



IMAP AGENDA

30 AUGUST 2013

LATE ITEMS

Please note that the following are late items for the agenda and will be available next week:

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| Attachment 3e | Revised IMAP Logo |
| Attachment 5 | 2012-13 IMAP Annual Report – Draft |
| Attachment 5a | 2012-13 IMAP Annual Report Summary – Draft |

For Committee members:

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| Attachment 12 | IP Licence Agreement for use of PTV logo Myki Logo etc on Inner Melbourne Map brochure. (Confidential part of agenda) |
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Agenda

Inner Melbourne Action Plan Implementation Committee

Meeting No 31

8.00 am – 10.00 am Friday 30 August 2013

City of Melbourne

Council Meeting Room, Level 2 Melbourne Town Hall

Committee Members

Cr Ken Ong, Chair Future Melbourne (Planning) Committee, City of Melbourne (Chair)
Cr Jackie Fristacky, Mayor, City of Yarra
Cr Amanda Stevens, Mayor, City of Port Phillip
Cr Matthew Koce, Mayor, City of Stonnington
Cr Catherine Cumming, Mayor, Maribyrnong City Council
Mr Geoff Cockram, Acting Chief Executive Officer, City of Stonnington
Mr Geoff Lawler, Director City Planning & Infrastructure, City of Melbourne
Ms Vijaya Vaidyanath, Chief Executive Officer, City of Yarra
Ms Tracey Slatter, Chief Executive Officer, City of Port Phillip
Mr Vince Haining, Chief Executive Officer, Maribyrnong City Council

Associate Partner Representatives

Mr Adrian Salmon, Assistant Director Statutory Approvals, State Planning Services, DTPLI
Ms Rebecca Collins, Director Transport Strategies, DTPLI
Mr Jay Meek, Director Melbourne Central VGBO, Dept of State Devt, Business & Innovation
Mr Rod Anderson, Strategy and Partnerships Regional Manager, DEPI
Ms Patricia Liew, Regional Director, Metropolitan NW Region, DTPLI - VicRoads

IMAP

Elissa McElroy, IMAP Executive Officer

Guests

Barry McGuren, Manager Tourism Melbourne, CoM
Helen Hardwick, Program Manager Tourism Policy, CoM
Adam Zaborszczyk, Senior Sustainability Officer, CoM
Anita Lange, Special Projects Manager, Places and Projects, CoPP
IMAP Champions
Mr Bruce Phillips, Director City Development, CoY
Ms Sandra Wade, Manager City Strategy, CoPP
Ms Kelly Martini, Coordinator Corporate & Community Planning, CoS
Mr Geoff Robinson, Manager Engineering Services, CoM
Mr Morris Bellamy, Manager Strategic Marketing, Communications & Advocacy, CoMar

PRELIMINARIES

Item	Time Alloc.	Agenda Topic	Responsibility
1.	1 min <i>Commence 8am</i>	Appointment of Chair – Cr Ken Ong	IMAP Executive Officer
2.	5 mins	Apologies and Introductions Mr Warren Roberts, Chief Executive Officer, City of Stonnington Cr Matthew Koce, Mayor, City of Stonnington Acknowledge new members of the Committee: <ul style="list-style-type: none"> - Maribyrnong City Council - Mr Jay Meek, DSDBI 	Chair

Item	Time Alloc.	Agenda Topic	Responsibility
3.	1 min	Members Interest Disclosure by members of any conflict of interest in accordance with s.79 of the Act.	Chair

ITEMS

4.	5 mins <i>Commence 8.10am</i>	Confirmation of Minutes (Attachment 1) <u>Recommendation</u> 4.1 That the IMAP Implementation Committee resolves to confirm the minutes of the IMAP Implementation Committee No. 30 held on 31 May 2013	Chair
5.	5 mins <i>Commence 8.15am</i>	Business Arising (Attachment 2) <u>Recommendation</u> 5.1 That the IMAP Implementation Committee resolves to note the actions undertaken in response to business arising from the previous minutes. <u>Correspondence:</u> Outwards <i>Att 2a: Letter to Arthur Rogers, Director of Housing, DHS from the Mayor, CoPP regarding housing meeting</i> <i>Att 2b: Email to John Woolman, Department of Justice re Live Music Round table</i> <i>Att 2c: Letter to Megan Bourke-O'Neil, Executive Director, DTPLI regarding membership of Interdepartmental Cycling Committee</i> Inwards <i>Att 2d: Email from Nick Williams, University of Melbourne advising of successful ARC application</i>	IMAP Executive Officer
6.	15 mins <i>Commence 8.20am</i>	IMAP Communication and Governance (Attachment 3) <u>Recommendation</u> 6.1 That the IMAP Implementation Committee resolves to: a. note the Communications and Governance Briefing Paper b. approve the 2013 meeting timetable for the IMAP Implementation Committee c. approve the update to the IMAP Operational Protocol to include the Maribyrnong City Council d. approve the update to the IMAP Implementation Committee's Memorandum of Understanding and Procurement Policy to include the Maribyrnong City Council; and authorise the Chief Executive Officers to sign the agreement on behalf of the Councils e. approve the updated IMAP logo - Report to follow	IMAP Executive Officer
7.	5 mins <i>Commence 8.35am</i>	Financial Report (Attachment 4) <u>Recommendation</u> 7.1 That the IMAP Implementation Committee resolves to receive the IMAP Financial Report for the year ending 30 June 2013.	IMAP Executive Officer

Item	Time Alloc.	Agenda Topic	Responsibility
8.	10 mins <i>Commence 8.40am</i>	IMAP Draft Annual Report (Attachment 5 – Reports to follow) <u>Recommendation</u> 8.1 That the IMAP Implementation Committee resolves to adopt the 2012-13 Draft Annual Report and 2012-13 Draft Annual Report Summary	IMAP Executive Officer
9.	5 mins <i>Commence 8.50am</i>	Progress Report (Attachment 6) <u>Recommendation</u> 9.1 That the IMAP Implementation Committee resolves to note the IMAP Progress Report for August 2013.	IMAP Executive Officer
10.	10 mins <i>Commence 8.55am</i>	Action 11 Tourism – IMAP Visitor Map update (Attachment 7) <u>Recommendation</u> 10.1 That the IMAP Implementation Committee resolves to note the ongoing development of the Inner Melbourne Map.	Barry McGuren CoM
11.	10 mins <i>Commence 9.05am</i>	Action 2.2 Visitor Signage Project (Attachment 8) <u>Recommendation</u> 11.1 That the IMAP Implementation Committee note the recent progress by the Melbourne visitor signage project.	Helen Hardwick CoM
12.	10 mins <i>Commence 9.15am</i>	Action 6.3 Managing conflict in Activity Centres (Attachment 9) <u>Recommendation</u> 12.1 That the IMAP Implementation Committee: a. endorse the “Living with Live Music” guide prepared by the City of Port Phillip Live Music Working Group b. support the paper being formally submitted to the State Government Live Music Roundtable for their information/consideration	Anita Lange, CoPP
13.	15 mins <i>Commence 9.25am</i>	Action 9.4 Green Demonstration Projects – Growing Green Guide (Attachment 10) <u>Recommendation</u> 13.1 That the IMAP Implementation Committee: a. note progress of the <i>Growing Green Guide for Melbourne</i> project. b. endorse the proposal to submit a funding application to the <i>Victorian Adaptation and Sustainability Partnership</i> and the commitment of \$50,000 funding from the IMAP Councils (i.e \$10,000 each). AND subject to approval of b. above; c. agree to provide CEO Letters of Support for the VASDP application; and d. confirm the City of Melbourne (<i>or other Council</i>) as the lead council for the extension of this project.	IMAP Executive Officer
14.	15 mins <i>Commence 9.40am</i>	Action 9.4 Green Demonstration Projects – Distributed Energy mapping <i>Adam Zaborszczyk will provide a presentation on the CSIRO energy model</i> <u>Recommendation</u> 14.1 That the IMAP Implementation Committee resolves to note the modelling progress on Action 9.4 Distributed Energy	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
15.	2 mins <i>Commence 9.55am</i>	Strategy 11 Inner Melbourne Map Licence – Destination Melbourne Ltd (Attachment 11) <u>Recommendation</u> 15.1 That the IMAP Implementation Committee resolves to: <ul style="list-style-type: none"> a) approve the licensing of the IMAP Inner Melbourne Map to Destination Melbourne Ltd. for the approved purposes as detailed in Schedule 1 of the licence for a period of 1 year from the date the agreement is executed b) authorise the CEO's to sign the license agreement on behalf of the IMAP Councils. 	Barry McGuren, CoM
16.	2 mins	Strategy 11 Intellectual Property Licence Agreement for use of PTV logo, Myki Logo and model icons (all registered trademarks) for use in the Inner Melbourne Map brochure (Attachment 12 – Report to follow) <i>Michelle Dawson, CoY manages all design and print work on the IMAP map. The CEO, City of Yarra has therefore signed this agreement with PTV on behalf of IMAP.</i> <u>Recommendation:</u> For noting.	

OTHER BUSINESS

Item	Time Allot.	Agenda Topic	Responsibility
17.	1 min	Any other business Close Next Meeting Friday 30 November 2013 (8.00am) City of Stonnington	Chair

ATTACHMENTS

Item No	Attachment No	Attachment Topic
5.	Attachment 1	DRAFT Minutes of IMAP Implementation Committee No. 30 held on 31 May 2013
6.	Attachment 2 Attachment 2a Attachment 2b Attachment 2c Attachment 2d Attachment 2e	<p><i>Business Arising</i> Outwards Correspondence Letter to Arthur Rogers, Director of Housing DHS Email to John Woolman, Dept of Justice – Live Music Roundtable Letter to Megan Bourke-O’Neil, Executive Director, Transport Integration Division DTPLI</p> <p>Inwards Correspondence Email from Nick Williams, University of Melbourne re ARC grant application</p>
7.	Attachment 3 Attachment 3a Attachment 3b Attachment 3c Attachment 3d Attachment 3e	<p>IMAP Communication and Governance report Meeting Timetable for 2013-14 Revised IMAP Operational Protocol Revised IMAP MoU and Procurement Policy State Government Press release – notification of extension to late night liquor licence freeze Revised IMAP Logo – REPORT TO FOLLOW</p>
8.	Attachment 4 Attachment 4a Attachment 4b	<p>IMAP Finance report IMAP Operating and Capital Works statement for the 12 months to 30 June 2013 IMAP – Project Expenditure Against Budget at 30 June 2013</p>
9.	Attachment 5	<p>IMAP Draft Annual Report 2012-13 – REPORT TO FOLLOW IMAP Draft Annual Report 2012-13 Summary – REPORT TO FOLLOW</p>
10.	Attachment 6	IMAP Progress Report August 2013
11.	Attachment 7	Action 11 Tourism – IMAP Visitor Map Progress report
12.	Attachment 8 Attachment 8a	<p>Action 2.2 Visitor Signage Project – Briefing report Visitor Signage Project – Final report from David Nash, Traffinity</p>
13.	Attachment 9	Live Bands Guide
14.	Attachment 10 Attachment 10a Attachment 10b Attachment 10c	<p>Action 9.4 Green Demonstration Projects: Growing Green Guide- Progress Report Draft Planning policies Draft Growing Green Guide Draft CEO letter of support</p>
16.	Attachment 11	IMAP Map Licence Agreement – DML (Confidential part of the meeting)
17.	Attachment 12	IP Licence with PTV – REPORT TO FOLLOW



Inner Melbourne Action Plan
 'Making Melbourne More Liveable'



DRAFT Minutes

Inner Melbourne Action Plan Implementation Committee

Meeting No 30
8.00 am – 10.00 am Friday 31 May 2013
City of Yarra
Meeting Room 1, Richmond Town Hall

Attendance Committee Members

Cr Ken Ong, Chair Future Melbourne (Planning) Committee, City of Melbourne (Chair)
 Cr Amanda Stevens, Mayor, City of Port Phillip
 Cr Matthew Koce, Mayor, City of Stonnington
 Mr Warren Roberts, Chief Executive Officer, City of Stonnington
 Ms Vijaya Vaidyanath, Chief Executive Officer, City of Yarra
 Ms Tracey Slatter, Chief Executive Officer, City of Port Phillip
 Mr Geoff Lawler, Director City Planning & Infrastructure, City of Melbourne

Associate Partner Representatives

Cr Catherine Cumming, Mayor, City of Maribyrnong
 Mr Vince Haining, Chief Executive Officer, City of Maribyrnong
 Mr Adrian Salmon, Assistant Director Statutory Approvals State Planning Services DTPLI
 Mr Rod Anderson, Strategy & Partnerships Regional Manager, DEPI
 Ms Patricia Liew, Regional Director, Metropolitan NW Region, VicRoads
 Ms Deborah Chemke, Manager Central City Transport DTPLI – *for Rebecca Collins*

IMAP

Elissa McElroy, IMAP Executive Officer
 Sebastian Santana Ballesteros, Student Intern, University of Melbourne

Guests

Cr Jamie Klisaris, City of Stonnington
 Cr John McMorro, City of Stonnington
 Cr Sam Hibbins, City of Stonnington
 Mr Paul Petridis, Manager Melbourne Bike Share, VicRoads
 Ms Gail Hall, Project Coordinator, Urban Landscapes CoM
 Ms Julie Francis, Project Officer - Growing Green Guide, CoM
 Mr Barry McGuren, Manager Tourism Melbourne CoM
 Ms Helen Hardwick, Program Manager Tourism Policy CoM
 Ms Michelle Dawson, Tourism and Marketing Officer CoY
 Mr Steven McKellar, Sustainable Design Officer CoPP
 Mr Tom Haysom, Sustainable Transport Planner CoS
 Ms Virginia Miller, Economic Development CoPP

IMAP Champions

Mr Bruce Phillips, Director City Development, CoY
 Ms Sandra Wade, Manager City Strategy, CoPP
 Mr Morris Bellamy, Manager Strategic Marketing, Communications & Advocacy, CoMar

PRELIMINARIES

1.	<p>Appointment of Chair</p> <p>1.1 That the IMAP Implementation Committee resolves to appoint Cr Ong as the Chair of the meeting in the absence of Cr Fristacky.</p> <p>MOVED CR STEVENS / Mr Lawler A vote was taken and the MOTION was CARRIED</p>
2	<p>Apologies and Introductions</p> <p>The Chair welcomed Tracey Slatter and visitors to the Committee. Cr Ong noted the recent bereavement of Cr Fristacky and her family. A condolence card was circulated for those present to sign.</p> <p>2.1 That the IMAP Implementation Committee resolves to note the following apologies:</p> <ul style="list-style-type: none"> - Cr Jackie Fristacky, Mayor, City of Yarra - Ms Rebecca Collins, Director Transport Strategies, DTPLI - Mr Steve Booth, Director Melbourne Central VGBO, DSDBI <p>MOVED Cr ONG/ Cr Koce A vote was taken and the MOTION was CARRIED</p>
3.	<p>Members Interest</p> <p>Disclosure by members of any conflict of interest in accordance with s.79 of the Act.</p> <ul style="list-style-type: none"> · None noted.
<p>ITEMS</p>	
4.	<p>Confirmation of Minutes</p> <p>4.1 That the IMAP Implementation Committee resolves to confirm the minutes of the IMAP Implementation Committee No 29 held on 1 March 2013.</p> <p>MOVED MR ROBERTS/ Cr Stevens A vote was taken and the MOTION was CARRIED</p>
5.	<p>Business Arising</p> <p>The Executive Officer reviewed the matters raised in the correspondence. She noted the WSUD amendment Panel Hearing for Moonee Valley Council had been held the previous week and she would circulate any feedback resulting from that hearing.</p> <p>5.1 That the IMAP Implementation Committee resolves to note the actions undertaken in response to Business Arising from the previous minutes.</p> <p>MOVED CR STEVENS / Cr Koce A vote was taken and the MOTION was CARRIED</p> <p><u>Correspondence:</u> Outwards <i>Letter N Smith, CEO Moonee Valley City Council - supporting WSUD amendment</i> <i>Letter V Haining CEO Maribyrnong City Council- invitation to become full IMAP members</i> <i>Email G Blackwood Parliamentary Secretary for Transport- invitation to attend IMAP</i> Inwards <i>Email M Deckker for F Williams DHS re continuing discussions on inner metropolitan development</i> <i>Email E Sanders Manager Regulatory Policy VCGLR re Discussion Paper consultation on underage events</i> <i>Letter C Kenny Director Community Programs City of Yarra - "Planning for our Night-time Economy"</i> <i>Email G Pratt, Senior Strategic Planner, City of Melbourne re ESD policy approval</i> <i>Letter S Price Acting Manager City Strategy, City of Stonnington re EED planning amendment consultation</i></p> <p><i>Action: Executive Officer to check that documents for consultation have been received by the IMAP Councils</i></p>

6.	<p>IMAP Communication and Governance</p> <p>The Executive Officer advised that she has prepared draft reports for all Councils to approve the Special Committee delegations following the Maribyrnong City Council meeting on 18 June.</p> <p>The Executive Officer clarified the Annual Report format and 2014 quarterly meeting format.</p> <p>The Executive Officer requested clarification on clauses in IMAP's Terms of Reference and Operational Protocol relating to "regional decision-making", regarding the extent that IMAP policies were binding on the partner Councils. The query had arisen in relation to the adoption of the IMAP Sustainable Design Factsheets as reference documents for Councils' ESD planning policies. The Executive Officer noted that the full set of completed Factsheets had not yet been before the IMAP Committee for final approval (despite some already being in use), therefore, individual Councils' needed to have their own process of approval if they wished to reference the performance criteria included in the factsheets prior to final IMAP sign off.</p> <p><u>Comments and discussion</u></p> <ul style="list-style-type: none"> - Cr Cumming thought that each council can choose whether it takes up the IMAP documents or not. - Ms Vaidyanath saw the work as a guideline that can be taken back to each council. - Mr Lawler commented that, regarding the ESD Factsheets, CoM already has its own policies in its planning scheme approved by the Minister which follow national guidelines relating to commercial high rise. He advised that it is important for the CoM to have a common operating platform for residents and developers that is the same as other large centres nationally. That said, he acknowledged that local guidelines are also useful and the factsheets are a useful tool to help inform people. - Mr Roberts supported the view that the factsheets are a useful way to disseminate general information. <p>6.1 That the IMAP Implementation Committee resolves to note the Communications and Governance Briefing Paper</p> <p>MOVED CR STEVENS / Mr Roberts A vote was taken and the MOTION was CARRIED.</p>
7.	<p>Financial Report</p> <p>Ms Slatter sought clarification as to why the budget was not detailed in the operating and capital works statement. The Executive Officer advised that IMAP's project-based budget was not broken down into detailed cost codes. It was noted that Attachment 4b provided a report by project against the project budget.</p> <p>7.1 That the IMAP Implementation Committee resolves to receive the IMAP Financial Report for the 9 months ending 31 March 2013.</p> <p>MOVED CR ONG / Ms Vaidyanath A vote was taken and the MOTION was CARRIED</p>
8.	<p>Progress Report</p> <p><u>Comments and discussion</u></p> <p>Action 3.5 Reducing through traffic</p> <ul style="list-style-type: none"> - The Committee asked if the project team have consulted with the Linking Melbourne Authority (LMA). - Ms Liew suggested that IMAP invite LMA representatives to meet with the IMAP Committee as there was a lot of planning work currently being undertaken that would be of interest from the IMAP perspective. - Mr Lawler expressed interest in the linkage between this project and the Freight Movement project. He noted the recent decision by state government not to support the Truck Action Plan and suggested the draft report for Action 3.5 be escalated to the Executive Forum for discussion on strategic issues before it comes back to the IMAP Implementation Committee. - Mr Haining noted that discussion on technically based reports needs the technical experts there as well to assist discussion. <p>8.1 That the IMAP Implementation Committee resolves to note the IMAP Progress Report for May 2013.</p> <p>MOVED MS SLATTER / Ms Vaidyanath A vote was taken and the MOTION was CARRIED</p> <p><i>Actions:</i></p> <ul style="list-style-type: none"> - <i>Action 3.5 Project Team to:</i>

	<ul style="list-style-type: none"> • <i>note comments by the Committee in relation to consultation with the LMA;</i> • <i>include Mr Geoff Lawler in discussions on strategic issues, and</i> • <i>discuss the draft report with the IMAP Executive Forum before reporting back to the IMAP Implementation Committee.</i> <p>- <i>The IMAP Executive Officer to arrange for representatives of the LMA to meet with the IMAP Implementation Committee.</i></p>
9.	<p>Action 11 Tourism – Strategic Plan 2013 - 16 (Attachment 6) Barry McGuren CoM attended for this item and provided a summary of the strategic plan and action plan:</p> <ul style="list-style-type: none"> - The inner Melbourne map consumes significant funds and continues to present a challenge for the group. Discussions have started on the development of a digital version as part of the 3 year strategy. - Research into the best points of contact to connect with visitors on the visitor journey has commenced - Work on a new version of the map with Footscray included has commenced - New Tourist sightseeing bus service has been introduced on a CBD trial basis which has benefits if extended to the wider IMAP area. Current transport services across the 5 destinations are designed for commuters not visitors. The private operator needs to establish its point of difference – currently limited to its open top bus and longer tour hours (easier to promote in summer). Copies of the bus brochure and photos were circulated for information. <p><u>Comments and Discussion</u> Regarding evaluation of the sightseeing bus trial, Mr McGuren noted CoM have requested detailed information on the trial, logging issues and information to review at the end of the 3 months period. After that period, the buses are required to use state government bus spaces. He noted the open air, double decker bus had a canopy retrofitted for inclement weather. Cr Ong said that while the buses prove a challenge for parking, they are supported on a tourism basis. He noted that the free tourist shuttle gets used by tourists and locals alike. There was interest from committee members in continuing to explore the sightseeing bus proposal.</p> <p>9.1 That the IMAP Implementation Committee resolves to:</p> <ul style="list-style-type: none"> • approve the revised 3 year IMAP Tourism Strategy; and • approve the Action Plan proposed for 2013-14. <p>MOVED CR ONG / Cr Stevens A vote was taken and the MOTION was CARRIED</p>
10.	<p>Action 2.2/11 Visitor Signage Project Helen Hardwick, CoM attended for this item. She noted the Visitor Signage Project priority is to establish a Master Style Guide which will determine agreement on a range of aspects of signage across the IMAP area, for example: names on signs, standardised symbols, agreed language for referring to certain attractions - “city centre” or “activity centre” or “CBD” etc.</p> <p>10.1 That the IMAP Implementation Committee resolves to:</p> <ul style="list-style-type: none"> • approve the proposal; and • confirm the budget of \$40,000 from the \$100,000 allocated to the visitor signage project for work on the Master Style Guide in the 2013/14 financial year. This approval is subject to detailed consultancy and design costs being submitted to the Implementation Committee in August 2013. <p>MOVED CR ONG / Mr Lawler A vote was taken and the MOTION was CARRIED</p>
11.	<p>Action 9.4 Green Demonstration Projects – Growing Green Guide Julie Francis and Gail Hall, CoM attended for this item. Ms Francis advised that the project team were hitting all milestones. In looking forward, she noted a lot of industry interest nationally in the project, leading the project team to consider how the manual and policy information would be stored and accessed. The Budget allows for pdf. files to be held on each council website, or e-book provision to access the information. The Project Team felt the information would be more easily managed and accessible if it had its own website, domain and external hosting– creating one up to date version which all councils could link to. The project team is scoping the options and looking at how the IMAP councils or industry could on-fund a website after project completion.</p>

