communicated through graphics interfaces.

DRAFT ONLY 8 FEB 2012.

FOR INFORMATION AND CONSULTATION WITH IMAP COUNCILS.

The study will also provide information about optimal locations to pursue energy efficiency and distributed generation projects to take advantage of network constraints and opportunities which may exist.

Deliverables

The deliverables for the project have been grouped into five activities.

Activity 1: Project inception and governance.

1a: Develop stakeholder relationships

1b: Finalise project scope and draft project plan

1c: Reference Group Membership agreed

1d: Data transfer issues between Councils and CSIRO identified and resolved as required

1e: Data transfer agreements between CSIRO and CitiPower agreed and signed

1f: Detailed CSIRO Project Plan finalised

1g: Funding Agreement with CSIRO signed

1h: Report to IMAP Committee

Activity 2: Data gathering and evaluation.

2a: Ongoing end user consultation (CoM/CSIRO): 29/8/11 – 16/3/12

Work with CoM where required to determine interests of external stakeholders and provide context for the work program.

2b: Data gathering – IMAP (IMAP Councils): 3/10/11 – 29/03/12

Assist CoM in gathering data from CoM and other IMAP councils.

2c: Data gathering – electricity networks (CSIRO/Electricity DNSPs): 3/10/11 – 29/03/12

Work with DNSPs to determine what data are readily available in regard to grid topology, network performance, forecast demand and current issues (e.g. fault level tolerance, system voltage profiles etc). Organise exchange of data including security and privacy issues.

2d: Data gathering – gas networks (CSIRO/ Gas DNSPs): 3/10/11 – 29/03/12

Work with DNSPs to determine what data are readily available in regard to forecast growth, system adequacy and current issues. Organise exchange of data including security and privacy issues.

DRAFT ONLY 8 FEB 2012.

FOR INFORMATION AND CONSULTATION WITH IMAP COUNCILS.

2d: Data evaluation (CSIRO): 3/10/11 – 29/03/12

Examine network data to determine current demand loadings. Identify regions of current constraint and excess in supply. Using Smart Meter data (where available) determine profiles of household, commercial and industrial demand. Extrapolate demand profiles to building stock and compare loadings on local substations with actual maxima and higher temporal data where available.

Identify Green and Brownfield locations, estimate growth in demand using estimates from economic modelling, council information and DNSP forecasts.

2e: Report of energy data and building and network stock (CSIRO): 30/1/12 – 29/03/12

Deliver report on data evaluation and present findings to IMAP councils and other relevant parties.

Activity 3: Network opportunities modelling

3a: Undertake energy demand projections (CSIRO/IMAP): 5/12/11 – 17/2/12 (date?)

Work with IMAP councils to identify Green and Brownfield locations. Estimate growth in demand using estimates from economic modelling, council information and DNSP forecasts.

3b: Develop energy demand map (CSIRO): 5/12/11 – 2/3/12 (date?)

Develop in consultation with IMAP councils a GIS interfaced model for demand projections and produce maps identifying building stock type (e.g. residential, commercial, industrial), demand projections on 5 year basis until 2030 (in line with Victorian DNSP determination timelines).

3c: Report on energy demand projections (CSIRO): 30/1/12 – 2/3/12

Deliver report on energy demand projections identifying growth in different end use sectors. Present findings to IMAP councils and other relevant parties.

3d: Develop network opportunities and constraints model (CSIRO): 3/10/11 – 29/6/12

Develop an analytical model that considers network asset replacement and augmentation. The model will identify network and non network (e.g. energy efficiency, demand side response and distributed generation) options for supplying estimated demand.

3e: Develop network opportunities and constraints map (CSIRO): 2/4/12 – 29/6/12

Export outputs from the network opportunities model to GIS for visualisation of areas of constraint and opportunity in time. Showcase an optimal mix of technologies based on a least cost solution.

3f: Report on network opportunities model (CSIRO): 2/4/11 – 29/6/12

Deliver a report detailing the modelling framework and findings from the prototype model.

DRAFT ONLY 8 FEB 2012.

FOR INFORMATION AND CONSULTATION WITH IMAP COUNCILS.

Activity 4: Emissions reduction options

4a: Examine emission reduction options (CSIRO): 7/5/12 – ongoing

Using the network opportunities and constraints model examine potential emission reduction strategies by looking at alternative optimisation constraints e.g. least cost, highest emission saving, preferred fuel type etc.

Activity 5: Reporting

5a: Communications prepared around final report (CSIRO/IMAP): 1/5/12 – ongoing

Work with CoM and other IMAP councils to determine the structure of a final report and communications package. Write a communications strategy and get agreement from project partners.

5b: Final report and communications released (CSIRO/IMAP): 4/6/12 – ongoing

Deliver a final report and present findings consistent with the agreed communications strategy.

IP sharing

It is anticipated that the IMAP councils would own the outputs of the modelling, while CSIRO would retain ownership over its background IP, and any new IP developed through this project that enhances CSIRO's pre-existing modelling and simulation engines used in the project. If and when other investment partners are identified, negotiation of IP ownership is likely.

Governance

A project Steering group comprising funding partners will be established. The Project steering group will be responsible for overseeing the implementation of the project. The project will report on progress towards deliverable milestones to the Steering Group.

An expert technical reference group will be established. The role of the technical advisory group will be primarily to provide technical and strategic advice to ensure that the project direction and findings will be useful and relevant to end users, and that the inputs and to act as a panel to review assumptions and inputs. The reference group will comprise of technical experts and end users of the findings.