	<p><u>Comments and discussion.</u></p> <p>Cr Ong asked who would take ownership of the website. It was noted that IMAP is still the ideal place unless a particular council was prepared to put some officer time in to maintain it.</p> <p>Ms Vaidyanath suggested the feasibility study sites developed could determine which council looks after this. However, subject to IMAP approval, it could sit with IMAP.</p> <p>Cr Cumming suggested the project needed renaming to make it clearer what it was trying to achieve. It was left to the project team to consider alternatives.</p> <p>Mr Roberts suggested the wording of the second part of the recommendation “to consider whether IMAP can provide monetary and staff commitment” to ensure the GGG future, could not be a resolution. It was agreed to delete this.</p> <p>11.1 That the IMAP Implementation Committee resolves to note the progress of the Growing Green Guide for Melbourne project.</p> <p>MOVED CR ONG/ Mr Roberts A vote was taken and the MOTION was CARRIED</p>
12.	<p>Action 9.2 Environmental Sustainable Design</p> <p>Steven McKellar, CoPP attended for this item to update the Committee on current progress..</p> <p>He noted that Stage 1 of the project had created 10 Factsheets for assessing sustainable design in the planning system. A licence agreement had been created to enable other Councils to brand and use the series.</p> <p>The project team were now developing content for 5 additional sheets, using the same consultant to maintain the look and methodology.</p> <p>He noted the project was running close to budget and his report foreshadowed a slight overspend for printing and a delay in developing the green roofs, wall and facade factsheet until that project was further advanced.</p> <p><u>Comments & Discussion</u></p> <p>Regarding the target audience, Mr McKellar advised the factsheets were specific to the planning scheme applicants, providing guidance when councils ask applicants to provide a sustainable design response in their developments. The Factsheets are a guide to best practice, providing information on what Councils are looking to see provided and aim to get some commitment from developers. The target audience varies from developers to homeowners; the Factsheets are able to be modified to suit different council policies and best practice standards, and have so far proved to be a good communication tool and reference document on what standards Councils are looking for in this area.</p> <p>Mr Anderson asked if there was an opportunity to integrate the Factsheets with the Growing Green Guide. Cr Stevens was interested in providing a link to the website. It was noted that the GGG team are not ready to write a Factsheet for the series yet.</p> <p>Mr McKellar noted that they may need to be formally endorsed by each council to be used as a reference document. (Refer to discussion under item 6).</p> <p>Mr Lawler updated the Committee on the approach taken by the City of Melbourne:</p> <ul style="list-style-type: none"> - The CoM planning policy points to the star rating scheme and nominates that buildings above a certain size have to prove they meet the star rating threshold. This system works for Melbourne as it has a formal system and assessors sitting behind the requirements. - The other scheme is the NABERS rating scheme set up by government and mandated by COAG for the sale and lease of certain buildings of a certain size. Recognition of this scheme is built into CoM policy as the way this group of buildings should be determined. - Precinct level sustainable design does not yet have a specification but these schemes have developed an opening. It is great that these other documents are being produced and helping to create a repository of knowledge. The property sector is a national industry and we want sustainable design to become common knowledge. <p>Ms Liew asked if every council will have different standards and guidelines.</p> <p>Mr Salmon noted that DPCD, over time, have struggled with a lack of uniformity in standards and guidelines. He noted minimum standards exist in the BCA; that there is some flexibility and specialist buildings are catered for. The Minister was comfortable with approving the CoM ESD policy as it brings in an industry accepted process. At lower levels this is difficult to do. Providing guidelines which are understandable to the average person is a good approach. He acknowledged tensions still exist between building control and planning control in this area.</p>

	<p>12.1 That the IMAP Implementation Committee resolves to</p> <ul style="list-style-type: none"> • note the Progress Report on the development of ESD Factsheets, • approve the proposed budget for the work on ESD policy <p>MOVED MR ROBERTS / Mr Lawler A vote was taken and the MOTION was CARRIED</p>
13.	<p>Review of bike share scheme</p> <p>Paul Petridis, Manager Bike Share Scheme, VicRoads attended for this item and provided a PowerPoint presentation on the current review of the scheme being undertaken by VicRoads.</p> <p>The Bike Share scheme has 545 bikes (out of 600) on average available on the street at 51 stations. Average usage is at 0.8 per bike per day with currently 400-500 people trips daily for an average of 25 minutes. The scheme is aimed at short trips; if a dock is unavailable the iphone app (Spotcycle) and the station map on the kiosk indicate the location of other docks.</p> <p><u>Comments & Discussion</u></p> <p>Ms Liew commented on the purpose of the evaluation, the catchment area covered by the scheme, and noted that, compared with the rest of the world, usage is not high here. Locations are being re-evaluated, station numbers reviewed; changes can affect the dynamics of the whole system. Our helmet requirement appears to also influence use compared with international bike share schemes elsewhere. The compulsory helmet law is based on strong research evidence which shows that helmet wearing has contributed to reducing the severity of head related injuries. There are no plans to remove the law.</p> <p><u>Revenue:</u></p> <ul style="list-style-type: none"> - It was noted that all revenue goes to the RACV for what is a service, not a revenue raising exercise. - The Government's operational cost is \$2 million per annum. <p><u>Expansion:</u></p> <p>The feasibility study is looking at continuation and/or expansion whereby patronage can be increased by a number of factors e.g.</p> <ul style="list-style-type: none"> - by reviewing stations, - expanding the network, - providing free helmets (already increased patronage having them available on bikes), - promotion and advertising space, - working with councils on locations, etc <p><u>Advertising:</u></p> <ul style="list-style-type: none"> - Looking at New York City's private Citibike scheme launched 27 May 2013 by CitiBank with 10,500 bikes in phase 1, high density stations, advertising on infrastructure for comparison. - RACV haven't been able to attract advertising possibly due to their length of contract. - CoM officers don't support advertising on stations. Don't oppose advertising on the bike itself. - Councils outside the CBD could consider permitting advertising to help with expansion of the scheme <p>Mr Petridis noted that their consultant SKM is holding a workshop to engage with stakeholders on these questions.</p> <p>The Chairman thanked Mr Petridis for his attendance and presentation.</p>

CONFIDENTIAL BUSINESS

The public and associate members were excluded for this item.

	<p>Procedural Motion:</p> <p>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 · Section 89 (2) (h) Any other matter which the Council or Special Committee considers would prejudice the Councils or any person. <p>MOVED CR ONG / Mr Roberts A vote was taken and the MOTION was CARRIED</p> <p>Time 9.51am</p>
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14.	<p>Confirmation of Minutes</p> <p>14.1 That the IMAP Implementation Committee resolves to confirm the Confidential minutes of the IMAP Implementation Committee meeting No. 29 held on 1 March 2013.</p> <p>MOVED MR LAWLER / Mr Roberts A vote was taken and the MOTION was CARRIED</p>
	<p>Procedural Motion: That the IMAP Implementation Committee resolves that the meeting be re-opened to the public.</p> <p>MOVED CR ONG / Cr Koce A vote was taken and the MOTION was CARRIED</p> <p>Time 9.53am</p>

OTHER BUSINESS

15.	<p>Other Business</p> <p>Next Meeting Friday 30 August 2013 (8.00am) City of Melbourne</p> <p>The Meeting closed at 9.54am</p>
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IMAP Implementation Committee Meeting 31 May 2013 – Endorsement of Minutes

Chairperson: Cr Ken Ong _____ Date _____

RESOLUTIONS

- 1.1 That the IMAP Implementation Committee resolves to **appoint** Cr Ong as the Chair of the meeting in the absence of Cr Fristacky.
- 2.1 That the IMAP Implementation Committee resolves to **note** the following apologies:
- Cr Jackie Fristacky, Mayor, City of Yarra
 - Ms Rebecca Collins, Director Transport Strategies, DTPLI
 - Mr Steve Booth, Director Melbourne Central VGBO, DSDBI
- 4.1 That the IMAP Implementation Committee resolves to **confirm** the minutes of the IMAP Implementation Committee No 29 held on 1 March 2013.
- 5.1 That the IMAP Implementation Committee resolves to **note** the actions undertaken in response to Business Arising from the previous minutes.
- 6.1 That the IMAP Implementation Committee resolves to **note** the Communications and Governance Briefing Paper
- 7.1 That the IMAP Implementation Committee resolves to **receive** the IMAP Financial Report for the 9 months ending 31 March 2013
- 8.1 That the IMAP Implementation Committee resolves to **note** the IMAP Progress Report for May 2013.
- 9.1 That the IMAP Implementation Committee resolves to:
- **approve** the revised 3 year IMAP Tourism Strategy; and
 - **approve** the Action Plan proposed for 2013-14.
- 10.1 That the IMAP Implementation Committee resolves to:
- **approve** the proposal; and
 - **confirm** the budget of \$40,000 from the \$100,000 allocated to the visitor signage project for work on the master style guide in the 2013/14 financial year. This approval is subject to detailed consultancy and design costs being submitted to the Implementation Committee in August 2013.
- 11.1 That the IMAP Implementation Committee resolves to **note** the progress of the Growing Green Guide for Melbourne project
- 12.1 That the IMAP Implementation Committee resolves to
- **note** the Progress Report on the development of ESD Factsheets,
 - **approve** the proposed budget for the work on ESD policy

Procedural Motion:

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
- Section 89 (2) (h) Any other matter which the Council or Special Committee considers would prejudice the Councils or any person. (9.51am)

- 14.1 That the IMAP Implementation Committee resolves to **confirm** the Confidential minutes of the IMAP Implementation Committee meeting No. 29 held on 1 March 2013.

Procedural Motion:

That the IMAP Implementation Committee resolves that the meeting be re-opened to the public. (9.53am)

ACTIONS PUBLIC RECORD

Item	Responsibility	Action	Due
5 Bus Arising	Executive Officer	Executive Officer to check that documents for consultation have been received by the IMAP Councils	July 2013
8 Progress Report	Executive Officer	<p>Action 3.5 Project Team to:</p> <ul style="list-style-type: none"> - note comments by the Committee in relation to consultation with the LMA; - include Mr Geoff Lawler in discussions on strategic issues, and - discuss the draft report with the IMAP Executive Forum before reporting back to the IMAP Implementation Committee. <p>The IMAP Executive Officer to arrange for representatives of the LMA to meet with the IMAP Implementation Committee.</p>	<p>June 2013</p> <p>August 2013</p>

**IMAP Implementation Committee
Business Arising
30 August 2013**

A IMAP Implementation Committee (18 November 2011)				
	Responsibility	Action	Due	Progress
15 <i>Action 6.3 final report</i>	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 – met with VCGLR 3 May & 18 October 2012
16 <i>Action 5.2 Affordable Housing</i>	IMAP Executive Officer and Action 5.2 project team	Action 5.2 Project team to: ▪ Brief City of Maribyrnong representatives	TBA	In Progress
B IMAP Implementation Committee (25 May 2012)				
	Responsibility	Action	Due	Progress
15	IMAP Executive Officer	Arrange preparation of a submission to the Department of Justice on changes to the definitions	July 2012	In Progress (in conjunction with A (item 15) above)
C IMAP Implementation Committee (31 August 2012)				
	Responsibility	Action	Due	Progress
11 <i>Action 6.3</i>	S Wade CoPP	Arrange Live Band Venue IMAP working group through CoPP	TBA	Completed. See item 12 on agenda
16 <i>Other Bus</i>	IMAP Executive Officer	Determine a process for the review of the Inner Melbourne Action Plan.	Ongoing	Ongoing. * Budgetted. * CoMar membership completed
D IMAP Implementation Committee (1 March 2013)				
	Responsibility	Action	Due	Progress
5 <i>Bus Arising</i>	IMAP Committee	IMAP members to consider the proposal to undertake a Capacity Audit of inner Melbourne's social and built infrastructure.	TBA	
11 <i>Action 2.3 Bike network legibility</i>	Executive Officer	- Write to DoT to seek participation on the Interdepartmental Committee engaged in implementing the Bicycle Strategy - Write to VicRoads to request participation in the review of the Bike Share Scheme	31.4.13 31.4.13	Complete. See copy attached Completed. Participated in review consultation/workshop
E IMAP Implementation Committee (31 May 2013)				
	Responsibility	Action	Due	Progress
5 <i>Bus Arising</i>	Executive Officer	Check documents for consultation have been received by the IMAP Councils	Aug 2013	Completed
8 <i>Progress Report</i>	Action 3.5 Project team	Action 3.5 Project Team to: - note comments by the Committee in relation to consultation with the LMA; - include Mr Geoff Lawler in discussions on strategic issues, and - discuss the draft report with the IMAP Executive Forum before reporting back to the IMAP Implementation Committee. The IMAP Executive Officer to arrange for representatives of the LMA to meet with the IMAP Implementation Committee.	TBA Aug 2013	Ongoing: Committee comments forwarded to project team to implement. Draft final report received from consultants this week. Deferred to coincide with Action 3.5 report to IMAP Committee

Correspondence

To	Regarding
Arthur Rogers, Director of Housing DHS	Meeting held with IMAP reps on collaborative framework and CLT reports
John Woolman, Dept of Justice – Live Music Roundtable	Forwarding a copy of the CoPP draft guideline on live music
Megan Bourke-O'Neil, Executive Director, DTPLI	State Government Interdepartmental Cycling Committee
From	
Nick Williams, University of Melbourne	Advising of successful ARC grant for green roof research project

Recommendation:

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

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. The Maribyrnong City Council passed its resolutions on 18 June 2013 to establish their IMAP Special Committee from 1 July 2013. The four IMAP partner councils subsequently confirmed their renewal of delegations and the terms of reference in late June.
3. The IMAP meeting timetable for 2014 has been prepared for approval – **refer Attachment 3a**
4. The Operational Protocol and IMAP Procurement Policy and Memorandum of Understanding have been updated to include Maribyrnong and are attached for approval. – **refer Attachments 3b and 3c.**
5. The IMAP logo has been updated to include Maribyrnong City Council. The logo has been designed in 2 formats for the Committee's approval. **Refer Attachment 3e (Report to follow).**
6. The IMAP draft Annual Report 2012-13 and Summary has been prepared for approval – **refer item 8/ Attachment 5 on the Agenda.**
7. The IMAP Communications Plan and Media Protocol also requires amendment and will come forward for approval in November following consultation with communications/media staff at the IMAP councils.

Communications

8. During the last 3 months the following activities have involved the Executive Officer and others in IMAP communications:
 - **Action 2.2 Melbourne Visitor Signage Project:** The Executive Officer met with consultant David Nash in June to review progress on the work being undertaken at the Yarra, Stonnington, Port Phillip and Maribyrnong Councils to review signage clutter, terminology and visitor attractions. A meeting with all the Council staff representatives was subsequently held in August to confirm the level of agreement on signage principles and policies across the 5 councils. This feedback will now be considered by the Melbourne Visitor Signage and Wayfinding Coordinating Committee at their next meeting on 28 August. The Executive Officer has also written to the Bicycle Wayfinding Working Group – based at Knox City Council – to advise them of the work of the IMAP Councils and to ensure communication occurs between the 2 groups.
 - **Action 5.2 Affordable Housing – Community Land Trust (CLT) Manual –** IMAP hosted a visit by Dr Louise Crabtree, University of Western Sydney and Professor Peter Phibbs, University of Sydney – principal authors of the Manual - on 31 May 2012. Their presentations to the IMAP Councils and to DHS/DPCD staff on the CLT Manual were reasonably well attended and assisted in publicising the new Manual. Copies of the Manual were provided to the State Government organisers.
 - **Action 7.2 Support Creative Businesses:** the Executive Officer and Student Intern attended meetings in June/July with staff at the City of Melbourne to complete the consultation required to prepare the inventory of current programs being carried out by Councils for this sector. The report was finalised in early August and sent out to all those who participated in the survey. A meeting has been arranged at the City of Port Phillip on 8 September to determine the project brief.
 - **Action 9.4 The Growing Green Guide:** the Executive Officer attended the three Steering Group meetings held during the period. In addition, the Project Officer attended consultation

meetings in August at three Councils to review the draft policies paper, receiving good feedback and discussion from staff on future policy directions. Two meetings were also held in July/August at the City of Stonnington for feedback on the conceptual designs for the green roof on the Elizabeth Street Carpark in South Yarra, one of the four sites shortlisted for consideration.

- **Other:** the Executive Officer also attended the following events:
 - the City of Stonnington Integrated Transport Plan Workshop in June
 - the DTPLI stakeholder consultation workshop on the Melbourne Bicycle Share Scheme review in June
 - the DTPLI stakeholder workshop on the Lower Yarra Context Framework held in July
 - a presentation from consultants who developed the Legible London signage in July.
 - The ARC Linkage and ITRP Reception networking event at the University of Melbourne in July
 - A meeting with the Victorian Competition and Efficiency Commission regarding VCGLR operational processes for determination of licence conditions for higher risk liquor licence premises, held in August.
 - Provided a presentation on IMAP to the City Works team, City of Stonnington in August.

Recommendation

9. That the IMAP Implementation Committee resolves to:
 - a. **note** the Communications and Governance Briefing Paper
 - b. **approve** the 2014 meeting timetable for the IMAP Implementation Committee
 - c. **approve** the update to the IMAP Operational Protocol to include the Maribyrnong City Council
 - d. **approve** the update to the IMAP Implementation Committee's Memorandum of Understanding and Procurement Policy to include the Maribyrnong City Council; and authorise the Chief Executive Officers to sign the agreement on behalf of the Councils
 - e. **approve** the updated IMAP logos

IMAP - Meeting Schedule 2013 - 2014

IMAP Implementation Committee Meetings (Quarterly)

2013		
Meeting 32 Date / Time Host Chair	Friday 29th November 2013 (8.00am) City of Stonnington Mayor	Council Chamber Malvern Town Hall Cnr High St & Glenferrie Road
2014		
Meeting 33 Date / Time Host Chair	Friday 28th February 2014 (8.00am) Maribyrnong City Council Mayor	Council Chamber Level 1 Maribyrnong Council offices Cnr Hyde & Napier Streets, Footscray
Meeting 34 Date / Time Host Chair	Friday 30th May 2014 (8.00am) City of Port Phillip Mayor	Council Chamber St Kilda Town Hall Carlisle Street
Meeting 35 Date / Time Host Chair	Friday 29th August 2014 (8.00am) City of Yarra Mayor	Meeting Room 1 Richmond Town Hall Bridge Road
Meeting 36 Date / Time Host Chair	Friday 28th November 2014 (8.00am) City of Melbourne Chair Future Melbourne [Planning] Committee	Council Meeting Room, Level 2, Town Hall Admin Building Swanston Street
2015		
Meeting 37 Date / Time Host Chair	Friday 27th February 2014 (8.00am) City of Stonnington Mayor	Council Chamber Malvern Town Hall Cnr High St & Glenferrie Road

Operational Protocol
of the
Inner Melbourne Action Plan
Implementation Committee

Amended 30 August 2013

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1. Background / Context

- 1.1 Generally, the purpose of the Inner Melbourne Action Plan Implementation Committee ('Committee') will be to oversee the implementation of regionally based actions identified in the Inner Melbourne Action Plan (IMAP) January 2006, as adopted by member Councils in December 2005.
- 1.2 The Cities of Melbourne, Port Phillip, Stonnington and Yarra, in association with VicUrban, developed an action plan to strengthen the liveability, attraction and prosperity of inner Melbourne.
- 1.3 The Maribyrnong City Council became a member of the Committee from 1 July 2013. The Inner Melbourne Action Plan will be reviewed in response to the State Government's Metropolitan Planning Strategy and to change the IMAP boundary to include the 5 Councils.
- 1.4 The IMAP project scope is to provide for the development of regional actions to deliver agreed regional outcomes. The broad outcome is to ensure the liveability of the inner region and the sustainable development of Melbourne into the future.
- 1.5 Implementing IMAP will involve ongoing regional collaboration, commitment through capital works and infrastructure programs, changes to municipal planning scheme policies and controls and partnerships with State Government, agencies and others.
- 1.6 This protocol has been adopted by the Committee to provide the basis for the working relationships between the member Councils in respect to matters within the Committee's Terms of Reference and for the resolution of any issues that arise between member Councils in respect to IMAP.

2. Scope of protocols

- 2.1 The scope of the Operational Protocols is as follows:
 - a. Meeting Procedures – general
 - b. Committee member behaviour
 - c. Conflict of interest procedures
 - d. Definition of the role, relationships and operational processes of the Leadership Forums
 - e. Definition of the role, relationships and operational processes associated with the IMAP Executive Officer
 - f. Definition of the role, relationships and operational processes associated with the Technical Working Group.
 - g. Processes for co-opting associate partners to the Committee.
 - h. Definition of the role and relationships of associate partner representatives
 - i. Voting arrangements
 - j. Procedures for conflict resolution (conflict in views)

- k. Joint statements.
- l. Processes for review of Governance arrangements
- m. Effective date of the Operational Protocol

3. Meeting Procedures – general

3.1 Public Notice

- a. Times and places of meetings are to be determined by the Committee
- b. Meetings must be open to the public except for confidential matters.
- c. The Committee must give reasonable notice to the public of its meetings including dates, starting times and places of the meeting, and order of business on the agenda.

3.2 Order of Business

- a. An 'Order of business' will be provided on a formal agenda to be provided prior to each meeting.

3.3 Notice of Agenda Papers

- a. Reasonable notice of Agenda papers shall be given and distributed to the Committee members and Associate Committee Members (generally three working days).
- b. Agenda papers shall not, in the first instance, be provided in electronic format, with the exception of late agenda items that may be provided electronically. (Full Agenda papers can be provided electronically by request.)

3.4 'Out of Committee' decision making

- a. Agenda items may be electronically distributed and responses received between Committee meetings.
- b. Where consensus is not reached regarding an item distributed electronically, the agenda item will be formally listed for discussion and the issue addressed at the next meeting.
- c. Any decision made on these agenda items must be ratified at the next meeting via the normal voting processes.

3.5 Recording of minutes and adoption of minutes of the last meeting

- a. Minutes of each meeting will be formally recorded.
- b. Minutes of the previous meeting must be confirmed at the subsequent meeting of the Committee.
- c. The minutes of the previous meeting are considered certified once they have been confirmed by the Committee.
- d. The Minutes will be made available for public inspection at each IMAP Council.

- 3.6 Confidential matters
- a. Meetings may be closed to discuss confidential matters.
 - b. A resolution to close & reopen a meeting and the reason must be taken and recorded in the minutes
 - c. Members of Committee must not release confidential information to the public.
- 3.7 Declaration of interests
- a. Members of the Committee are required to declare at a meeting any interests or conflict of interests.
 - b. Where Committee members have already completed a Register of Interest for their respective councils this is considered satisfactory unless new interests arise.
 - c. Each Council will exempt all non-Council members of their Special Committee from having to complete a Register of Interest as per the requirements of the Local Government Act.
- 3.8 Requesting and receiving information
- a. Requests for information by the Committee shall be made through the IMAP Executive Officer unless otherwise agreed by the Committee.
 - b. Information to be received by the Committee shall be made through the IMAP Executive Officer unless otherwise agreed by the Committee.
 - c. Committee members may receive information via email and electronic transfer, except for agenda papers, which shall be provided in hard copy. (Refer section 3.3 b. above)
- 3.9 Presentations requested by the Committee
- a. Presentations by guests may be made at the request of the Committee.
 - b. Requests for presentations shall be made through the IMAP Executive Officer unless otherwise agreed by the Committee.
- 3.10 Calling of special meetings
- a. Special meetings may be called by any of the five IMAP Councils.
 - b. The elected representatives of a majority of three IMAP Councils must consent in writing for a special meeting to be called.
 - c. Reasonable public notice of any special meeting must be given of any special meeting called.
- 3.11 Committee Vacancy
- a. The provisions of Section 69 of the Local Government Act 1989 are applicable.

4. Committee member behaviour

- 4.1 The Committee affirms the following principles of behaviour:

- a. Each Committee member is aware of their responsibility to comply with the rules of conduct specified in Section 76B of the Local Government Act 1989 that require that Committee members must:
 - Act honestly;
 - Exercise reasonable care and diligence;
 - Not make improper use of their position to gain, or attempt to gain, directly or indirectly, an advantage for themselves or for any other person, or to cause, or attempt to cause, damage to the Committee;
 - Not make improper use of information acquired because of their position to gain, or attempt to gain, directly or indirectly, an advantage for themselves or for any other person, or to cause, or attempt to cause, damage to the Committee.
- b. Committee members will treat all people with courtesy and respect, recognising that there will be robust debate and legitimate differences in opinions, race, culture, religion, language, gender and abilities. Robust political debate is part of the Committee environment and is encouraged.
- c. Committee members will always act with integrity and honesty.
- d. Committee members recognise that they hold a position of trust and will not misuse or derive undue benefit from their positions.
- e. Committee members will exercise appropriate prudence in the use of public resources and information.
- f. Committee members will treat with appropriate caution Committee information by recognising the requirements of the Information Privacy Act 2000 regarding the access, use and release of personal information.

5. Conflict of Interest Procedures

- 5.1 Committee members will comply with all the provisions of the Act in regard to Interests and Conflicts of Interest as per the provisions of the Local Government Act 1989.

6. Leadership Forums

The following Leadership Forums have been established:

- 6.1 Annual Forum (previously referred to as Elected Representatives Forum)

- a. Role

The role of the Annual Forum is to:

- Advise on annual priorities
- Liaise with State Government senior executives and Ministers
- Receive the Annual Report and progress reports

- b. Relationships

To undertake these roles, the forum will interact with the:

- Inner Councils
- The Minister for Planning and other Minister's as required
- State Government and Agencies
- The Executive Forum
- The IMAP Implementation Committee
- The Technical Working Groups

c. Operational Process

- The Annual Forum will meet annually, or as necessary, and provide advice to the Committee.
- The Chairperson and Deputy Chairperson shall be appointed from the councillor representatives of the Forum on a rotational basis for each meeting

6.2 Executive Forum (previously referred to as CEO/Senior Management Forum)

a. Role

The role of the Executive Forum is to:

- Determine the annual priorities program
- Drive regional priorities
- Provide opportunities for State Government liaison.
- Look for partnerships with regional stakeholders
- Identify synergies and opportunities arising from State Government and individual Council initiatives recognising that implementation will be opportunistic not sequential.
- Receive Annual Report and progress reports.

b. Relationships

To undertake these roles, the Executive Forum will interact with:

- The IMAP Councils
- The Minister for Planning and other Ministers as required
- State Government and Agencies
- The Annual Forum
- The IMAP Implementation Committee
- The Technical Working Groups

c. Operational Process

- The Executive Forum will meet every six months, or as necessary.
- The Chairperson and Deputy Chairperson shall be appointed from the executive officer representatives of the Forum on a rotational basis for each meeting.
- The forum will report as necessary to the Committee.

7. IMAP Executive Officer

7.1 Role

The role of the IMAP Executive Officer is to:

- a. provide executive support to the Committee and the IMAP Leadership Forums. The Executive Officer has a high level of autonomy within agreed parameters and guidance of the Executive Director of the IMAP Executive Officer's host Council.
- b. work across the five IMAP Implementation Committee Councils effectively to achieve the actions outlined in the approved IMAP Implementation Plan.
- c. to coordinate and promote the implementation of the Inner Melbourne Action Plan.
- d. where practicable, strive to minimise the administrative burden on this position by utilizing the administrative resources of the Committee member Councils.

7.2 Accountability

The IMAP Executive Officer is accountable for:

- a. The coordination of the delivery of the actions outlined in the approved IMAP Implementation Plan.
- b. The co-ordination of papers and actions arising from the IMAP Implementation Committee (as directed by the Chair) including the preparation and co-ordination of papers for consideration and approval.
- c. the co-ordination and facilitation of major projects under the IMAP banner.
- d. effective leadership of project teams and meeting of deadlines.
- e. the professional advice provided and anticipation and forecasting of actions required to advance the achievement of project objectives.
- f. the preparation and presentation of briefings, progress reports and other items at the IMAP Implementation Committee.
- g. delivering agreed workplans on time.
- h. providing clear, professional and timely advice.
- i. accuracy, professionalism and analysis in officer reports.

- j. co-ordination of and assistance in the delivery of items at the meetings of the IMAP Implementation Committee (as required).
- k. reporting on project milestones.

7.3 Authority

The IMAP Executive Officer has the authority to:

- a. Work across the five Committee Councils, State Government, agencies and other partner organisations to achieve the actions in the approved IMAP Implementation Plan.
- b. Liaise with government authorities to progress the planning objectives of the Committee and IMAP outcomes.
- c. Prepare correspondence for the Chair.
- d. Sign letters, act on behalf of, and represent the Committee where directed by the Committee.
- e. Prepare agendas and minutes, write reports, provide status updates, and provide recommendations to the Committee.
- f. Act as the key nominated person on major projects as specified.
- g. Represent the Committee with stakeholders, community and interested parties to advance IMAP objectives and outcomes.
- h. Act as a co-ordinating point and report to the Committee on other projects under the IMAP banner.
- i. Instruct and supervise consultants undertaking work on the IMAP projects.
- j. Coordinate the level of work required to achieve outcomes.
- k. Instruct consultants to achieve agreed planning outcomes.
- l. Prepare budget reports for consideration by the Committee on a quarterly and annual basis.
- m. Engage consultants up to a value of \$25,000.
- n. Where expenditure exceeds \$25,000, the Executive Officer's host Council executive will authorise expenditure.

7.4 Managing and addressing poor performance

- a. Should Committee members wish to point out any matters regarding the IMAP Executive Officer, contact shall be made through the relevant Committee CEO/executive officer from the Executive Officer's host Council.
- b. Should a Committee member consider that the IMAP Executive Officer has acted inappropriately or unprofessionally the matter will be addressed in the first instance to the relevant Committee CEO/executive from the IMAP Executive Officer's host Council.

8. IMAP Coordinator (or “Champion”)

- 8.1 The IMAP Coordinator, appointed by individual IMAP councils shall provide support to the IMAP Executive Officer by undertaking the following actions:
- a. Acting as the initial contact to their respective Councils and providing information about and introduction to relevant officers within their respective Councils.
 - b. Attending IMAP Implementation Committee meetings as necessary, but particularly those where the IMAP Implementation Committee meeting is being hosted at their Council offices.
 - c. Acting as project managers or working group members for IMAP action projects where their respective skills and work program would make this appropriate.
 - d. Providing feedback to the IMAP Executive Officer regarding IMAP action implementation reports as appropriate e.g. six monthly progress report and annual report.

9. Associate Partners to the Committee

- 9.1 In the first instance, representatives from each of the following associate partners will be invited to attend the meetings of the Committee:
- a. Department of Transport , Planning and Local Infrastructure (2 reps)
 - b. Department of State Development, Business and Innovation (1 rep)
 - c. Department of Environment and Primary Industries (1 rep)
 - d. VicRoads (1 representative)
- 9.2 Where other associate partners are essential to a nominated IMAP project, an invitation shall be provided to the appropriate associate partner executive inviting a nominee to attend the Committee.
- 9.3 Partner organisations have been determined in consultation with each nominated partner organisation as part of the implementation of each action and may include:
- participation through Officer involvement and information
 - project specific funding (where appropriate)
 - engagement on priorities for future expenditures (where appropriate).
- 9.4 Associate partner representatives will not be members of the Committee or entitled to vote, but can participate in any discussion.
- 9.5 Associate partners may change from time to time.

10. Committee Structure

- 10.1 The representatives for each Council are:
- a. The Mayor or other elected representatives of the Cities of Stonnington, Yarra, Port Phillip and the Maribyrnong City Council, and Chair of the

Melbourne City Council's Planning Committee or nominated representative acting as Chair of the Melbourne's City Council's Planning Committee.

- b. The CEO, or other approved representative acting as CEO, of the Cities of Stonnington, Yarra, Port Phillip and the Maribyrnong City Council, and the Director City Planning and Infrastructure of the Melbourne City Council or nominated representative, acting as the Director City Planning and Infrastructure of the Melbourne City Council.

11. Voting arrangements

- 11.1 The voting arrangements as specified in the five Terms of Reference shall apply for determining resolutions of the IMAP Implementation Committee, being:

- two (2) votes for the Cities of Stonnington, Melbourne, Yarra, Port Phillip and the Maribyrnong City Council.

This includes the following voting protocol:

- a. Total unanimous vote will be seven (7) Committee members.
 - b. The majority vote will be five (5) Committee members, of which the support of three (3) must be elected representatives, is required to pass a motion.
 - c. A quorum will consist of six (6) members, three (3) of which must be elected representatives.
- 11.2 'Moving' or 'seconding' a motion may be undertaken by the Mayor, or an elected representative acting in the position as Mayor, of the Cities of Stonnington, Yarra, Port Phillip and the Maribyrnong City Council, or the Chair of the Melbourne City Council's Planning Committee or nominated representative acting as Chair of the Melbourne City Council's Planning Committee, or the CEO, or an approved representative acting in the position of CEO, of the Cities of Stonnington, Yarra, Port Phillip and the Maribyrnong City Council, or the Director City Planning and Infrastructure of the Melbourne City Council or an approved representative acting in the position of Director City Planning and Infrastructure.
 - 11.3 Any member Council of the IMAP Implementation Committee may amend its voting representation in a motion placed before the IMAP Implementation Committee.
 - 11.4 That any other non-approved representative can attend as an observer, on behalf of a Committee Member, but will not be granted voting rights.

12. Procedures for conflict resolution (conflict in views)

- 12.1 The guiding principle of this dispute resolution protocol is that every Committee member has the right to be heard.
- 12.2 Any grievance that cannot be resolved by the parties is to be brought before the Committee.
- 12.3 If the grievance cannot be resolved, and on agreement of the Committee, the Committee will engage an independent mediator.

13. Joint Statements

- 13.1 To enable a collaborative approach to new initiatives that may be rolled-out by the State Government or other organisations from time-to-time, the IMAP Member Councils may from time-to-time release 'Joint Statements' to media or via other public releases.
- 13.2 Any such 'Joint Statements' shall be co-ordinated through the IMAP Executive Officer and be agreed by the appropriate media officers of each IMAP Council.
- 13.3 Individual IMAP member Councils shall be able to add distinct content to an agreed 'Joint Statement', where an action has particular local relevance, provided the distinct content does not contradict the intent of the agreed 'Joint Statement'.

14. Process for review of Governance arrangements

- 14.1 The Committee will consider a review of the Operational Protocol arrangements on an annual basis, or as determined necessary by the Committee.

15. Effective Date / Administration

- 15.1 These Amended Operational Protocols shall become effective as of 30 August 2013.

Inner Melbourne Action Plan

Procurement Policy for Goods or Services

1. Background

The Inner Melbourne Action Plan (IMAP) provides for 57 collaborative projects between the IMAP partner municipalities (City of Stonnington, City of Yarra, City of Port Phillip, City of Melbourne and the Maribyrnong City Council). The projects may include knowledge sharing, strategy development and/or infrastructure provision.

Under IMAP, each council's budget is to reflect the necessary resources to deliver on commitments agreed in the Action Plan.

From time to time, procurement of goods and services will be required to be resourced by the five IMAP councils (and IMAP partner organisations) acting collaboratively, for example, where external consultancy services are required to further IMAP actions.

The IMAP 'Procurement Policy for Goods and Services' defines procurement processes between the IMAP councils.

2. IMAP Procurement policy

This policy shall be read in conjunction with the IMAP Memorandum of Understanding for procurement of goods or services. The Memorandum of Understanding is the primary document to be considered for the process of procurement of goods or services in relation to IMAP actions. The Memorandum of Understanding forms Schedule 1 to this policy.

2.1 Lead council

The Implementation Committee will designate one of the parties as the lead council. The lead council will co-ordinate a specific IMAP action working group. Any council representative member of the working group may nominate to undertake to procure goods or services on behalf of IMAP in accordance with the Memorandum of Understanding. Procurement of goods or services should not be limited to the lead council.

2.2 Major acquisition of goods or services

Under the *Local Government Act 1989*, the procurement of goods or services equal to or exceeding \$100,000 inclusive of GST requires a public tender. All IMAP councils are required to comply with the Local Government Act 1989. The lead council will undertake a tender process in compliance with the Act and collaborate with partner councils to determine a successful tenderer.

2.3 Minor acquisition of goods or services

Where procurement of goods or services is valued under \$100,000 inclusive of GST is sought, the procurement policies of the lead council should be applied.

Where three written quotations are required, it should be in response to a written project brief. Once three quotations are received, the lead council will convene a panel, consisting of a nominated representative of each council and partner agency (if appropriate), to agree to the supplier.

Note: Where it is council policy that three written quotes are required, if there are insufficient professional practitioners in a subject area, less than three written quotations will be sufficient, provided a letter is included in the file from the relevant Director explaining that there is a sole supplier (or two) of the goods or services.

Where three written quotations are **not required**, the lead council shall consult with the other IMAP councils and partner agency (if appropriate) as to what information it provides to potential suppliers and which potential suppliers of such goods or services will be approached to submit a written quotation.

2.4 Contracts with agreed provider

The form of the contract entered into by the lead council with the tenderer or supplier should be chosen by the lead council in accordance with their procurement policies, but generally should be:

- (a) consistent with the 'Service General Conditions – Long Form' attached as the Schedule to the IMAP Memorandum of Understanding for procurement of goods or services; or
- (b) as agreed by IMAP councils from time to time.

3. Memorandum of Understanding

3.1 Memorandum of Understanding

The Memorandum of Understanding has been entered into by the IMAP councils to clearly define procurement processes and ensure that procurement is undertaken in a prudent and practical manner, mindful of each councils' particular procurement policies.

The IMAP Memorandum of Understanding for procurement of goods or services is the primary document to be considered for the process of procurement of goods or services in relation to IMAP actions.

The Memorandum of Understanding forms Schedule 1 to this policy.

Schedule 1

Date: / /2013

INNER MELBOURNE ACTION PLAN

MEMORANDUM OF UNDERSTANDING BETWEEN

MELBOURNE CITY COUNCIL

and

PORT PHILLIP CITY COUNCIL

and

STONNINGTON CITY COUNCIL

and

YARRA CITY COUNCIL

and

MARIBYRNONG CITY COUNCIL

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Memorandum of Understanding

THIS MEMORANDUM OF UNDERSTANDING MADE ON **31 AUGUST 2013**

BETWEEN

MELBOURNE CITY COUNCIL

having its Municipal Office at 90-120 Swanston Street, Melbourne, Victoria

(Melbourne)

AND

PORT PHILLIP CITY COUNCIL

having its Municipal Office at the corner of Carlisle Street and Brighton Road, St Kilda, Victoria

(Port Phillip)

AND

STONNINGTON CITY COUNCIL

having its Municipal Office at the corner of High Street and Glenferrie Road, Malvern, Victoria

(Stonnington)

AND

YARRA CITY COUNCIL

having its Municipal Office at 333 Bridge Road, Richmond, Victoria

(Yarra)

AND

MARIBYRNONG CITY COUNCIL

Having its Municipal Office at corner of Hyde Street and Napier Street, Footscray, Victoria

(Maribyrnong)

RECITALS

- A. Melbourne, Port Phillip, Stonnington, Yarra and Maribyrnong (**the parties**) are committed to the implementation of the Inner Melbourne Action Plan (**IMAP**).
- B. To implement IMAP, the parties will, from time to time, need to procure various goods and services.
- C. In cases where the cost of acquiring such goods or services is likely to be less than \$100,000 inclusive of GST, one of the parties will be chosen to enter into the contract with the supplier.
- D. Subject to the terms of this agreement, the party which is chosen to enter into the contract with the supplier is entitled to be indemnified against any liability incurred to the supplier.
- E. This Memorandum of Understanding records the terms on which the parties have agreed to procure goods and services in connection with IMAP, and document the procurement protocols agreed to by the parties.

THE PARTIES AGREE:

1. DEFINITIONS

In this Memorandum of Understanding, unless expressed or implied to the contrary:

Act means the *Local Government Act* 1989.

Dispute has the meaning set out in clause 8.1.

IMAP means the Inner Melbourne Action Plan dated January 2006, adopted by the parties in December 2005. (Adopted by the Maribyrnong City Council in June 2013)

Implementation Committee means the Inner Melbourne Action Plan Implementation Committee referred to in clause 4.

lead council means a council designated as such in accordance with clauses 5.1 and 6.1.

2. TERM

This Memorandum of Understanding commences on the day on which it is executed and concludes on 30 August 2018.

3. CONTRACTUAL EFFECT

The parties acknowledge that, in entering into this Memorandum of Understanding, they intend to enter into legal relations with one another, and that this Memorandum of Understanding will have effect as a contract.

4. INNER MELBOURNE ACTION PLAN IMPLEMENTATION COMMITTEE

4.1 IMAP Implementation Committee

The parties:

- 4.1.1 acknowledge that they have each set up identical special committees in accordance with section 86 of the Act, to provide a coordinated decision-making process to facilitate the implementation of IMAP;
- 4.1.2 acknowledge that any of them may terminate its special committee at any time;
- 4.1.3 agree that where no more than one party terminates its special committee, it is the intention that the Implementation Committee will continue to operate, subject to modification of its Terms of Reference to reflect the altered membership structure;
- 4.1.4 agree that the Implementation Committee:
 - 4.1.4.1 has the powers, duties and functions directly relating or ancillary to the following primary responsibilities:
 - develop and prioritise a rolling Three Year Implementation Program of IMAP (January 2006) actions

(and any subsequent reviews), to be updated and approved annually;

- oversee implementation of IMAP in accordance with the agreed Three Year Implementation Program;
- make recommendations to member councils on budget allocations (refer Terms of Reference) to effect the implementation of IMAP actions;
- progress individual initiatives in accordance with the annualised 3 year Implementation Program;
- review and recommend adjustments to the Three Year Implementation Program as required;
- monitor and report annually to member councils on the progress of the implementation of IMAP actions; and
- perform all other functions that are set out in the Terms of Reference that are not otherwise listed above; and

4.1.4.2 the Implementation Committee may:

- refer to Action Working Groups tasks in respect of the implementation of IMAP, including procurement of goods and services as are agreed to by the parties from time to time and in accordance with delegated powers and the budget of each party; and
- appoint such number of representatives to Action Working Groups as the parties agree to from time to time.

4.2 Procurement Protocols

If the Implementation Committee resolves to procure goods or services in connection with IMAP, and the amount of such goods or services is budgeted for by each party then:

- 4.2.1 the parties agree to comply with the procedures set out in clause 5 in the event of the cost of the goods or services is equal to or exceeds \$100,000 inclusive of GST; and
- 4.2.2 the parties agree to comply with the procedures set out in clause 6 in the event of the cost of the goods or services is less than \$100,000 inclusive of GST.

5. MAJOR ACQUISITION OF GOODS OR SERVICES

The parties agree that if the Implementation Committee resolves to acquire goods or services in connection with IMAP and the cost of such goods or services is equal to or exceeds \$100,000 inclusive of GST then:

- 5.1 the Implementation Committee will designate one of the parties as the lead council;

- 5.2 the lead council will consult with all other parties as to the form and timing of the tender process which it will conduct in accordance with section 186 of the Act; and
- 5.3 the lead council will, to the extent to which it is practicable to do so, coordinate the tender process which it conducts in accordance with section 186 of the Act so as to result in:
 - 5.3.1 a tender evaluation panel representative of all of the parties; and
 - 5.3.2 common recommendations as to whether any (and if so, which) tender or tenders should be accepted.

6. MINOR ACQUISITION OF GOODS AND SERVICES

If the Implementation Committee resolves to procure goods or services in connection with IMAP and the cost of such goods or services is less than \$100,000 inclusive of GST then:

- 6.1 the Implementation Committee will designate one of the parties as the lead council;
- 6.2 the lead council will consult with all other parties as to:
 - 6.2.1 what information it provides to potential suppliers of those goods or services; and
 - 6.2.2 which potential suppliers of such goods or services will be approached to submit a written quotation;
- 6.3 the lead council will, where required by its own goods and services procurement protocols, obtain three written quotations from potential suppliers of such goods or services, and
- 6.4 the lead council will report to the other parties on the written quotations it has received, and convene a meeting of representatives of all parties to decide whether any (and, if so, which) written quotation should be accepted.

7. LEAD COUNCIL RIGHTS AND OBLIGATIONS

7.1 Lead Council to Contract for Major Acquisitions

If, following the tender process described in clause 5, all the parties accept recommendations or otherwise decide to accept the same tender or tenders the lead council must, in accordance with section 186(5)(b) of the Act, enter into a contract or contracts with the person (or persons) who submitted the tender or tenders.

7.1A The parties acknowledge and agree that where the entering into of a contract involves the incurring of expenditure beyond the approved budget of the lead council, entry into such contract will always be subject to a resolution of the lead council approving the same.

7.2 Lead Council to Contract for Minor Acquisitions

If a meeting of representatives of the parties held in accordance with clause 6 resolves to accept one or more of the written quotations which have been received, the lead council must enter into a contract (or contracts) with the supplier (or suppliers) whose quotation has (or whose quotations have) been accepted.

7.3 **Form of Contract**

The form of the contract entered into by the lead council with the tenderer (or tenderers) or supplier (or suppliers) (as the case may be) must be:

7.3.1 consistent with the form of the contract set out in the Schedule; or

7.3.2 as agreed to by the parties from time to time.

7.4 **Indemnity**

Each of the parties agrees to indemnify the lead council in equal amounts from and against all actions, claims, losses, damages, penalties, demands or costs (including, without limitation, all indirect losses, consequential losses and legal costs on a full indemnity basis) occasioned by, arising out of or connected with the contract entered into by the lead council under this Memorandum of Understanding.

7.5 **Exclusion of Indemnity**

Notwithstanding clause 7.4, a party will not be obliged to indemnify or keep indemnified the lead council under that clause if the action, claims, losses, damages, penalties, demands or costs (including, without limitation, all indirect losses, consequential losses and legal costs on a full indemnity basis) has or have been caused by or arises out of the lead council's wilful or negligent default under the contract.

8. DISPUTE RESOLUTION

8.1 **First Step**

If a dispute arises between the parties arising out of this Memorandum of Understanding (**Dispute**), the parties agree to negotiate in good faith to resolve the Dispute and will refer resolution of the Dispute to their respective Chief Executive Officers or their nominees.

8.2 **Mediation**

If the Dispute has not been resolved by negotiation within a reasonable time then either party may refer the Dispute to mediation and will do so before initiating proceedings in a Court to resolve the Dispute.

8.3 **Conduct of Mediation**

A Dispute which is referred to mediation will be referred to the Australian Commercial Dispute Centre Limited (ACDC), and be conducted in accordance with the Conciliation Rules of ACDC and will be heard by one conciliator appointed under the relevant Rules of Victoria.

8.4 **Litigation**

If the Dispute has not been resolved within 60 days of referral to ACDC, either party is free to initiate proceedings in a Court.

8.5 Urgent Application to Court

Nothing in this clause 8 prevents either party from seeking interlocutory relief through Courts of appropriate jurisdiction.

9. REVIEW OF MEMORANDUM OF UNDERSTANDING

The parties must meet biennially to review the operation of this Memorandum of Understanding, and discuss whether any, and if so, what, amendments to this Memorandum of Understanding are desirable.

10. NOTICES

10.1 Any notice required to be given under this Memorandum of Understanding must be in writing, and be given by post, facsimile transmission or hand delivery to:

10.1.1 Melbourne at:
90-120 Swanston Street
MELBOURNE VIC 3000

Facsimile Number: 03 9654 4854

10.1.2 Port Phillip at:
Corner Carlisle Street and Brighton Road
ST KILDA VIC 3182

Facsimile Number: 03 9534 9105

10.1.3 Stonnington at:
Corner of High Street and Glenferrie Road
MALVERN VIC 3144

Facsimile Number: 03 9521 2255

10.1.4 Yarra at:
333 Bridge Road
RICHMOND VIC 3121

Facsimile Number: 03 8417 6666

10.1.5 Maribyrnong at:
Corner Hyde and Napier Streets
FOOTSCRAY VIC 3011

Facsimile Number: (03) 9687 7793

and be marked to the attention of the "Chief Executive Officer".

11. GENERAL

11.1 Amendment

This Memorandum of Understanding may only be varied or replaced by a document duly executed by the parties.

11.2 Entire Understanding

This Memorandum of Understanding contains the entire understanding between the parties as to the subject matter contained in it. All previous agreements, representations, warranties, explanations and commitments, expressed or implied, affecting this subject matter are superseded by this Memorandum of Understanding and have no effect.

11.3 Further Assurance

The parties must promptly execute and deliver all documents and take all other action necessary or desirable to effect, perfect or complete anything contemplated by this Memorandum of Understanding.

12. INTERPRETATION

12.1 Persons

In this Memorandum of Understanding, a reference to:

- 12.1.1 a person includes a firm, partnership, joint venture, association, corporation or other corporate body;
- 12.1.2 a person includes the legal personal representatives, successors and permitted assigns of that person; and
- 12.1.3 any body which no longer exists or has been reconstituted, renamed, replaced or whose powers or functions have been removed or transferred to another body or agency, is a reference to the body which most closely serves the purposes or objects of the first-mentioned body.

12.2 Joint and Several

If a party consists of more than one person, this Memorandum of Understanding binds them jointly and each of them severally.

12.3 Legislation

In this Memorandum of Understanding, a reference to a statute includes regulations under it and consolidations, amendments, re-enactments or replacements of any of them.

12.4 This Document, Clauses and Headings

In this Memorandum of Understanding:

- 12.4.1 the Schedule to this Memorandum of Understanding forms part of this Memorandum of Understanding;

- 12.4.2 a reference to this or other document includes the document as varied or replaced regardless of any change in the identity of the parties;
- 12.4.3 a reference to an annexure, clause or schedule is a reference to an annexure or a clause or schedule in or to this Memorandum of Understanding all of which are deemed part of this Memorandum of Understanding;
- 12.4.4 a reference to writing includes all modes of representing or reproducing words in a legible, permanent and visible form;
- 12.4.5 headings are inserted for ease of reference only and do not affect the interpretation of this Memorandum of Understanding; and
- 12.4.6 a reference to a month is a calendar month.

12.5 **Number and Gender**

In this Memorandum of Understanding, a reference to:

- 12.5.1 the singular includes the plural and vice versa; and
- 12.5.2 a gender includes the other genders.

EXECUTED by the parties

SIGNED SEALED AND DELIVERED on
behalf of **MELBOURNE CITY COUNCIL**
on day of
2013 by its **CHIEF EXECUTIVE,**
KATHY ALEXANDER, in the presence of:

)
)
)
)
Chief Executive Officer

.....
Witness

SIGNED SEALED AND DELIVERED on
behalf of **PORT PHILLIP CITY COUNCIL**
on day of
2013 by its **CHIEF EXECUTIVE,**
TRACEY SLATTER, in the presence of:

)
)
)
)
Chief Executive Officer

.....
Witness

SIGNED SEALED AND DELIVERED on
behalf of **STONNINGTON CITY**
COUNCIL on day of
2013 by its **CHIEF EXECUTIVE,**
WARREN ROBERTS, in the presence of:

)
)
)
)
Chief Executive Officer

.....
Witness

SIGNED SEALED AND DELIVERED on
behalf of **YARRA CITY COUNCIL**
on day of 2013 by its
CHIEF EXECUTIVE,
VIJAYA VAIDYANATH, in the presence of:

)
)
)
)
Chief Executive Officer

.....
Witness

SIGNED SEALED AND DELIVERED on
behalf of **MARIBYRNONG CITY**
COUNCIL on day of
2013 by its **CHIEF EXECUTIVE,**
VINCE HAINING, in the presence of:

)
)
)
)
Chief Executive Officer

.....
Witness

Schedule

Date / /

Services General Conditions – Long Form

MELBOURNE CITY COUNCIL
and

PORT PHILLIP CITY COUNCIL
and

STONNINGTON CITY COUNCIL
and

YARRA CITY COUNCIL
and

MARIBYRNONG CITY COUNCIL

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Annexure

9 June 2013

Freeze on late night liquor licences extended

The Coalition Government is extending the freeze on new late night liquor licences in the inner city municipalities of Melbourne, Port Phillip, Stonnington and Yarra, for a further two years.

Minister for Liquor and Gaming Regulation Edward O'Donohue said the freeze, which was due to expire on 30 June 2013, constrained the growth in late night licences in areas where there was already a high concentration of late night licensed premises.

"The Coalition Government supports initiatives that encourage the responsible consumption of alcohol and minimise the risk of alcohol-related harm," Mr O'Donohue said.

"People should have the right to go out at night in the inner city and surrounding suburbs, without fearing alcohol-related violence and anti-social behaviour."

The extension means that until 30 June 2015, the Victorian Commission for Gambling and Liquor Regulation will not grant any new licences for bars, pubs and nightclubs operating after 1am unless the applicant can show exceptional circumstances.

The freeze responds to evidence of a correlation between alcohol-related harm and licensed premises trading after 1am.

Lower risk premises such as membership-based clubs, and most restaurants and cafes, are not affected by the freeze.

"Liquor licensing is an important balancing act. We are committed to delivering a system of responsible liquor licensing, but at the same time we must be careful not to alter the vibrant nightlife for which Melbourne and Victoria are now rightly famous," Mr O'Donohue said.

The extension of the freeze will allow for the development of longer-term local government strategies to improve the safety and amenity of inner Melbourne entertainment precincts.

"Stronger laws and regulations for licensed venues will make Victoria's entertainment precincts safer and more enjoyable for all," Mr O'Donohue said.

IMAP Implementation Committee

Financial Report for the Year ending 30 June 2013

1 July 2012 – 30 June 2013

Background

1. The IMAP financial position was last noted at the IMAP Implementation Committee meeting held 1 31 May 2013.
2. Retained Earnings carried forward from the 2011-2012 financial year totalled **\$348,708** (excluding GST). This included a surplus of \$60,200 in the regional tourism funds – of which approximately \$20K was committed but not spent due to timing of invoices for 2011-2012 activities.

Income

3. Funding received included:
 - All IMAP Annual Council contributions (\$35K each),
 - Regional Tourism Contributions (\$20K each),
 - the Distributed Energy project final payment (\$20K each),
 - Green Roofs project (final payment of \$20K from 2 remaining Councils),
 - City of Maribyrnong funding of tourism (\$20K), transport(\$25,830) and sign projects(\$4K),
 - Licence fee revenue for the IMAP map (2 fees totalling \$806), and
 - Reimbursement of printing costs (CLT Manual – CoPP) \$377.
4. **Total Income** for the 12 month period to 30 June 2013:

2800 Sundry Income:			
Retained Earnings carried forward from 2011-12	\$348,708		
IMAP Councils Annual Tourism Contribution (\$20K each)	\$ 80,000		
IMAP Councils Distributed Energy contribution (\$20K each)	\$ 80,000		
CoS & CoPP Growing Green Guide contributions	\$ 40,000		
Maribyrnong Annual Tourism Contribution	\$ 20,000		
Maribyrnong Transport projects contribution	\$ 25,830		
Maribyrnong Sign Project contribution	\$ 4,000		
Licence fees - IMAP map	\$ 806		
Reimbursement Printing Costs	\$ 377		\$599,721
2810 Contract Income:			
IMAP Councils Annual IMAP Contribution (\$35K each)			\$140,000

TOTAL OPERATING INCOME

\$739,721

Expenditure

5. **Total Expenditure** for the 12 month period to 30 June 2013:

4102 Catering			
Strategy 11	Epicure TEE Conference breakfast	\$ 1,448	
IMAP	Meetings – Executive officer	\$ 322	\$ 1,770
4104 Postage & Couriers			
IMAP	Agenda distribution		\$ 256
4105 Printing			
Action 5.2	CLT Manual printing	\$ 755	
Strategy 11	Map print run excl paper supply - 500K copies	\$ 19,625	
	Map print run incl paper supply – 200K copies	\$ 20,000	\$ 40,380
4108 Stationery			
IMAP	Agendas (3) - stationery costs		\$ 295
4109 Subscriptions			
Action 9.2 /9.4	Basecamp - Annual Subscription	\$ 288	

IMAP	Renewal IMAP website Domain	\$ 50	\$ 338
4122 Venue Hire			
Action 7.7	WIL Showcase CoM – venue & catering		\$ 1,359
4130 Advertising			
Strategy 11	Skybus Campaign - Graphic Design Spring	\$ 396	
	Skybus Campaign - Graphic Design Summer	\$ 296	
	Skybus Campaign – Graphic Design Autumn	\$ 296	
	Skybus Campaign – Graphic Design Winter	\$ 296	
	Sponsorship TEE conference	\$ 20,000	\$ 21,284
4131 Promotional Publications			
Strategy 11	Tourist Map distribution – June-Dec 2012	\$ 2636	
	Jan-May 2013	\$ 1879	
	CBD Tourist map license fee	\$ 1,700	
	Cruise Arrivals Guide - Map revisions	\$ 188	\$ 6,403
4141 Interstate Travel			
Action 5.2	Reimbursement Flight L Crabtree	\$ 360	
	Flight P Phibbs	\$ 66	\$ 426
4142 Local travel			
IMAP	Taxi/parking		\$ 76
4150 Consulting Fees			
IMAP	Website hosting 12 months	\$ 2,779	
	Annual Report and Summary design & print	\$ 5,430	
Action 2.4	Melbourne Visitor Signs Project – 1 st progress payment	\$ 10,000	
Action 3.5	Reduce Through traffic – 2 progress payments	\$ 20,816	
Action 5.3	Public Housing Research consultant fees	\$ 29,900	
Action 9.2	Design of ESD Introduction fact sheet	\$ 2,280	
	Reimbursement Basecamp fees CoPP	\$ 196	
Strategy 11	Skybus promotion – Familiarisation tour App	\$ 9,059	
	Skybus Campaign Spring payment	\$ 9,376	
	Skybus Campaign Summer payment	\$ 9,376	
	Skybus Campaign Autumn payment	\$ 9,377	
	Skybus Campaign Winter payment	\$ 9,377	
	IMAP Map Edits & CBD Licence	\$ 2,163	
	Consultant – Strategic Plan workshop 1&2	\$ 9,600	
	Ballarat Famil – DML	\$ 6,590	\$136,319
4180 Training and Conferences			
Action 7.7	2 registrations ACEN Conference Geelong	\$ 546	
Action 9.4	1 registration Green Roof Conference opening	\$ 20	\$ 566
5102 Internal Catering			
IMAP	Catering – July Action 3.5 tender evaluations	\$ 88	
	Catering - Dec IMAP Committee CoS	\$ 100	\$ 188
4211 Staff Catering			
IMAP	IMAP Meeting - CoY	\$ 200	
	CLT Meeting - CoY	\$ 367	
	Meetings – Executive officer	\$ 108	\$ 675
TOTAL EXPENDITURE			\$210,334
NET SURPLUS			\$529,387

Refer to Attachment 4b to see total expenditure against project budgets to date.

Recommendation

- That the IMAP Implementation Committee resolves to **receive** the IMAP Financial Report for the Twelve Months ending 30 June 2013.

Reporting Scope - IMAP

Year end report.

Operating & Capital Works Statement for period ended June 20

Attachment 4a

CURRENT MONTH				YEAR TO DATE				
	Total Committed	Budget	Variance	Unmatched Purchase Orders	Actuals	Total Committed	Budget	Variance
2800 - Sundry Income	785	0	785	0	599,721	599,721	0	599,721
2810 - Contract Income	0	0	0	0	140,000	140,000	0	140,000
Other Revenue	785	0	785	0	739,721	739,721	0	739,721
Total Operating Income	785	0	785	0	739,721	739,721	0	739,721
4102 - Catering	0	0	0	0	1,770	1,770	0	-1,770
4104 - Postage & Couriers	0	0	0	0	256	256	0	-256
4105 - Printing	20,754	0	-20,754	0	40,380	40,380	0	-40,380
4108 - Stationery - General	85	0	-85	0	295	295	0	-295
4109 - Organisation/Department Prof	0	0	0	0	338	338	0	-338
4122 - Venue Hire	0	0	0	0	1,359	1,359	0	-1,359
4130 - Advertising	592	0	-592	0	21,284	21,284	0	-21,284
4131 - Promotional Publications	402	0	-402	0	6,403	6,403	0	-6,403
4141 - Interstate Travel	426	0	-426	0	426	426	0	-426
4142 - Local Travel	38	0	-38	0	76	76	0	-76
4150 - Consulting Fees	9,573	0	-9,573	0	136,319	136,319	0	-136,319
4180 - Training/Conferences	0	0	0	0	566	566	0	-566
5102 - Inter-departmental Catering Ch	0	0	0	0	188	188	0	-188
Administration Expenditure	31,872	0	-31,872	0	209,660	209,660	0	-209,660
4211 - Staff Catering	675	0	-675	0	675	675	0	-675
Materials, Services and Maintenance	675	0	-675	0	675	675	0	-675
Total Operating Expenditure	32,546	0	-32,546	0	210,334	210,334	0	-210,334
Operating Profit / (Loss)	-31,761	0	-31,761	0	529,387	529,387	0	529,387
Net Surplus / (Deficit)	-31,761	0	-31,761	0	529,387	529,387	0	529,387

IMAP Projects: Expenditure against Budget - 2012-13

Funding Model

REVENUE				BUDGET 2012-13 Year 7	ACTUALS 1st qtr	ACTUALS 2nd qtr	ACTUALS 3rd qtr	ACTUALS 4th qtr	Total revenue	VARIANCE
IMAP Councils Annual Contribution				140,000		140,000			140,000	
IIMAP Councils Annual Tourism Contribution				80,000		80,000			80,000	
IMAP Councils Action 9.4 Distributed Energy Contribution				80,000		80,000			80,000	
IMAP Councils Action 9.4 Green Roof Project				40,000		40,000			40,000	
City of Maribymong Contribution (Wayfinding signs project extension)				4,000		4,000			4,000	
City of Maribymong Contribution				45,830		45,830			45,830	
Reimbursement Printing costs								377	377	
IMAP Map Licence fees (2)							398	408	806	
Total Revenue				389,830	0	389,830	398	785	391,013	1,183
PROJECT ALLOCATIONS				BUDGET 2012-13 Year 7	ACTUALS 1st qtr	ACTUALS 2nd qtr	ACTUALS 3rd qtr	ACTUALS 4th qtr	Total Exp to date	VARIANCE
IMAP	General Expenses	Ongoing	IMAP Annual Report, Website, catering etc	15,000	2,866	6,125		1,100	10,091	-4,909
1.4	Boulevards & Major Roads - Hoddle Street	Current	1. Establish joint view on Hoddle St						0	0
		Not started	2. Boulevard Study						0	0
2.4	Wayfinding signs		CoM Project extension (Approved Aug 2012)	20,000				10,000	10,000	-10,000
2.5	Bicycle Network:	Current	1. Capital Program - Bike Lanes						0	0
		Not started	2. Measure & map Level of Service rating						0	0
2.6/4.3	Public transport/Bus Reviews	Current	Advocacy role						0	0
3.2	Roads as Places	Current	Develop case studies etc	40,000					0	-40,000
3.3	Regional Parking Management	Current	Value of on street car parking - research (Note Budget deleted - confirmed project being undertaken by DoT)						0	0
3.5	Reduced through traffic	Current	1. Reduce the impact of through traffic (Includes CoMar contribution \$20K)	100,000		5,947	14,869		20,816	-79,184
		Not started	2. Parking provisions which support sustainable transport (Includes CoMar contribution \$20K)	35,000					0	-35,000
4.4	Enhanced bus priority	Not started	Support and advocate for implementation of preferred routes						0	0
4.7	Improvements to public transport services	Current	Consultation as part of Melbourne Transport Strategy						0	0
5.2	Affordable Housing	Current	Ongoing housing initiatives/CLT research					1,181	1,181	1,181
5.3	Integrating public housing estates	Current	Develop model to address 3 problem issues identified (Budget reviewed)	30,000	20,930	8,970			29,900	-100
5.4	Social Infrastructure and Services	Current	Map growth areas & locate current services to identify funding requirements for future planning	20,000					0	-20,000
5.5	Infrastructure Development			20,000					0	-20,000
7.2	Support Creative Businesses	New							0	0
7.7	University and regional development	Current	Involving students in Council - Student placement officer	25,953	545	1,359			1,904	-24,049
8.1	Priority for freight movement *	Not started	Freight Movement Strategic Plan (Includes CoMar contribution \$17.5K)	51,660					0	-51,660
9.2	Environmentally Sustainable Design - commercial buildings	Current	Communication Strategy -Develop ESD Factsheets, identify Best Practice, promote to developers	17,692	2,328	240		196	2,764	-14,928
		Not started	Review ESD Policies, tools & methodologies, advocacy	10,000					0	-10,000
		Not started	Identify ESD retrofit issues						0	0
9.4	Green Demonstration Projects	Current	Develop an approach for Green Roof initiatives	130,000					0	-130,000
		Current	Distributed Energy - Map the potential & likely locations of district energy cogeneration systems	80,000					0	-80,000
10.1	Regional Open Space & trail network	Current	Identify linkages and gaps in OS and trail network						0	0
11	Regional Tourism Strategy	Current	3 year Tourism Strategy-Yrs 2 & 3 (Includes CoMar contribution \$20K pa)	100,000	23,058	43,068	10,515	57,038	133,679	33,679
Total Expenditure				695,306	49,727	65,709	25,384	69,515	210,335	(484,970)
Net Surplus (Deficit)				-305,476					180,678	
Opening Balance of IMAP Account				348,708					348,708	
Closing Balance of IMAP Account				43,232					529,386	

Please note that the funding calculation does not include Operational Costs of \$41,403 per council in 2012/13.

IMAP Progress Report

August 2013

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 Co-ordinated pedestrian and public transport Signage – *Wayfinding signs*

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

Action 2.4 Walking links and pedestrian priority areas - *Greenlight project*

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

Action 5.2 Affordable Housing - *Needs Website (May 08); planning overlay advocacy, [Australian CLT Manual](#)*

Action 5.3 Integrating Public Housing Estates – *Collaborative framework report*

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

Action 7.4 Regional Economic Development - *Statement*

Action 7.7 Universities and Regional Development – *Student placement processes, publication*

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

Action 9.3 Water Sensitive Urban Design - *Model Guidelines*

Action 9.4 Green Demonstration projects (part) - *Water Sensitive Cities Report*

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

Action 11.1 Inner Melbourne Map – *Inner Melbourne Region Visitor Map, Volunteer Famils*

Action 11.2 Regional Tourism Program – *Research & Itineraries, Conference sponsorship*

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 2011-12

Governance

- Annual Reports
- Goods & Services Procurement Policy and MoU
- Governance & Relationships Report
- IMAP Plan Review 2010; Financial Review 2010
- Memorandum of Understanding – Intellectual Property
- IP Licence Agreements – ESD Factsheets, IMAP Regional Tourism Map

Communications

- IMAP Website
- National Conference presentations (2009, 2011 & 2012)
- Club IMAP
- Council Briefings

Advocacy

- Ministerial Briefings – Ministers Wynne, Madden, Kosky, Plibersek, Powell
- IMAP acknowledgements:
 - State Government's Cycling Strategy
 - Interdepartmental Committee (Department of Justice)
 - Melbourne Water (WSUD)
 - Department of Transport Wayfinding Signs Guide
 - Department of Transport and VicRoads – Greenlight Project

Action 1.4 Boulevards and Major Roads

Preliminary work – **ON HOLD**

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

Action 2.2 Co-ordinated pedestrian and public transport signage system

IN PROGRESS

Under an initiative of the Melbourne Tourism Partnership, the City of Melbourne, VicRoads, Public Transport Victoria and Tourism Victoria have been exploring ways to assist visitors orientate themselves and navigate the city. In 2013 the project was extended to the IMAP Councils and the Melbourne Visitor Signage Co-ordinating Committee was established.

The Committee seeks to:

- build common threads between roads, public transport, tourism, pedestrian, cycling and street directional signage systems across the inner Melbourne region. Shared symbols and terminology will be applied across these key signage systems and coordinated responses to signage requests by tourist attractions, precincts and major developments provided.

To date, the following has been achieved:

- Priority attractions, key routes requiring navigation, visitor signage policies and areas benefitting by decluttering have been identified across the IMAP Councils.
- Work has also started on developing a Melbourne visitor signage Master Style Guide in 2013-14 to articulate agreed sign principles, policies, symbols, terminology and design standards.

Action 2.3 Bicycle Network Legibility

IN PROGRESS – Initially completed in 2008, this project is now under review.

At its meeting in March 2013, the IMAP Implementation Committee agreed to review and update the Priority Bicycle Network Map, taking into account policies developed in recent years by the IMAP Councils in their bicycle strategies and integrated transport plans; and having consideration for the State Government Bicycle Strategy and Action Plan published recently.

This project aims to coordinate bike lane development priorities and capital projects by the 5 IMAP Councils and VicRoads across the inner Melbourne region.

- The City of Yarra has been appointed as the lead council for this project.

Action 2.5 Bicycle Network

IN PROGRESS - Implementation of Priority Routes

Action 2.3 delivered the Priority Bicycle Network Map for IMAP (January 2008) 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 as they:

- require the most work to bring them up to a standard that could safely accommodate increasing bicycle volumes.
- provide the opportunity to implement “best practice” separation and delineation treatments being designed and installed in various municipalities; promote and share this knowledge more
 - The Working Group reported their gap analysis of the network in May 2010, 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. Representatives from the City of Maribyrnong joined the project team in 2011-12.
 - The City of Melbourne committed \$5.6 million funding for 2012/13 and completed its Bike Policy 2012-16. The City of Stonnington's Draft Bicycle Strategy is in preparation.

Action 3.2 Roads as Places

IN PROGRESS

A Briefing paper was prepared for consideration by the IMAP Implementation Committee in February 2010. A revised brief was approved at the February 2012 Committee meeting which looks at the place making attributes around tram super stops.

- City of Melbourne has been appointed as the lead Council for this project.

Action 3.5 Reduced through traffic

IN PROGRESS

The brief for this project was approved in February 2012. The project aims to provide a better understanding and knowledge of through traffic movements within Inner Melbourne, however through traffic is defined.

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
- The project has involved a desk top study initially to identify data and documents held by IMAP Councils, Department of Transport, Vic Roads and relevant transport agencies and undertake modelling to gauge the extent of, and determine the nature/magnitude/impacts of through traffic.

- The tender for this project was awarded in November 2012. The consultants have ran three workshops: to validate their initial findings (in January 2013) and seek feedback on the traffic count trend data developed during March. The draft final report has just been received for the project team to review.

Action 5.2 Affordable Housing

COMPLETED - Stage 1: Planning mechanisms:

The project team will continue to monitor and promote planning mechanisms when opportunities arise and report back as necessary.

IN PROGRESS - Stage 2: Community Land Trust Research

(Phase 1 – COMPLETED)

- 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 2011, IMAP provided financial support, along with a number of other organisations for research to be undertaken on Community Land Trust models and their application in Australia.
- The Australian CLT Manual has now been completed. A workshop was held on 14 December 2012 to explain how Community Land Trusts can be established in Australia. Copies of the Manual have been distributed to the 5 IMAP Councils and were presented to the DHS Deputy Secretary and the Housing Minister's Chief of Staff at a meeting with the department on 14 May 2013.
- The principal authors of the Manual, Dr Louise Crabtree, University of Western Sydney and Professor Peter Phibbs, University of Sydney provided a presentation on the CLT Manual to the IMAP councils and housing associations on 31 May 2013 and to government department staff from DHS and DPCD on the same day.
- The Canberra launch of the Australian CLT Manual is planned for late 2013.

(Phase 2 – IN PROGRESS)

- Fund raising for the next phase of this work – to develop financial models and case studies - is now underway.

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, across the IMAP region, both existing and proposed, and to identify gaps which may exist in service provision. In addition the project aims to map the way people move through the municipalities and how this affects services. An initial project brief was approved at the November 2011 Committee meeting.
- DPCD commissioned consultants to develop a framework to guide community infrastructure planning across the expanded central city area. As a result of this work, some rethinking of the IMAP project brief is required. This will be brought back to the IMAP Implementation Committee for consideration later in 2013.

Action 6.3 Managing Conflict in Activity Centres

COMPLETED Stage 1

- Key ‘tools’ have been developed to aid in the assessment of Cumulative Impact:

COMPLETED Stage 2

- The Cumulative Impact 'tools' have been tested and modified by individual councils resulting in the adoption of new planning amendments..
- The Project Team's final report was considered at the November 2011 meeting.

IN PROGRESS Consultation

- IMAP representatives met with the VCGLR in 2012. A meeting between staff of the IMAP Councils and the VCGLR was held on 18 November 2012 to share information, clarify aspects of the application process and improve networks so that liquor licence applications and premises are managed more consistently.
- IMAP has requested that a submission be prepared to address the disparity between Definitions in the legislation with the Department of Justice.

Action 7.2 Support Creative Industries**IN PROGRESS**

- An initial meeting was held in December 2012 to scope this project. Funding was approved in December 2012 to collate information on current support programs being undertaken in the creative sector by the IMAP Councils and DSDBI. Since March 2013, consultation has been undertaken across the 5 IMAP Councils to create an inventory of current programs being undertaken and identify IMAP potential projects.
- A staff report has now been circulated for consideration by Council and State Government representatives in September. The report proposes a number of "quick wins" and research areas which could assist businesses in the creative sector. It is expected that the lead council and project brief will be determined at that meeting.

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 2011 IMAP Implementation Committee meeting.
- This project is deferred awaiting research being undertaken under Action 3.5.

Action 9.2 Environmentally Sustainable Design – commercial buildings**IN PROGRESS**

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

- Work on the Communication Strategy commenced in December 2010. ESD topics were identified and written up in the form of Factsheets for publication. The Working Group updated the IMAP Implementation Committee in March 2011 and February 2012 on progress to date.
- The Factsheets pack was formally launched at a function held at the City of Melbourne on 11 May 2012 with the first 10 topics now available on Council and the IMAP websites. The

Factsheets have been licensed for re-badging and use by 7 Melbourne Councils. Topics include:

Indoor environment quality	Energy efficiency
Water efficiency	Stormwater management
Building materials	Transport
Waste management	Urban ecology
Innovation	Construction and building management

A report identifying additional topics for distribution as Factsheets was considered by the IMAP Committee at its May 2013 meeting. Additional topics currently in preparation include:

Melbourne Climate (including adaptation)
 Site Permeability
 External Shading
 Green Walls and Roofs
 Rating Tools

Action 9.3 Water Sensitive Urban Design

COMPLETE Stage 1

- *Model WSUD Guidelines* completed and endorsed.

IN PROGRESS Stage 2

- *Draft Storm water Management local planning policy* was refined following feedback from DPCD, Melbourne Water and the Department of Sustainability Office of Water, and was consistent with the gazetted City of Bayside Clause 44 WSUD amendment. .
- In April 2010 councils received approval from DPCD to jointly exhibit the amendment commencing 1 July 2010. The documents were lodged with the Minister for Planning for approval in September 2010.
- The IMAP Councils wrote to the Minister for Planning in June 2012 requesting the matter be considered and approved. The MD and GM Waterways from Melbourne Water and a representative from the Office of Living Victoria met with the IMAP Committee in August 2012 and March 2013 respectively. Both agencies endorsed the WSUD approaches being proposed and undertaken through IMAP.
- Moonee Valley City Council staff liaised with IMAP Council's staff to ensure their proposed WSUD planning amendment largely mirrored that of the IMAP Councils. Letters of support were provided for the Moonee Valley amendment for their panel hearing in May 2013.

Action 9.4 Green Demonstration Projects

IN PROGRESS

There are three parts to this project:

1. Water Sensitive Cities
2. Green Roof Initiatives
3. Distributed Energy

1. Water Sensitive Cities – COMPLETED

2. Growing Green Guide – IN PROGRESS

- 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 was successful. In conjunction with IMAP funding, the project aims to

- develop Victorian technical guidelines - a "Growing Green Guide";
- develop recommendations for options to integrate greening into regulatory schemes
- identify potential sites and work up feasibility studies

In addition it is proposed that practical application of the guidelines and policy recommendations could be undertaken through a demonstration project.

- A governance structure and timeline was finalised and a Project Officer and University Research Officer appointed. The project was launched at the City of Melbourne on 11 May 2012.
- Two stakeholder workshops were held during August 2012 and the makeup of the Reference groups finalised. In December 2012, the project team reported on the process to evaluate demonstration sites across the IMAP councils.
- **As at August 2013:**
 - the draft technical guidelines – the "Growing Green Guide"- has now been completed and comments are currently being sought.
 - The draft Policy Options paper is also complete and consultation with stakeholders groups at each Council and state government is being undertaken
 - The Feasibility Study of potential demonstration sites has been completed. Four sites were shortlisted and concept drawings and estimates for these sites are being developed
 - Several university student projects are exploring how the Guidelines can be presented in a more interactive way and are helping the project team create content and a database. This has helped reduce costs and maximise results for the project as a whole
 - Work is also underway to establish a website for the project.

3. Distributed Energy Mapping – IN PROGRESS

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.

To date, work has focussed on:

- establishing the project and identifying the availability of necessary data,
- implementing funding and data sharing agreements between the CSIRO and the IMAP Councils.
- agreeing a scope of work and timeframe for the project.
- extracting relevant Council data for the CSIRO modelling
- undertaking discussions with State Government departments to identify the relevance of work previously undertaken by Sustainability Victoria and Department of Planning and Community Development.
- engaging the relevant utilities to participate and provide data.
- meeting with representatives from CSIRO to finalise data access arrangements

Results of the study, including energy demand modelling, mapping of the potential for energy efficiency, demand management and distributed generation are expected by December 2013.

The energy modelling will be demonstrated at the IMAP Implementation Committee's August 2013 meeting.

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.
- In February 2011 GIS staff assisted the project by initiating the collation of land information across the 4 councils onto a base map.
- The IMAP Geographic Information System (GIS) has now been set up for testing. The open space database will be the first project to be mapped. Mapping public realm and open space strategies of the IMAP councils across this base data will help build up a detailed picture to assist future planning strategies and linkages.

Strategy 11 – Regional Tourism

COMPLETED

Stage 1 - Visitors Map

Stage 2 - Regional Tourism Program & Experiential Packages

Stage 3 - Visitor Profile and Satisfaction Study

Stage 4:

A three year Strategic Plan for Regional Tourism adopted by the IMAP Implementation Committee in May 2010 included the following projects:

- Licensing the tourism map to other tourist providers
- Publicity to promote Inner Melbourne to the regions - Famils were run for volunteers from Geelong (2012) and Ballarat (2013) to inform regional offices of the attractions of Inner Melbourne.
- Conference sponsorship and regional advertising
- Seasonal video promotion through Skybus

ONGOING

Stage 5:

A new 3 year strategy was adopted in May 2013 inclusive of a detailed Action Plan for the current financial year. To date the working group has;

- Commenced changes to the IMAP map to include parts of Maribryong – particularly Footscray.
- Renewed licensing of the IMAP map to tourism peak bodies.
- Commenced evaluation of the Skybus Campaign, due to finish at the end of August 2013
- Placed map and video material on the IMAP website for IMAP Councils to link with.

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**Briefing Report****Strategy 11. Promote the inner Melbourne region as a tourism destination****- Inner Melbourne Map update**

Purpose

1. To update the IMAP Implementation Committee on the various projects that are being undertaken to ensure that the Inner Melbourne Map remains relevant for visitors and is a sustainable product.

Background

2. In December 2012, the IMAP Implementation Committee approved the IMAP Tourism Working Group Strategic Plan 2013 – 2016.
3. A key Year 1 Action in the Strategic Plan is to review the Inner Melbourne Map. This is the most popular map for visitors to Melbourne with one million copies being distributed in 2013-14. The review is to include:
 - a. Feasibility of extending the map to include a component of Maribyrnong Council
 - b. Review of current distribution
 - c. Investigation into a digital version of the map

Discussion

4. A meeting between the IMAP Tourism Working Group and Visual Voice, the producer of the content for the Inner Melbourne Map, took place in July 2013. At this meeting Visual Voice presented the first version of the map that included Maribyrnong content. The detail of the content is now being developed in consultation with Maribyrnong Council.
5. In order to accommodate Maribyrnong in the existing map brochure, a number of other elements have had to be removed or modified. The new version is being tested on City of Melbourne Visitor Services staff and volunteers to ensure that it is usable and visitor friendly.
6. At the July meeting Visual Voice also presented a version of the map in a simple digital format. It is clear that the map becomes less user-friendly in that format as it contains too much information. As such, further work will be undertaken on a digital version of the map.
7. In August 2013 members of the IMAP Tourism Working Group met with the new CEO of destination Melbourne to progress proposals to develop a single map for both IMAP and Destination Melbourne, as there is duplication of distribution. An immediate outcome is to review distribution points of both map products with a view to rationalisation. The single map proposal will be pursued over 2013-14 with an understanding that Destination Melbourne relies on advertising for income.

Recommendation

8. That the IMAP Implementation Committee note the ongoing development of the Inner Melbourne Map,

Inner Melbourne Action Plan

Progress Report

Strategy 11. Promote the inner Melbourne region as a tourism destination: Action 2.4 Coordinated pedestrian and public transport signage system:

- Melbourne Visitor Signage Project

Purpose

1. To update the IMAP Implementation Committee on progress of the Melbourne visitor signage project.

Project background

2. In late 2012, IMAP councils agreed to join the Melbourne visitor signage project: a collaboration by roads, public transport, tourism and municipal authorities to assist visitor orientation and exploration.
3. The project is an initiative of the CEOs of the Melbourne Tourism Partnership (MTP). Deliverables will include: developing basic principles of wayfinding signage, business rules for all stakeholders and identifying opportunities for collaboration.
4. The strategy is to build 'common threads' between key signage systems: to build an integrated system that features a single 'voice', consistent messages and shared infrastructure wherever possible.
5. A visitor signage coordinating committee was established in 2012 under the auspices of the MTP. The committee comprises representatives of VicRoads, Public Transport Victoria, Tourism Vic and IMAP.
6. At their first meeting in November 2012, the committee agreed that the priority is to develop a master style guide for councils and agencies participating in the signage project. The guide will outline shared signing principles and guidelines; symbols and terminology; and supporting design standards.
7. In December 2012, the IMAP Implementation Committee approved \$100,000 for IMAP's participation in the project; in particular, towards costs of developing a wayfinding strategy and a master style guide.
8. In May 2013, the implementation committee approved release of \$40,000 for IMAP's contribution to the master style guide. In their submission, the City of Melbourne, as project manager, undertook to submit consultancy and design costs to the Implementation Committee's August 2013 meeting.

Project update

9. Good progress is being made by the coordinating committee. A brief for design and consultancy work, however, is likely to be in place by end of 2013, not August 2013 as earlier anticipated.
10. In May, the coordinating committee agreed on the scope and structure of the master style guide. At its 28 August meeting, the coordinating committee will consider the guide's proposed contents.
11. David Nash (consultant) has completed working with the five councils to draft wayfinding signage guidelines. He also proposed priorities for signing and lists of redundant signs. (See attached).
12. As preparation for 28 August meeting, IMAP councils met to discuss draft signing principles and guidelines – key elements of the master style guide. A high level of agreement was recorded between the five councils. The draft guidelines will now be collated and submitted to the IMAP Implementation committee. They will also be considered by the coordinating committee with a view to all eight authorities adopting them.

Recommendation

13. That the IMAP Implementation Committee note the recent progress by the Melbourne visitor signage project.



ATTACHMENT 8a
15 / 284 Barkers Road
HAWTHORN VIC 3122
T: 03 9029 3081
M: 0400 395 132
E: traffinity@gmail.com

ABN 35 277 835 744

INNER MELBOURNE VISITOR SIGNAGE PROJECT

PROGRESS REPORT

14 August 2013

Background

David Nash of Traffinity was engaged by IMAP through the City of Stonnington in November 2012 to undertake this project.

This phase of the visitor signing project aimed to achieve:

- better understanding of wayfinding policies, principles and responsibilities by council staff for road signs, cyclist signs and pedestrian signs
- greater harmonisation of practices for the design and application of pedestrian signs
- more consistency in the design and use of symbols on signs and maps
- better signing to attractions, venues and precincts across municipal borders
- identifying opportunities for removing unnecessary signs.

Outputs

The project has produced the following outputs:

1. A set of **Visitor Signing Guidelines** for each Council.

The guidelines have been completed. They build on the guidelines developed for the City of Melbourne last year. They form the backbone of a common approach to signing to assist visitors finding their way.

It is now suggested that these be combined into one document to be shared by all IMAP Councils. There is consensus on almost all of the substantive content. The main differences relate to pictures, examples and names of Council departments. Some minor differences in wording can easily be resolved.

2. A **list of destinations** for each Council.

These lists will help Councils set priorities for signing various destinations and will serve as a record of the name that should be used for signing to each destination to ensure consistency.

3. A **Sign Clutter** report for each Council

These reports cover only a small geographic area within each municipality. They highlight the potential to reduce sign clutter by removing redundant signs or replacing them with

simpler versions. Some of the identified items can be removed immediately and some will require stakeholder consultation or referral to VicRoads.

It is now up to each Council to take action on their respective report.

4. Communication of findings in relation to **arrows and symbols**

There is potential to harmonise the design and use of arrows and symbols on wayfinding signs. This also includes Local Law messages which, although not related to wayfinding, are often placed on wayfinding signs, particularly in parks and gardens. While some principles have been established, more work should be undertaken in this area as part of the Master Style Guide project.

5. Knowledge sharing

Through a series of meetings over the last nine months, there has been a substantial sharing of ideas and experiences which has led to greater understanding of the issues and fundamental principles of good wayfinding signage practice.

Conclusion

The tasks in this phase of the project are now complete. The next steps are:

- Undertake further work to combine the 5 Council Visitor Signing Guidelines into one IMAP document.
- Councils to take action on their Sign Clutter reports.
- Extend the work on arrows and symbols as part of the development of a Master Style Guide.

David Nash

Director, Traffinity

LIVING WITH LIVE MUSIC



General guide for residents, operators and developers of land in proximity to a live music venue

Live music has long played an important role in the municipality and St Kilda in particular, which is arguably Australia's most famous music suburb. Council supports live music's role in our communities and the important role live music culture has and continues to play in the area for many residents and visitors. Live music venues also make a significant contribution to the local economy and provide important opportunities for emerging and established local musicians.

Council is committed to working with live music venues and the community to achieve a balance that supports live music whilst protecting residential amenity.

This guide suggests ways to manage issues if they arise. Inner city living can be noisy, but noise has a legal measure. This guide is to help you know if the noise you hear is over the legal limit and if it is what further action could be taken.

The guide also outlines Council's approach to planning permit applications for a change of use in a building, a proposed new venue with a live music component, or a new residential development close to an existing live music venue.

Live music is music played live where a person or a group of people play musical instruments, often with an amplifier. It is typically played above background music levels (background music is considered to be played at a level which generally allows patrons to converse with one another without raising their voices).

This guide covers two parts:

1. Conflict between venues and residents. Is there a better way to deal with issues?
2. How Council deals with planning permit applications involving live music issues.



I. Complaints between venues and residents. Is there a better way to deal with issues?

Live music venues are commonly located in shopping and entertainment areas in activity centres. Often existing businesses in these centres may wish to include live music in their offering in order to diversify and attract more customers. There can be conflict between venues and nearby residents over the level of amenity and impacts local residents can expect. The main complaints received by Council relate to noise from venues and the behaviour of patrons leaving venues at night.

Fundamental points:

- Just because you can hear 'music noise' doesn't mean it is excessive. Where music noise is excessive or not is measured against State Environmental Protection Policy SEPP N2 (Control of Music Noise from Public Premises) www.epa.vic.gov.au/about-us/legislation/noise-legislation.
- Residents living in close proximity to vibrant inner city activity centres cannot expect the same level of quiet enjoyment that would be found within a solely residential area.
- Live music venues need to ensure their operation is reasonable and complies with all relevant controls and SEPP N2.

Council encourages neighbours and live music venues to discuss their issues directly with one another with open communication in the spirit of finding the right balance for both parties. Often venues are unaware of an impact they are having on nearby residents; and residents do not feel comfortable approaching a venue. It is helpful if both parties can communicate and work together. This is often the quickest and most effective way of resolving issues.

For venues with live music - What to do if you receive a complaint from a resident regarding music levels?

- Consider the resident's concerns and if possible, take action to address the concern at the time.
- Consider closing windows or doors, orientating the live music away from residential premises, or reducing the music levels.
- Offer a direct line of communication such as the manager's mobile number and encourage the resident's contact when problems arise.
- Contact Council's Planning Compliance Officers for advice on how to best respond and work with neighbours when conflict arises. If Council becomes involved we will seek to work with all parties to find a workable solution through ongoing communication.
- Consider seeking advice from a qualified acoustic engineer to ensure music levels comply with State Environmental Protection Policy SEPP N2 (Control of Music Noise from Public Premises).

For nearby residents - What to do if you are annoyed by live music?

- Consider the circumstances, general locale and impacts to decide if the music level is excessive.
- Approach the venue directly and seek to work with them to find solutions that meet both your and the venue's needs.
- Continue to liaise with the venue and provide feedback.
- If a solution cannot be found with the venue and music levels continue to adversely affect you, you may wish to contact Council's Planning Compliance Officers.
- Council will assist parties to find a workable solution through ongoing communication.
- If complaints about Live Music noise continues Council may engage acoustic consultants to establish music noise levels relative to State Environmental Protection Policy SEPP N2 (Control of Music Noise from Public Premises).
- If clear breaches of SEPP N-2 or planning permit conditions are found, Council will take action to ensure the venue operator achieves compliance.
- If immediate and urgent action is required in relation to an issue with how the venue is operating Victoria Police should be contacted on 000. If not urgent, contact the Prahran Liquor Licensing Unit on 9520 5860 or email prah-divlicensing@police.vic.gov.au who investigate licensed venues in relation their liquor licence pursuant to the "Liquor Control Reform Act 1998.



2. How Council deals with applications in relation to live music

Background

Within Port Phillip live music usually occurs in a venue that has approval for live music as part of its planning permit for a nightclub or as part of its liquor licence for the sale and consumption of alcohol.

Live music venues are permitted to operate in accordance with their planning permit provided they restrict impacts (such as noise) within the prescribed limits (such as State Environmental Protection Policy SEPP N2 (Control of Music Noise from Public Premises)).

Problems can arise if a venue which only had background music introduces louder live music without the necessary approvals. An initial noise complaint can trigger other non-compliance issues for which Council will have an obligation to investigate further.

'Agent of change' principle

Where a planning permit is required, Council will apply the 'agent of change' principle. If the 'agent of change' is a residential developer, they have the responsibility to protect occupants from noise from existing live music venues which are complying with SEPP N2. If the 'agent of change' is a live music venue operator then they have a responsibility to minimise live music impacts outside the premises and to ensure that noise emissions comply with SEPP N2. The 'agent of change' is the person or developer/entity that creates a change by building residential development close to a venue with live music or is a venue that introduces live music close to residential or other sensitive uses.

Existing venue – amendment to an existing planning permit or liquor licence

A new planning permit application is usually needed for:

- A nightclub.
- A new liquor licence or a change to the conditions on a liquor licence.

If a venue operator would like to include live music, they need to indicate how they are going to control the impacts which may result. In particular, they should show how SEPP N2 will be complied with.

Council will usually need a report from a qualified acoustic engineer outlining how noise will be adequately managed. The report may recommend a Noise Monitor and Limiter to ensure noise emanating from the venue satisfies SEPP N2 prescribed limits at all times.

Venues also need to demonstrate how they will control the behaviour of patrons coming and going from the venue in order to minimise impacts on neighbouring properties. Live music programming can mean an increase in the number of patrons arriving or departing a venue at one time. This potentially results in noise and general nuisance impacts. Details for how these impacts could be managed and minimised may be required as part of a Security Management Plan. A venue's ability to restrict the impacts identified above will increase the possibility of obtaining a planning permit where

one is required.

Council will assess any application on its merits and take account of surrounding development and generally apply the 'agent of change' principle in applications that include a live music component.

New residential developments near live music venues

New residential developments near a live music venue will be required to ensure the new building provides the residents increased protection from noise through the building's design and incorporation of sound attenuating building materials. For residential development, future occupant protection can be supported at the design stage through the placement of little used spaces like walkways, bathrooms or storage areas closest to the noise source, by ensuring noise sensitive rooms such as bedrooms are positioned away from the music source and/or through the acoustic qualities of construction material.

Council will assess a planning permit application for residential development on its merits and take account of surrounding development and apply the 'agent of change' principle where the site is near an existing live music venue. A report from a qualified acoustic engineer confirming that adequate noise attenuation will be incorporated into the external facade of the new building will often be needed.

Discussion with Council

We recommend as much information as possible be provided with any application to reduce the likelihood that Council will request more information after lodgement. We also encourage operators and/or developers to make an appointment to speak with one of Council's Statutory Planners to discuss proposals prior to lodging any necessary planning permit application.

Council can be contacted during normal business hours on 9209 6777 or by email at assist@portphillip.vic.gov.au by mail at City of Port Phillip, Private Bag 3, St Kilda, Victoria, Australia, 3182 or in person at the ASSIST Counter located at the St Kilda Town Hall reception.

Further links:

EPA Victoria (SEPP N 2): www.epa.vic.gov.au/about-us/legislation/noise-legislation

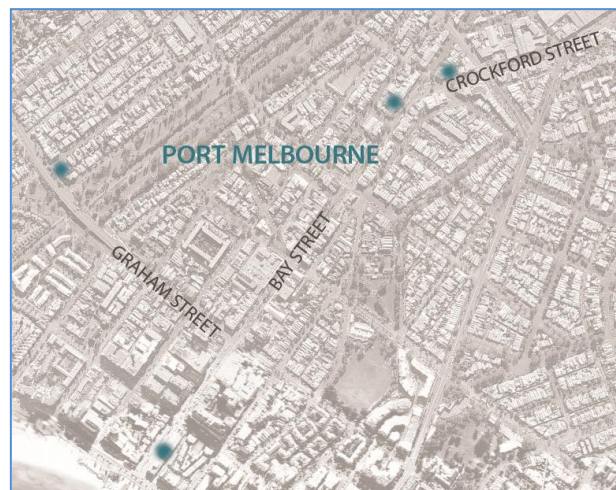
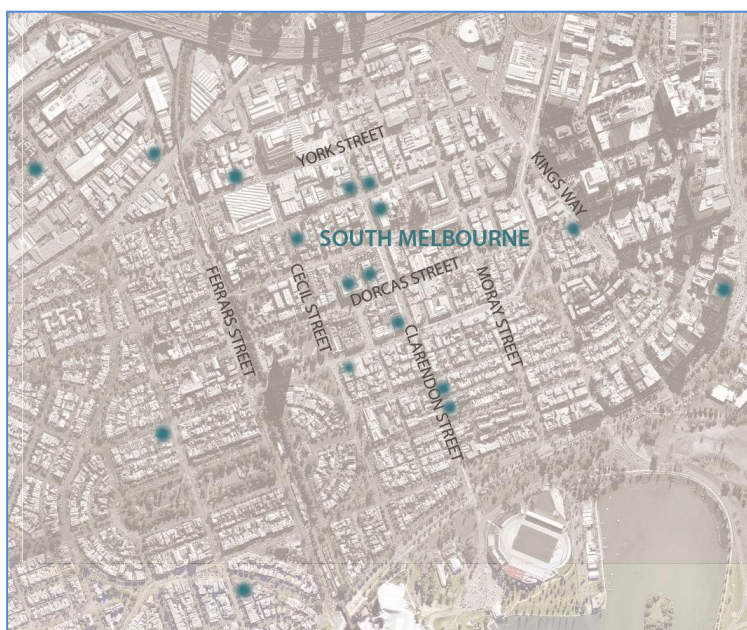
Victorian Commission for Gambling and Liquor Regulation (VCGLR):

www.vcglr.vic.gov.au/home/liquor/

DPCD:

www.dpcd.vic.gov.au/planning/publicationsandresearch/codes-and-guidelines/live-music-taskforce

Music Victoria: www.musicvictoria.com.au/



- current live music venues (as of March 2013)
- including occasional venues

(not to scale, indicative only)

source: <http://www.musicvictoria.com.au/news/story/10222>

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 project.
2. To request that the Committee endorse a proposal to apply for *Victorian Adaptation and Sustainability Partnership* funding for a second stage of this project.

Background

3. The 'Growing Green Guide for Melbourne: A how-to guide for green roofs, walls and facades' project is a partnership between the IMAP councils, the University of Melbourne and the Department of Environment and Primary Industries. It received funding from IMAP and the *Victorian Adaptation and Sustainability Partnership* (VASP) program. The project is aligned with IMAP Action 9.4: Green Demonstration Projects.
4. The project has identified policy options for encouraging the uptake of green roofs, walls and facades, and is developing Victorian guidelines for green roofs, walls and façades (the Guidelines). The project is also investigating potential demonstration sites in inner Melbourne.
5. A draft Policy Options Paper has been developed, which will be a public document. See attachment 10a. This paper can be used by any Victorian local government, or other relevant stakeholders, interested in supporting the development of green roofs, walls and facades.
6. A preliminary draft of the Guidelines has been developed and has recently been reviewed by industry experts. See attachment 10b for a portion of this draft.
7. A feasibility study of nine possible demonstration sites has been completed and preliminary concept drawings are now being developed for a subset of sites.
8. The project is due to be completed in February 2014.

Issues

9. During consultation of the Growing Green Guide project across the IMAP councils, several unfunded projects have been identified, the priorities being to:
 - construct demonstration sites as a way of exemplifying Council commitment
 - conduct further research to measure some of the environmental impacts of green roofs in Melbourne's climate
 - develop a green roofs, walls and facades advisory and education program to build each Council's capacity to advise on green roofs, walls and facades; predominantly in the planning, building, sustainability and open space teams.
10. Councils are currently investigating options for funding of potential demonstration projects. They will be in a better position to do this when costing information is provided for the concept drawings in late September.
11. The IMAP committee recently endorsed becoming a partner to an application for an Australian Research Council (ARC) Linkage Grant with the University of Melbourne for further research on the measurable impacts of green roofs. The ARC Linkage Grant application has been successful and the University of Melbourne will commence their research within the next six months. IMAP approved contributing \$60,000 towards this grant
12. A new funding round is currently open with VASP which provides an opportunity to fund some of the advisory and education program and policy ideas that have been identified during the

original project. If successful, this would provide IMAP Councils with the opportunity to build the legacy of the Growing Green Guide for Melbourne project.

13. As the funding is for a maximum of \$200,000 it is not considered realistic to pursue a demonstration project via this funding source.
14. The proposed VASP funding application will allow for the employment of a staff member to manage green roof, wall and façade projects across IMAP, specifically to:
 - advise on queries from council staff regarding green roofs, walls and facades, (including advice on council policy and strategy development, and technical advice available in the Guidelines)
 - develop guidance materials for councils to help them in both assessing development applications and in promoting green roofs, walls and facades to the building and development industry
 - develop and coordinate an education and training program for IMAP councils (with extended invitations to other interested councils to demonstrate leadership), to build the capacity of staff in an area of increasing need
 - improve functionality and maintain the Growing Green Guide website as a resource for councils, the community and the building and development industry. This would enable users to input their own information and assist the green roof, wall and façade community to build their own capacity to develop industry knowledge
 - develop a 'Design-your-own green roof' app to broaden the reach of the Guidelines to different sectors of the community and promote the use of the Guidelines through the app.
15. Employing one person to support all councils avoids duplication and helps ensure consistency, and cost savings amongst the inner Melbourne councils.
16. It is proposed that as part of the IMAP, Action 9.4: Green Demonstration Projects, the councils submit an application for a grant of \$200,000 under the *Victorian Adaptation and Sustainability Partnership* program to further the work already achieved in the Growing Green Guide for Melbourne and provide a staff resource to manage the likely increased workload. A minimum of \$66,000 of council partner support is required to be eligible for this funding. The proposed financial breakdown is shown in the table below.

Funding source	\$ proposed
VASP Grant	200,000
Funds from IMAP Councils	50,000
In kind from lead council	10,000
In kind from partner councils	20,000
Total	280,000

17. The project would be governed by a project control group of IMAP council representatives. This project will have lower resource implications on each individual council than the current project as the intention is to employ a staff member who will also be the project manager. This will minimise the time needed in direction and supervision of the project.
18. The City of Melbourne has offered to lead the project, however the IMAP Committee's advice is sought before confirming this.

Recommendations

19. That the IMAP Implementation Committee:
 - a. note progress of the *Growing Green Guide for Melbourne* project.

- b. endorse the proposal to submit a funding application to the *Victorian Adaptation and Sustainability Partnership* and the commitment of \$50,000 funding from the IMAP Councils (i.e \$10,000 each).

AND subject to approval of b. above;

- c. agree to provide CEO Letters of Support for the VASDP application; and
- d. confirm the City of Melbourne (*or other Council*) as the lead council for the extension of this project.

Attachment 10a: Policy option paper

Attachment 10b: Draft Guidelines (section 1 only)

Attachment 10c: Draft letter of support for CEOs to print on letterhead and return to gail.hall@melbourne.vic.gov.au



GREEN ROOFS, WALLS & FACADES POLICY OPTIONS BACKGROUND PAPER

Draft for consultation
June 2013

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BACKGROUND

Cities are increasingly trying to get back to nature and integrate the urban environment with the broader landscape. Around the world, and in Melbourne itself, more and more walls and roofs of buildings are being covered with living plants. From the creepers that quietly cover greater amounts of a wall as they expand from a garden, to the fanfare that accompanies the development of major 'artworks' of living walls in public spaces, to the home-made green roofs on backyard sheds, and the increasing number of inner city bars with rooftop gardens we are seeing a transformation in the city and a new appreciation of living plants as part of the built environment.

In 2011 there were an estimated 87 green roofs¹ in Victoria (Yourn unpub). There are untold numbers of green facades and an estimated 10-20 green wall installations in central Melbourne (Murphy, pers. comm.). Much greater numbers of green roofs, walls and facades are possible in Melbourne, and in other parts of Victoria. Urban environments with these features would be cooler and more pleasing to live among and they would provide new habitat for insects and birds. In addition, with good planning, vegetation grown on buildings could provide urban environments with greater resilience in heavy rainfall events. Building owners could also have significantly reduced power costs from heating and cooling, - as rooftop plants and the 'soil' they grow in act as a layer of insulation.

Recent studies undertaken by the Victorian Centre for Climate Change Adaptation Research (VCCCAR) indicate that green roofs and walls are likely to be an effective measure to reduce the urban heat island effect within Melbourne. Thermal images and ground based thermography showed that green facades could reduce surface temperatures of building walls. The studies have suggested that green walls should be prioritised on streets where space for trees is limited; and that green roofs could reduce rooftop surface temperatures in Melbourne if they were well designed and irrigated (Coutts and Harris 2012).

A future with Melbourne's buildings (and those in other parts of Victoria) covered in vegetation relies on the development of high quality roofs, walls and facades, and commitment to their ongoing maintenance. Governments, particularly at the local level, have the ability to support builders, developers and homeowners to create and maintain green roofs, walls and facades in order to improve the liveability and resilience of our urban environments into the future.

Policies related to green roofs, walls and facades are being developed by governments in countries around the world to manage an increasingly variable climate, and to add to the "liveability" of a place via aesthetics and provision of open space. Policy that supports the incorporation of vegetation into urban structure and function (green infrastructure) is particularly important in Australia, where most of the population lives in cities, the density of many cities is growing and this is placing pressure on the natural systems that support city inhabitants (Reeve *et al.* 2011).

This document outlines policy options that could promote, enable and encourage rooftop and vertical greening. It was written with the support of a range of experts across Inner Melbourne Action Plan (IMAP) councils and the state government. The document was developed as part of the Growing Green Guide for Melbourne project, to improve knowledge on green roofs, walls and facades and create solutions for the current barriers to implementation.

¹ Green roofs were defined as a significant cover or ratio of contained vegetation on a built structure.

DEFINITIONS

What are green roofs, walls and facades?

Green roofs – a vegetated landscape constructed on a roof that consists of various layers, which can be installed either in modules or 'loose laid' over the top of the roof.

Green facades – plants grown directly over a building wall, either climbing up or hanging down, or climbing plants utilising a specialised cabling/trellis support structure adjacent to a wall. Plants can be grown in ground or in containerised systems at height.

Green walls – either a modular, containerised system or a fabric-based growing system erected directly on building walls and supporting largely herbaceous plants.



CONSULTATION

The consultation on this draft document will occur during July and August 2013. Find out about options to get involved in workshops and meetings, or send your comments or questions on this paper, by August 16, 2013, to greenroofs@melbourne.vic.gov.au

EXECUTIVE SUMMARY

Like many other cities in the world, Melbourne is facing pressure from increasing urbanisation of the landscape, which has contributed to Urban Heat Island Effect, the loss of vegetation and habitat, more flash flooding, and negative effects on human health and well-being. Many of these issues are exacerbated with the increasingly variable climate. These dual pressures present enormous environmental challenges and require urgent efforts and combined measures from governments and communities.

One response to the challenges is the development of green infrastructure in cities: The incorporation of vegetation into urban structure and function. In Victoria policy to support green roofs, walls and facades is becoming important as the popularity for this green infrastructure is growing and there are few current policies providing direction.

If local councils or other levels of government create policy to support green roofs, walls and facades, there can be a flow on effect to the community at large. Public benefits of green roofs, walls and facades include:

- Cleaning the air
- Cooling a city – reducing urban heat island effect
- Creation of habitat and biodiversity
- Storm water management, to reduce flood risk and improve water quality
- Aesthetics, green space, urban agriculture opportunities

Other benefits can accrue from reduced energy used and costs for heating and cooling of individual buildings, along with noise reduction and potential higher sales or lease values.

This paper investigates how green roofs, walls and facades can be best built, maintained and encouraged by government policy, in order to provide a range of benefits to Melbourne and other Victorian urban centres. It is written for Victorian local councils, interested groups in the building industry, the Victorian State Government (Department of Transport, Planning and Local Infrastructure), and anyone else interested in how to support a significant increase in the number of green roofs, walls and facades being installed and maintained in Melbourne and Victoria.

This paper was written as part of the Growing Green Guide for Melbourne project, with support from a Policy Reference Group, which included representatives from the Cities of Melbourne, Port Phillip, Yarra and Stonnington, as well as a planning representative from the Victorian state government.

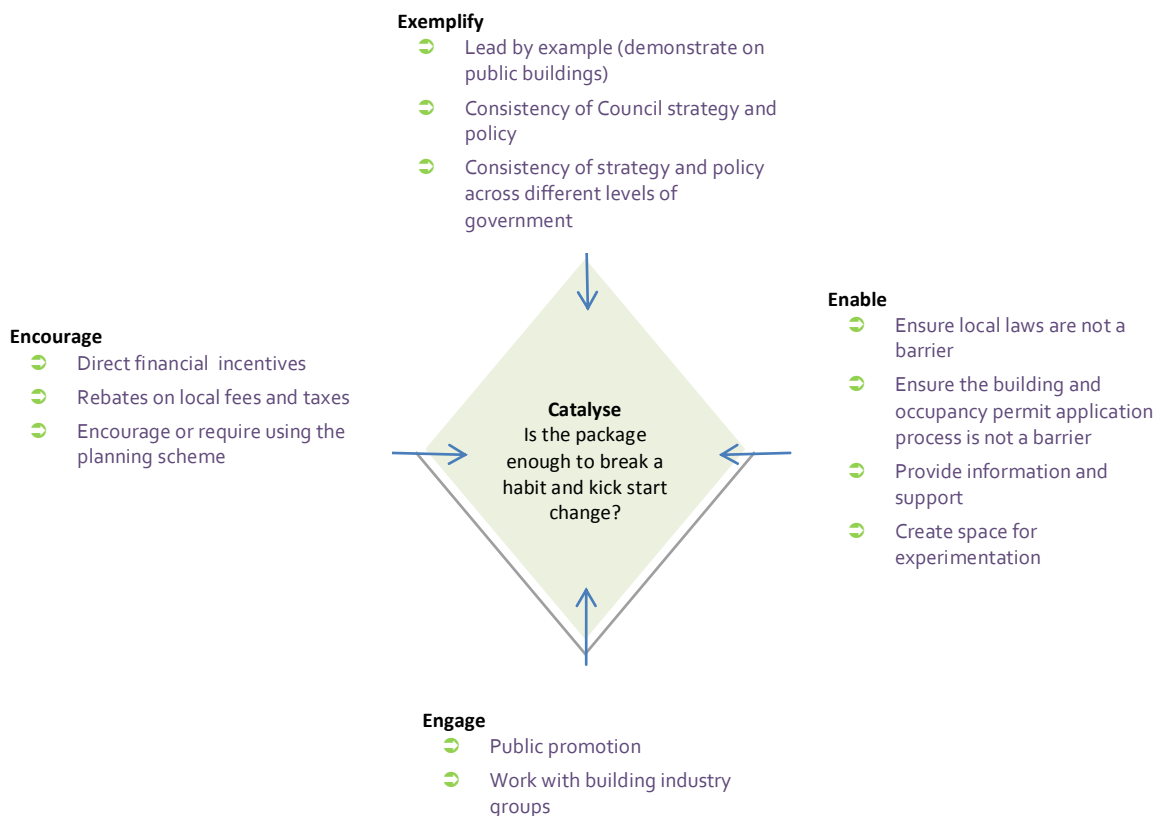
POLICY AROUND THE WORLD

Green roofs policy, more so than green walls or facades, has been adopted in cities around the world. This can range from programs that allow developers to build higher density dwellings if a green roof is included, to subsidies for building green roofs, to by-laws that require green roofs on new buildings of a certain size, to tax incentives and reduction in fees for business owners with green roofs. Victoria can learn from other cities about their successes and challenges in implementing policies that support and encourage green roofs.

POLICY OPTIONS

The policy options described in this background paper are grouped under four categories—exemplify, enable, encourage and engage. This way of considering policy options has been used by policy makers around the world and was first developed in the UK by the Centre of Expertise on Influencing Behaviours.

Twelve options have been mapped out for this discussion paper, as shown in the following diagram. Some of these have further sub-options.



Government bodies interested in supporting green roof, wall or façade development should consider a mix of measures from each of the categories as they influence people in a different way. For instance, it is likely that options from the engage and enable categories will only lead to change with people most willing and able to act. Whereas, other groups will act if exemplification measures are also proposed. For some people there is a role for financial incentives or standards before behaviour is influenced.

EXEMPLIFY

The 'exemplify' part of the policy model is about demonstrating shared responsibility and leading by example. Leading by example could include governments committing to develop green roofs, walls and facades on public buildings. Governments could also consider supporting demonstration roofs on private buildings, with the intention that these would be for public access (for instance; shopping centres or university campuses, which already facilitate public access).

It is important for government agencies to show consistency in their policies and strategies to ensure a clear message. Ideally this consistency should be across different levels of government. At a minimum, councils need to ensure that all their own relevant policies are consistent and are either supporting, or at least not discouraging, green roofs, walls and facades. Options to exemplify consistency of Council strategy and policy are to:

- Ensure consistency amongst Council's strategies, action plans and local planning policies
- Develop joint policy across neighbouring councils. For instance, it may be appropriate for the four IMAP Councils to develop an agreed policy or strategy for encouraging green roofs, walls and facades across the region
- Identify opportunities to rewrite policies and guidelines as they come to scheduled review points

ENABLE

Enabling councils will investigate if they can remove barriers and make it easy for communities to act. For instance:

- Ensure council processes are not a barrier to construction of green roofs, walls and facades, including the building permit and occupancy permit application process; and the processes and permits required to comply with local laws
- Provide free information. Note: A free guide for people involved in planning, building or maintaining green roofs, walls or facades, is being developed as part of the Growing Green Guide for Melbourne project
- Create space for experimentation around green roofs, walls and facades - Councils could consider how to support innovators in the community to trial, and evaluate their ideas, before bringing in municipality-wide changes, e.g. temporary installations
- Develop a support service to help residents and businesses interested in green roof, wall and façade development. This could include a training component, a person in Council to call for advice (that person could also champion the cause within Council), or a way to link people who want to garden on a roof with building owners with suitable roofs.

ENCOURAGE

The encourage part of the policy model focuses on providing incentives or regulations to influence people.

Financial incentives can be direct, such as a subsidy or grant, or indirect, such as the rebate of some or all of a fee. The latter is considered the best option to consider at present for IMAP councils. Fees that Councils could consider for indirect financial incentives include rates, which building owners pay annually, contributions which developers pay at the point of building, or other permit fees that people have to pay to Council.

Outside of Councils, water authorities represent another agency with an opportunity to provide a rebate, for instance on the annual drainage fees charged to property owners.

Planning schemes are an opportunity for Victorian government (state and local) to provide incentives, or to mandate for green roofs, walls and facades. These types of green infrastructure are not specifically addressed in the planning schemes of the Cities of Yarra, Port Phillip, Stonnington or Melbourne.

Reference to these types of green infrastructure in a planning scheme may encourage developers to build them. It would also provide guidance for planners assessing planning applications with such elements. Several options are available to provide more guidance and support, including:

- amending the state planning policy framework
- amending Municipal Strategic Statements
- amending local planning policy frameworks
- amending specific design and development overlays
- providing incentive using the Clause 62 exemption

ENGAGE

Policy options that engage are focussed on getting more people involved in, and aware of, green roofs, walls and facades.

One option for councils is public promotion and encouragement of public discussion. Councils can raise awareness of green roofs, walls and facades through the media, special events, competitions and demonstration projects. Competitions and associated media coverage can ensure that green roofs are seen and appreciated. Special events that Council is involved in, from launch of new places and services, to conference attendance, are opportunities to promote green roofs, walls and facades. Special events can be created in addition to what a Council is usually involved in, for instance; development of an open garden event for local green roofs and walls.

Another policy option is to work with groups from the building industry. It may be worthwhile developing an IMAP position on how green roofs and walls could be incorporated into relevant building rating and assessment products, and beginning a conversation with the appropriate organisations on how to progress this. Some suggested guidelines, codes and standards, which do not yet have specific consideration of green roofs, walls or façades, are:

- Building Code of Australia
- Green Star
- STORM
- NABERS

Councils and state government could work with industry groups to explore ways to raise the profile of green roofs, walls and facades in these guides and codes.

MOVING FORWARD

When choosing the most appropriate mix of policy options, it is imperative to be clear on what outcome(s) is sought. This could be about reducing flooding, improving biodiversity or provision of more green space, for instance. This clarity will help identify whether policies on green roofs, walls and/or facades are the only way to achieve the outcome or whether other complementary policies need to be considered. Even once it is clear that policy to support green roofs, walls and facades is needed, it is still important to articulate what the policies are trying to achieve, so they can be appropriately targeted, and relevant evaluation measures can be determined.

The Growing Green Guide for Melbourne project will work with the IMAP Councils and the State Government in the latter half of 2013 to further explore particular options.

DEVELOPING POLICY TO ENCOURAGE MORE GREEN ROOFS, WALLS AND FACADES

The Inner Melbourne Action Plan (IMAP) councils recognise the potential benefits that green roofs, walls and facades can bring to their municipalities and have developed this paper to outline the various policy options open to them.

The chapter explains:

- The benefits of green roofs, walls and facades
- Why government policy is needed
- A model of the policy instruments available to governments
- The journey of green roof, wall and facade policy development to date at the City of Melbourne

Benefits of green roofs, walls and facades

Green roofs, walls and facades can provide a range of benefits to cities and individual building owners and tenants. These are outlined below and can be used by local and state governments when developing policy to justify why rooftop and vertical greening is important. It must be emphasised however that not all green roofs, walls and facades will provide all the benefits listed here, the likelihood of realising any one benefit depends on careful design, construction and maintenance of the wall, façade or green roof.

Cleaning the air

Good air quality is important for the health of the community and the liveability of cities. The combination of cars, industrial pollutants and building emissions as well as elevated ambient temperatures in cities can result in poor air quality due to increased particulates and air contaminants (Tolderlund 2010). A study in Sydney showed that cleaner air is a key benefit that the community expects from green roofs (Heller et al. 2012).

Plants on green roofs, walls and facades can be effective at removing pollutants from the air - depending on the type of plant, leaf surface and leaf tissue (Tolderlund 2010). Green walls planted with vines have a very dense leaf area per square metre and have been shown to be good in removing particulate matter (de Roo 2011). Green roofs and walls also help improve air quality by controlling heat gain and the associated generation of smog (DDC 2007). A recent study of the effectiveness of green infrastructure for improvement of air quality in urban street canyons has indicated the need for more green walls and facades, and even 'green billboards' on roofs, to decrease air pollution in city streets (Pugh et al. 2012, cited in Kessler 2013).

Cooling a city - Urban heat island effect

Cities are becoming warmer with the transformation of natural environments to engineered infrastructure, accompanied with increased heat generation from human activities and summer heat accumulation due to massive heat absorbing surfaces (Chen 2012). This results in high temperatures in urban areas in comparison with rural areas, a phenomenon known as the urban heat island (UHI) effect. In Melbourne, research has shown a UHI of a mean of around 2 to 4°C and as high as 7°C depending on the location, time of the year and day (Morris and Simmonds, 2000; Morris et al., 2001; Coutts et al. 2010, all cited in Chen 2012).

Urban summer heat accumulation is likely to be further exacerbated with global warming. Climate change projections for Australia suggest an increase in the number of warm nights and heat waves which can pose significant threats to human health (Alexander and Arbalster, 2008, cited in Chen 2012). The heat wave event in Melbourne, in early 2009, may have resulted in 374 excess deaths over what would normally be expected for the period: a 62% increase in total all-cause mortality and an 8 fold increase in direct heat-related presentations in the emergency departments (DHS, 2009, cited in Chen 2012).

Green roofs and walls, implemented as a city-wide strategy, can mitigate the heat island effect (DDC 2007). By introducing vegetation onto roofs and walls temperatures can be reduced by means of evapotranspiration (evaporation of water from the soil and plants, and plants transpiring by taking water in through roots and releasing it through leaves) and simply through covering the roof with a less absorbing surface. Energy from incoming solar radiation that would otherwise heat the roof or wall surface and increase ambient air temperatures is instead used in the evapotranspiration process, resulting in latent heat loss that lowers surrounding air temperatures (Peck and Richie, 2009, cited in Garrison and Horowitz 2012).

A study in Toronto, Canada, modelled the effect of green roofs on the urban heat island and concluded they would reduce local ambient temperature by 0.5C to 2C. It was calculated that this would result in \$12m in savings from reduced energy demand for cooling (Banting et al. 2005, cited in Newton et al. 2007).

An 'Inquiry into Environmental Design and Public Health in Victoria' recommended that the Victorian Government urgently develop a response to the emerging health problems stemming from poor air quality and the urban heat island effect in Melbourne. The inquiry suggested that the design of residential communities should prioritise tree planting and green spaces to provide shade, improve respiratory health and to lower ambient temperatures in summer months (Legislative Council Environment and Planning References Committee 2012). In many built-up areas, the only options for green spaces may be rooftop and vertical greening.

Creation and Preservation of Habitat and Ecological Biodiversity

Biodiversity preservation and creation of habitat is important in meeting a range of local, state and federal environmental priorities and targets. Opportunities to create habitat can be limited in highly developed cities and towns, however there is a growing realisation of the potential of green roofs and walls in landscapes otherwise dominated by man-made structures.

Green roofs can provide a link for migration of insects and birds (Dunnett et al. 2008 cited in Tolderlund 2010) and provide biodiversity benefits for a range of plant, invertebrate and bird species, if consideration is given to this at the design stage (Newton et al. 2007). The potential for biodiversity depends on plant species and height, food sources and building height (Tolderlund 2010). The proximity of the green roof to existing habitat areas is also important in determining whether the roof has high biodiversity potential (Williams unpub).

Storm Water Management

Many local governments are interested in water sensitive urban design (WSUD) which embraces a range of measures that are designed to avoid, or minimise, the environmental impacts of urbanisation by reducing the demand for water and the potential pollution of

natural waterways (City of Melbourne 2009). WSUD is based on the idea of treating stormwater before it enters a waterway or before it is re-used for another purpose.

The importance of integrated water cycle management in Victoria has been highlighted by the recent establishment of the Office of Living Victoria with a \$50m commitment from the state government to support innovative rainwater, stormwater and recycled water projects (OLV 2013).

Green roofs absorb and retain water and are therefore one strategy for controlling stormwater runoff in urban environments (DDC 2007). Green roofs influence run-off by intercepting and retaining water from the early part of the storm, and limiting the maximum release rate of run-off in larger storms (Newton *et al.* 2007). Water is stored in the substrate, used by the plants, or retained in plant foliage and on the substrate and evaporates (Oberndorfer *et al.* 2007, cited in City of Sydney 2012, Newton *et al.* 2007 and DDC 2007). Additional water storage capacity is available in green roof systems which have a drainage layer. In addition to helping slow and reduce storm water run-off, green roofs can also filter particulates and pollutants (Carter & Jackson 2007 and Frazer-Williams *et al.* 2008, cited in Tolderlund 2010). This is important in urban areas where run off can be polluted from contaminants that are picked up on the way, such as motor oil, animal droppings and pesticides (Tolderlund 2010).

A number of elements influence the extent to which a green roof or vertical wall can control the volume of water running off from a site. The vertical depth of the growing medium and drainage layer, consistency and porosity of the growing medium, structure of the drainage layer, and slope of the site are all important elements of a rooftop's ability to slow water (Getter *et al.* 2007, Mentens *et al.* 2006, Oberndorfer *et al.* 2007, all cited in City of Sydney 2012). The type of plant species and type of drainage system are important factors to consider when designing a green roof system for water treatment (Tolderlund 2010). The run off diversion for green roofs is also influenced by the weather conditions of the region. The length, intensity and frequency of rain events influence a green roof's ability to retain water (City of Sydney 2012, Newton *et al.* 2007).

Aesthetics, open space and urban agriculture

The 'liveability' of cities, especially those undergoing rapid population growth and building development, is dependent on availability of open space. Green roofs help increase amenity and open space, can encourage community gardens and food production, and can extend commercial and recreational space (Tolderlund 2010).

It has been suggested that including greenery in the cityscape reduces stress and patient recovery time, increases property values and has been linked to a reduction in crime (Kuo & Sullivan 2001 and Sullivan *et al.* 2004, cited in Tolderlund 2010).

Urban agriculture is commonly discussed as a way to ensure food security, enhance community participation in the food system and improve health. Food producing gardens located on rooftops can be places for education and local distribution, as well as a showcase for commercial endeavours (Tolderlund 2010).

The importance of green roofs, walls and facades in providing green space in dense urban areas should not be underestimated. Especially in inner Melbourne, it can be difficult to create new areas of parks and gardens, where most space has been taken up with built infrastructure. Access to green space is extremely important to health. The importance of considering public health in design of cities was recognised recently, with the establishment

of an ‘Inquiry into Environmental Design and Public Health in Victoria’. The results, published in May 2012, showed *“that one of the most important aspects of the built environment that impacts positively on health is provision of parks and other public spaces. Extensive research links multiple positive physical, mental and social health benefits to living near green and open public areas. Conversely, health outcomes are generally poorer in communities that lack such spaces”* (Legislative Council Environment and Planning References Committee, 2012). Green roofs and walls may be one of the few options to provide more green space in built up urban environments.

Benefits for building owners

There are many private benefits associated with green roofs, walls and facades which can be promoted to building owners. The same roofs can also provide broader social, environmental and economic gains. Examples of why private owners would be interested in green roofs, walls and facades are outlined below.

Green Star

Green roofs are increasingly being considered to help achieve points toward Green Star ratings. Green Star is a national, voluntary environmental rating system that evaluates the environmental design and construction of buildings and communities. Green roofs can help achieve points in the ecological value category. Points are achieved where the ecological value of the land at the time of site purchase is either maintained, or increased (GBCA 2010).

Return on Investment, property value

In the USA it has been suggested that by making a building more aesthetically and environmentally desirable, green roofs encourage increases in sales, lease outs, property values and employee recruiting (Tolderlund 2010). Although no data is collected to verify this in Melbourne, anecdotal evidence from property developers here supports this contention.

Prolonged building longevity

Green roofs provide additional roof protection by covering the waterproofing membrane with a layer of organic and inorganic insulation. This reduces the stress placed on the membrane by preventing severe fluctuations in temperature (Tolderlund 2010). The protection afforded to roofs is especially important in Australia where exposure to ultraviolet radiation can be extreme.

Cooling individual buildings

The insulation provided by green roofs reduces heat transfer through the roof and ambient temperature on the roof surface, and results in better performing Heating Ventilation and Air Conditioning (HVAC) systems (City of Sydney 2012, Tolderlund 2010).

There are mixed research results about how much difference in temperature, and effect on energy savings, can be detected between buildings with green roofs and conventional roofs. The variety in results is because the amount of energy saved depends on a range of factors including:

- the percentage of rooftop covered by a green roof
- the thickness of other insulation
- the height of the building (the floor directly under the green roof receives most benefit)
- the type of vegetation used and depth of the soil substrate
- roof to wall ratio
- climatic conditions and microclimate of the building

- HVAC efficiency (City of Sydney 2012, Tolderlund 2010, DDC 2007).

Noise Reduction

Studies have shown that green roofs, walls and facades can reduce the noise level within a building by 40-60 decibels. The thickness, plant type, growing medium and plant coverage can influence the effectiveness of the green roof, wall or facade to reduce noise levels (Tolderlund 2010).

A study on making courtyards on the non – street side of buildings quieter, found that green roofs were very effective. Green façades have been found to be most efficient when applied to narrow city canyons with otherwise acoustically hard façade materials (Van Renterghema *et al.* 2013).

Solar Panel Efficiency

For building owners interested in using photovoltaics, they can benefit from combining these with a green roof. Keeping a constant temperature on the roof ensures a better efficiency of solar panel energy production (Tolderlund 2010).

Government policy is needed

Many of the benefits from green roofs, walls and facades are shared with the public, such as reduced stormwater runoff, biodiversity preservation and mitigation of urban heat island effect. Public benefits are, by definition, not fully realized by the party bearing the cost of the installation and therefore justify public intervention through the development of government policies, regulations, incentives and legislation (Ngan 2004, Carter and Fowler 2008).

The building of green roofs, walls and facades in Australia has always been a voluntary undertaking. Under the volunteer system, only direct private benefits, such as extra amenity space and aesthetics induce owners and developers to build green roofs (Ngan 2004). In many countries around the world, policies, legislation, regulations and incentives have been used to help to develop more green roofs with benefits on a broader scale. In Germany, a world leader in green roof development, a dramatic increase in green roof construction has been attributed to legislation that is linked to collective benefits (Ngan 2004). The experience in Germany has shown that it is not sufficient to rely solely on the goodwill of the building owners, but rather that it is necessary for the governing authorities to introduce green roof policy (Landskron, 1998 cited in Ngan 2004).

Policy is needed in Australia to support green roofs, walls and facades because the collective benefits these initiatives can deliver cannot be encouraged through sporadic private interests. Relatively large continuous areas of green rooftops and other green infrastructure are needed in order to provide an effect (Ngan 2004). When local councils or other levels of government create policy to support collective benefits, there can be a flow on effect to the community at large, from the economy to the environment.

Although many city councils in Melbourne have recognised the importance of green infrastructure, and have begun to develop policy and actions which supports it, there is little policy specific to green roofs, walls and facades. Broad policy on green infrastructure sets the scene for encouraging vegetated walls and rooftops. To date, the only existing strategies amongst IMAP councils that explicitly mentions green roofs, walls and facades are the *Urban Forest Strategy* (City of Melbourne) and *Greening Port Phillip: An Urban Forest Approach* (City of Port Phillip).

The process of policy development

It has been suggested that there are six phases to green roof policy development (Lawlor *et al.* 2006):

1. Introductory and awareness
2. Community engagement
3. Action plan development and implementation
4. Technical research
5. Program and policy development
6. Continuous improvement

The City of Melbourne is one of the most progressive in Victoria for investigating green roof policy development. These phases appear to match the journey that the City of Melbourne has progressed through in relation to policy development for green roofs, walls and facades.

In the first stage – introductory and awareness - the benefits of green roofs and vertical gardens were explored through support of the ‘Growing Up’ green roof competition, an initiative of the Committee for Melbourne’s Future Focus Group, and by involving staff in green roof and wall conferences and forums.

In the second phase meetings were held with environmental groups, industry professionals, researchers and potential funding agencies, to raise the profile of green roofs and gain support for municipality involvement.

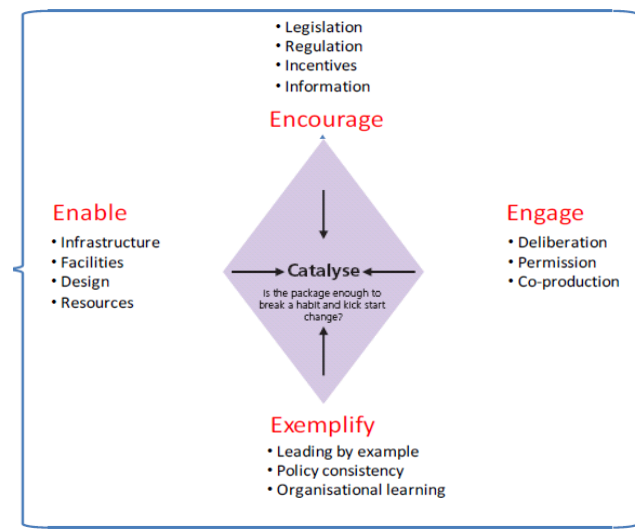
In the third phase, action was taken by initiating a City of Melbourne quarterly forum on green roofs –Canopy: Melbourne Green Roof Forum. The third phase also included developing green roofs and roof top gardens, one on a public child care facility and another on one of the main council administration buildings.

This led directly into phase 4, technical research, as both roofs included a research and demonstration component, partnering with the University of Melbourne. The action phase (phase 3) also included developing an Inner Melbourne Action Plan (IMAP) project and gaining a state government grant to begin the Growing Green Guide for Melbourne project. This project will lead the Council into phase 5, - indeed this document has required research be carried out (phase 4) and is providing recommendations for steps in phase 5.

Other IMAP councils have progressed at different rates through the policy development phases for green roofs, however the involvement of the four inner Melbourne councils in the Growing Green Guide for Melbourne project enhances the likelihood that they too will progress into phase 5 at the completion of the project.

Policy instruments

In 2008 the UK’s Centre of Expertise on Influencing Behaviours developed a model of different types of policy tools that governments can use to seek to influence behaviour. This is shown on the following page.



This model is useful for Victorian governments in considering how they can encourage behaviour change to support the development of more green roofs, walls and facades.

This review of policy options for supporting green roofs, walls and facades in Melbourne and Victoria explores each category, as shown below.

Encourage

- Encourage green roofs, walls and facades using the planning scheme
- Provide rebates on local fees and taxes for buildings with green roofs, walls and facades
- Direct financial incentives or subsidies for green roofs, walls and facades

Exemplify

- Leading by example – demonstration sites and roofs, walls and facades on public buildings
- Consistency of Council strategy and policy
- Consistency of strategy and policy across different levels of government

Engage

- Public promotion (encourage public discussion about green roofs, walls and facades)
- Work with building industry groups to integrate green roofs, walls and facades into guidelines, codes and standards

Enable

- Ensure local laws aren't a barrier
- Ensure the building and occupancy permit application process is not a barrier
- Provide information and support to residents and businesses
- Create space for experimentation

GREEN ROOF POLICY AROUND THE WORLD

A range of differing policy tools have been employed around the world to encourage inclusion of green roofs, and to a lesser extent, walls and facades, in new building designs and in retrofitting of existing buildings. Table 1 provides a brief synopsis of some of the policies being implemented around the world. More detailed information is first provided on three case studies: Toronto, Canada; Portland, USA; and a broad overview of the German experience. These cases were selected because of the information available on implementation of and impact of the policy.

Toronto Green Roof By-law

Toronto was the first North American city to pass a by-law requiring green roofs on new building developments. This followed a long running consultation and a trial of a policy requiring new city-owned buildings to green a significant proportion of their own roofs.

Toronto City Council adopted a Green Roof By-law in May 2009, this required, from 31st January 2010, new residential, commercial and institutional buildings with a minimum Gross Floor Area of 2,000m² to install a green roof, or pay a penalty for not doing so. The area of coverage required ranges from 20-60% depending on the gross floor area of the building (City of Toronto 2013). Starting from 30th April 2012 industrial developments were required to comply with the by-law having lower coverage requirements being the lesser of 2,000m² or 10% of the gross floor area. Schools were given an exemption from the by-law and can provide an alternative type of roof (Moulton 2012).

Toronto also requires every green roof under the by-law to be maintained in accordance with the maintenance plan required in the Toronto Green Roof Construction Standard (City of Toronto 2013a).

Toronto has financial incentives for installing green roofs on buildings not mandated by the by-law (i.e. smaller roof size) or for the retrofit of an existing building (City of Toronto 2013b). Eligible green roof projects will receive CAN\$50 per square metre up to a maximum of CAN\$100,000. Some of the funds used for the incentive program come from the fee that developers must pay if they do not include a green roof under the by-law (a fee of CAN\$200 per square metre) (Moulton 2012).

Toronto's interests in increasing the number of green roof surfaces in the city are:

- to address reduction in storm water runoff
- reduction in the urban heat island effect
- reduced energy consumption
- beautification of the city
- creation of green spaces and
- potential opportunities for local food production

Since 2010, 140 new buildings and 160,000 square metres of rooftop have been planned for vegetation, with another 25,000 square metres voluntarily provided (Moulton 2012).

Portland-Incentives

Portland has an extensive incentives program to promote green roofs and the more storm water focussed eco-roofs. New developers can receive a density bonus for installing an eco-roof, or grants for eco-roofs. The ultimate density of development in Portland is regulated by a system that stipulates base densities and then allows the developer to apply for additional density in some cases – through the Floor Area Ratio Bonus Program (City of Portland 2007). The bonus program that applies in Portland comprises 18 different bonus options adopted between 1988 and 2003. Eco-roofs were added in 2001. Roof-top garden bonuses are also available. An eco-roof is defined as a rooftop stormwater facility that has been certified by the City's Bureau of Environmental Services. A proposal may earn bonus floor area for both the eco-roof option and the rooftop gardens option.

The density bonus works on the amount of roof surface covered by the eco-roof and can provide a developer with an extra 2.8m² per 1m² of eco-roof coverage (City of Portland 2007). The roof top garden bonus only provides 1 for 1.

An evaluation of the bonuses in 2007 indicated that the Rooftop Garden bonus had been used only twice. It was considered to compete on some level with the Eco- Roof Bonus, which had been used 6 times. The study noted that for developers considering making modifications to the roof, the eco-roof option is cheaper and provides a 3-for-1 bonus, compared to the 1- for-1 bonus of the rooftop garden option. The Rooftop Garden was considered to have the strong advantage that it provides a marketable amenity to building tenant in return for the cost. In addition, eco-roofs were considered still a relatively new technology, while roof gardens involve more straight forward landscape maintenance (City of Portland 2007).

Portland's floor area ratio bonus program, rules of rooftop gardens and eco roofs.

To qualify for the floor area ratio bonus program, **rooftop gardens** must cover at least 50 per cent of the roof area of the building and at least 30 per cent of the garden area must contain plants. In addition, the property owner must execute a covenant with the City ensuring continuation and maintenance of the rooftop garden by the property owner.

Proposals that include **eco-roofs** receive bonus floor area as follows:

- (1) Where the total area of eco-roof is at least 10 per cent but less than 30 per cent of the building's footprint, each square foot of eco-roof earns one square foot of additional floor area.
- (2) Where the total area of eco-roof is at least 30 per cent but less than 60 per cent of the building's footprint, each square foot of eco-roof earns two square feet of additional floor area.
- (3) Where the total area of eco-roof is at least 60 per cent of the building's footprint, each square foot of eco-roof earns three square feet of additional floor area.

Before an application for a land use review will be approved, the applicant must submit a letter from Bureau of Environmental Services certifying that they approve the eco-roof. The property owner must execute a covenant with the City ensuring installation, preservation, maintenance, and replacement, if necessary, of the eco-roof (City of Portland 2013a).

The City of Portland has offered a financial incentive to property owners and developers to add more eco-roofs since 2008. The incentive program is to increase sustainable stormwater management practices. The incentive funds up to US\$50 per square metre of installation of an eco-roof project. Note: funding of this program has been discontinued for the 2013/14 financial year (City of Portland 2013b).

Since 2005 there has also been a requirement for all *city owned* buildings to have 70% green roof coverage – to be installed on new buildings or when re-roofing.

In Portland there are also storm water fees – the cost of which is influenced by the amount of impervious surfaces (City of Portland 2013c) on site, therefore green roofs can be used as a measure to lower storm water fees.

All these initiatives have been coupled with a strong push on education – people can access information about events, guides and other resources through the City of Portland website. One resource is a list of professionals who can assist in developing an eco-roof, from structural engineers to architects (City of Portland 2012). There is also a monitoring program in place in Portland, to measure and track the ability of eco-roof systems to manage stormwater runoff in urban settings (Hall 2012).

As of July 2012 Portland had 355 eco-roofs that covered 7 hectares. This is still well-short of the target to reach 17.5 hectares of green roofs by 2013 (Hall 2012).

Germany

Germany has a long history of policies to support green roof development. Modern green roofs began in the 1960s when researchers began to investigate some of the rooftop vegetation which had begun to naturally occur around Berlin (Carter and Fowler 2008). This research and subsequent public and private interest led to the formation of the FLL (the research society for landscape development and design within Germany) in 1975 which helped consolidate green roof interests in the country and paved the way for innovation both in the construction of green roofs and in the policies used to promote them (Carter and Fowler 2008). In 1982 the FLL created the first version of guidelines for the planning, construction and maintenance of green roofs. This has been updated seven times, the latest in 2010.

In Munich green roof provisions have been included in building ordinance since 1984. Berlin enacted a green roof subsidy program from 1983– 1997 which reimbursed residents approximately 50% of green roof construction costs and resulted in approximately 63,500 m² of green roofs built in the city (Kohler and Keeley 2005 cited in Carter and Fowler 2008). By 2002 one hundred and three German cities were identified as having policy incentives for green roofs (Ngan 2004). Of these 51 cities had direct incentives, 29 had indirect incentives, 35 used green roofs as a mitigation measure for nature conservation, and 28 had green roofs requirements in local development plans (Ngan 2004).

German subsidies occur at the state and municipal levels of government and they typically range from 10–50% of initial construction costs (Ngan 2004; Keeley 2004, both cited in Carter and Fowler 2008). Approximately 50% of German cities offer some form of direct subsidy to building owners for installing green roof systems (<http://www.greenroofs.com>; <http://www.fbb.de> cited in Carter and Fowler 2008).

Table 1 Policy examples from around the world.

Europe:

Location	Method	Summary
Austria:		
Linz	Mandatory requirement + incentives	Building requirements include obligation for green roofs on new buildings, with reimbursement of up to 5% (reduced from 30% in 2005) of the cost of green roof installs as an incentive.
Denmark:		
Copenhagen	Policy on sustainability, incentives + sustainability targets	As a part of the city's ambition to be more sustainable and achieve a carbon neutral system, landscaping is now a mandatory obligation on roofs with a pitch less than 30°. There are incentives available for refurbishments of older roofs and exemptions due to structural integrity of buildings.
Germany:		
Berlin	Mandatory targets	Mandatory targets to increase permeability and "green" surfaces, through planning regulations.
Munich	Mandatory requirement + incentives	Employ a wide range of techniques, including reductions in storm water fees, incentives and regulations in urban land use. They also require all suitable flat roofs over 100m ² to be installed with a green roof. As a result in Munich green roofs have become a recognised construction standard.
Cologne	Incentives storm water	There are a range of financial incentives to reduce and control storm water runoff, green roofs are encouraged as a means to manage storm water.
Munster	Incentive storm water fee reduction	Storm water management plan and storm water fees are calculated on pervious and impervious surfaces on the property, extensive green roofs on buildings are used as a means to reduce storm water fees.
Stuttgart	Mandatory requirement	Requirement for new developments with flat roofs to be greened to specific standards, has led to a large amount of green roofs in the city.

Switzerland:		
Basel	Mandatory requirement	Amendment in the city of Basel's building and construction law requires all new and renovated flat roofs be greened, with incentives and regulatory tools in place.
England:		
London	Policy on living roofs Guidelines	The London Plan policy expects that provision of either intensive, extensive or recreational roof space (or a combination of these) should be provided on all new development. Recommended standards are provided including suggestions for area of roof space covered, depth of substrate, etc. Outside of government, the green roof industry along with academics have developed the Gro Code – best practice green roof installation.

North America

Location	Method	Summary
Canada:		
City of Richmond	Building by-law storm water	By-law requiring new buildings with over 2000 square metres of floor area to meet storm water management objectives. Called, <i>Green Roofs and Other Options Involving Industrial & Office Buildings Outside the City Centre</i> , the by-law does not mandate green roofs. The by law was introduced in 2008 but as of 2011 only 2 or 3 projects had been completed, none of which installed green roofs.
City of Port Coquitlam	Green roof specific by-law	Green roof requirement on new construction over 5000m ² within the city's general zoning by-law
Toronto	Green roof specific by-law + financial incentives	First North American city to pass a by-law requiring a green roof on new commercial, institutional and residential developments on buildings with a gross floor area of 2,000m ² or above. Requirements range from 20% of assessed available roof space for 2,000m ² , to 60% on 20,000m ² or larger buildings. Applies to industrial building plans submitted after April 30 2012, with lesser requirements. Have also used financial incentives as a driver to encourage green roofs.
Vancouver	LEED certification requirement	Policy and by-laws have adopted requirements for LEED gold certification, which does not require, but encourages, green roofs and green walls, and has led to several large-scale green roof installs.

United States:		
Austin	Incentives density bonus	Various incentive programs, including a proposed density bonus system, including bonuses to square footage of floor space relating to planning permits, with bonuses for % roof covered, as well as access and public access on site.
Boston	LEED certification requirement + demonstration site	New large-scale projects must be LEED certified, there are points awarded for storm water retention onsite. City Hall has a demonstration green roof.
Chicago	Financial and planning permit incentives	Financial assistance for buildings meeting specific green roof and efficiency criteria, green permit program for fast tracking planning permits.
Los Angeles	LEED certification	Large buildings are required to be LEED certified.
Milwaukee	Incentives Rebates green roofs	Offer rebates for green roofs at a rate per square foot.
Minneapolis	Indirect financial incentives -Reduced storm water fees	Reduced storm water utility fee for effective storm water management practices.
New York	Incentive: Tax Credit	To offset 25% of the cost of a green roof, from January 2009 until March 2013, owners could receive a one year tax credit of approx \$48/ m ² or up to \$100,000 for green roofs covering over 50% of a building's surface area.
Philadelphia	Incentives Tax credits	Business privilege tax credit of 25% of the building cost of a green roof install (capped at \$100 000), provided it covers 50% of roof surface.
Portland	Incentives density bonus, grants for retrofits, public building rules	Eco-roof floor area ratio (FAR) bonus allowing developers an extra 3 square foot per foot of green roof without additional permits, also offer grants for reducing storm water runoff with a green roof. All city owned buildings are required to have 70% roof coverage with an eco roof.
San Francisco	LEED / Greenpoint	Green building requirements for all new buildings, to meet LEED or GreenPoint Rated standards. Incentives are

	rated certification requirements	also available for sustainable building practices.
Seattle	Green Factor Landscape requirement + incentives	One of the few policies identified in this literature review that specifically encourages vertical greening as well as green roofs. The Green Factor; in selected zones new developments must meet the green factor by using the green factor score sheet in order to gain a planning permit. The scoring is based around a landscape requirement for developments and designed to encourage innovative designs such as green roofs and green walls by awarding higher points for use of these. A range of bonuses and incentives are provided to developers for including a green roof.
Washington	Incentives rebates	Green roof specific rebate program offering incentives for developers including a green roof.
EPA	Incentives under Clean Water Act	Under section 319 of the Clean Water Act 12 projects from across the US had received funding for green roofs as of 2006. The Act can also drive application of green roof systems as best management practices for stormwater and are a requirement of National Pollutant Discharge Elimination System permits.

Asia:

Location	Method	Summary
Singapore		
Singapore	Planning system incentives	Rooftop greenery is promoted by not including certain portions of the areas used for greenery in the calculation of a building's gross floor area
Japan		
Tokyo	Policy mandate	A 25% coverage for new buildings was mandated in 2001, this lead to an increase from approx. 52,500 m ² of roof coverage to approx. 102,500 m ²

POLICY OPTIONS FOR VICTORIA

Using the Policy Tools model described earlier, 12 policy options, some with several sub-options, are explored under the categories encourage, exemplify, engage and enable.

Encourage

The 'encourage' part of the policy model incorporates policy options that provide signals via incentives and disincentives, to ensure the target audience responds. The model takes a broad approach to the term 'encourage' and includes coercion via regulation under this category.

The following policy options are explored under the category of encourage:

- Encourage green roofs, walls and facades using the planning scheme
- Provide rebates on local fees and taxes for buildings with green roofs, walls and facades
- Direct financial incentives or subsidies for green roofs, walls and facades

Encouraging green roofs, walls and facades via the planning scheme

Green roofs, walls and facades are not specifically addressed in the planning schemes of the Cities of Yarra, Port Phillip, Stonnington or Melbourne. This reflects that green roofs, walls and facades are not yet widely used in Victoria. Without reference in a planning scheme, there is little encouragement to developers to incorporate this sort of green infrastructure, nor is there guidance for planners where planning applications include these elements. In the cases where applicants have included this infrastructure, the application can cause confusion because green roofs, walls and facades are not well defined and do not fit neatly into planning schemes.

A planning permit is not required for general gardening, such as planting and pruning, but a planning permit is required to construct and carry out buildings and works, including for structures such as pergolas, handrails or the supporting structures for planting/irrigation that are used for green walls and some green facades. The construction of a green roof, wall or façade may therefore require planning permission, particularly if the building is affected by an overlay which has a general buildings and work requirement such as a Heritage, Neighbourhood Character or Design and Development overlay. Using a roof top as accessible open space as part of a development proposal may also raise some planning issues, such as overlooking, and, in certain circumstances, may be prohibited due to mandatory height controls.

As green roofs, walls and facades become more popular it is important to address these issues in planning schemes so that confusion, lack of knowledge and inconsistent decision-making do not act as a disincentive to their development.

Components of planning schemes that could be amended to encourage rooftop and vertical greening, and clarify positions on such greening, include:

- State Planning Policy Framework
- Local Planning Policy Framework
- Zones
- Overlays
- Particular Provisions

In addition the planning application *process* could be altered, to provide incentives to help encourage and develop green roofs, walls and facades. This could include preferential treatment for developments that incorporate rooftop and vertical greening. For instance:

- Fast tracking planning applications
- Waiving planning fees
- Providing trade-offs in the planning scheme
- Providing exemptions on some planning requirements

A detailed investigation into options associated with planning schemes is provided later in this document.

Rebates on local fees and taxes for buildings with green roofs, walls and facades

The rebate of some or all of a fee (an indirect financial incentive) could be applied to encourage the development of green roofs, walls and facades. Fees that Councils could consider for indirect financial incentives include rates, which building owners pay annually, contributions which developers pay at the point of building, or other fees that people have to pay to Council. Water authorities charge annual drainage fees to property owners, and these could also be considered as an indirect financial incentive, although Councils will have limited ability to encourage water authorities to do so.

Rates are the sole tax local government has under its control in Victoria. Other licenses, charges, fees and fines tend to be governed by other legislation (e.g. Planning Fees are government by the Planning and Environment Act). Rate rebates to support rooftop and vertical greening could be justified on the basis of supporting the provision of public good; as long as the greening contributed to public open space, or some other collective benefit such as reducing urban heat island or reducing stormwater runoff (in these cases more than one building in a particular location would need to be greened). As rates are a major source of revenue for Councils, rebates can be viewed unfavourably as a reduction in revenue for other programs and services. As such, this option would only be realistic where a Council and the ratepayers have a strong interest in encouraging green roofs, walls and facades.

Local councils can require developers to pay contributions for Open Space or Community Infrastructure. It may be appropriate for green roofs to be defined as open space or community infrastructure, if they were to meet particular criteria (for instance, that all members of the community can use the space, as opposed to simply building tenants). Councils could then reduce or waive the developer contribution fee as an incentive to design a green roof into a building.

Other smaller incentives that Councils have at their disposal include permit fees. For instance, those associated with local laws, such as to have a crane on a street.

A drainage fee incentive model can recognise the stormwater retention and filtration potential that green roofs and walls offer a city. Water retailers on behalf of Melbourne Water bill property owners quarterly for the Waterways and Drainage Charge. The charge is set up to fund programs to manage drainage, improve flood protection and warning systems, and improve the quality of waterways throughout the Port Phillip and Westernport region (Melbourne Water 2013). Exemptions from the Charge could be used as an incentive to reward building owners with green roofs, wall or facades that provide drainage, flood and

water quality benefits. The money saved by a property owner could be used instead for maintenance costs so maintenance could be seen as less onerous and the quality of the water and/or flood risk reduction could be assured over time.

Alternatively, as suggested in Canada in the 'Making Green Roofs Happen' report (City of Toronto 2005) a new Stormwater Management Charge could be introduced and then reduced according to the stormwater management measures on site, including rooftop and vertical greening.

Some of the opportunities and limitations of indirect financial incentives are described in the box below.

Opportunities and limitations of indirect financial incentives (based on a green roof policy review by Ngan 2004).

Opportunities

- Incentives may work better than regulations or other mandatory means, since property owners act voluntarily when there are clear economic gains.
- The policy could run indefinitely, unlike direct financial incentives which depend on municipal budgets.
- They can be easy to communicate to the community because they can introduce fairness and transparency.
- Can work well in both new development areas and in already built areas.
- Ongoing, annual fees are a more permanent incentive, compared to subsidies which are usually a one-time financial advantage, and therefore long-term maintenance may be more enforceable.

Limitations

- For small municipalities, or water authorities, the cost of administering indirect financial incentives may be too high.
- A system for inspection and maintenance may be required to ensure the intended outcome is being realised.

Direct financial support for construction or maintenance of green roofs, walls and facades

Direct financial support refers to subsidies, grants and low interest loans that are provided to applicants who meet certain criteria. These could be applied to the design, construction and/or maintenance of green roofs, walls and facades. The *Growing Up* report on Melbourne's policy options for green roofs (Crawford 2010) suggested that financial incentive schemes will be important in Australia where comparatively, green roof costs are higher than for overseas counterparts. Over time and with the assistance of financial subsidies, these costs will fall as green roofs become more popular and the industry becomes more competitive.

A grant program could take a number of different forms. It could be a specified dollar amount per square metre to help with installation costs, it could be a grant to cover the costs of a feasibility assessment, or green roofs, walls and facades could be worked into an existing program that provides low interest green loans (City of Toronto 2005).

Direct financial incentives help overcome the barrier of adopting new technology. Particularly in the North American market, which like the Australian market, where the green roof industry is not robust, reducing market friction in the form of an increased green roof installation cost is important to encourage socially desirable behaviour (Revesz and Stavins 2004 cited in Carter and Fowler 2008).

Ngan (2004) summarised the advantages and disadvantages of direct financial incentives for green roofs as follows (these arguments also apply to vertical greening):

Opportunities

- As an incentive, property owners are not forced to include green roofs; they act voluntarily when there are clear economic gains.
- Direct financial incentives can be designed to suit any number of purposes that the jurisdiction has.
- Incentive programs are useful to encourage green roofs in specific target areas, such as existing built-up areas and densely developed areas, where regulation is difficult to impose.
- Direct financial incentives are effective for retrofit roofs.
- The incentive per square metre is proportional to the overall environmental benefit.

Limitations

- Municipalities can run out of the funds needed to pay for financial incentives, effectively terminating such programs.
- Some jurisdictions have extremely limited budgets and more pressing priorities to begin with.

It is important that any subsidies have quality standards associated with them, so that the council, wider community and the environment benefit, and greenwash is avoided. Ansel (2009) suggests that to ensure that subsidy programs are not abused, there must be defined ecological quality standards for roof greening within funding programmes, and compliance with these standards following completion of the project.

Exemplify

The ‘exemplify’ part of the policy model is about demonstrating shared responsibility and leading by example. Consistency in policies is part of exemplifying, as is demonstrating that others are acting.

The following policy options are explored under the category of exemplify:

- Leading by example – demonstration sites and roofs, walls and facades on public buildings
- Consistency of Council strategy and policy
- Consistency of strategy and policy across different levels of government

Leading by example – demonstration sites and roofs, walls and facades on public buildings

Leading by example could include local and/or state government committing to develop green roofs, walls and facades on public buildings. Melbourne has a small community group already advocating for this – Do It On The Roof. They have a vision of Melbourne as a *“landscape of vegetated, biodiverse and utilized rooftops.”* Their intention is to *“instigate the creation of a public green roof by building relationships across government, property owners, facility managers, green roof industry and the public, in order to persuade all parties of the viability, desirability, demand and strong business case for creating a public green roof.”*

Councils could also consider supporting demonstration roofs on private buildings, with the intention that these would be for public access (for instance; shopping centres, university campuses, which already facilitate public access). In the *Growing Up* report (Crawford 2010) it was suggested that further consideration should be given to how to utilise properties that are particularly well suited to the retrofitted installation of green roofs. For example, commercial car parks have higher weight loading capacities than most standard buildings. Crawford suggested that with assistance, the commercial benefits to the building owner or leaseholder of converting the top floors of a car park to a green roof with public access may outweigh its current returns, especially considering that top-levels of car-parks are the least popular given their exposed conditions.

The Growing Green Guide for Melbourne project has identified some potential demonstration sites for green roofs, walls and facades, and feasibility studies for 9 sites in the four Inner Melbourne councils has been undertaken. Funding opportunities are being investigated to realise the best of these projects.

Consistency of Council strategy and policy

It is important for government agencies to show consistency in their policies and strategies to ensure a clear message. Councils need to ensure that all their relevant policies are encouraging, or at least not discouraging, of green roofs, walls and facades. Table 2 provides examples of IMAP sustainability policies and strategies concerned with:

- how energy and water will be managed
- how climate change will be addressed
- how the natural environment will be conserved and improved

- how Councils intend for development to progress in an environmentally sensitive manner

Green roofs, walls and facades could be incorporated into revisions of these existing policies and strategies, and should be included in relevant new policies and strategies that Councils are considering.

Table 2: IMAP Councils' sustainability policies and strategies that could be amended to refer to, and thereby encourage, green roofs, walls and facades

Note: many of the IMAP councils also have planning schemes and Council Plans with a strong sustainability emphasis

	CoPP	CoM	CoY	CoS
General sustainability	Toward Zero	Environment Management Plan		
Energy	Greenhouse Plan	Zero Net Emissions by 2020 – Strategy Update (2008)		
Water	Water Plan – Toward a Water Sensitive City Water Sensitive Urban Design (WSUD) Guidelines Open Space Water Management Plan	Total Watermark – City as a Catchment Water Sensitive Urban Design (WSUD) Guidelines	Water Sensitive Urban Design (WSUD) Guidelines	Sustainable Water Management Strategy Water Sensitive Urban Design (WSUD) Guidelines
Climate Change Adaptation	Climate Adaptation Plan	Climate Change Adaptation Strategy		
Natural Environment	Greening Port Phillip (already includes rooftop and vertical greening) Greening Port Phillip Street Planting Guide Open Space Strategy	Urban Forest Strategy (already includes rooftop and vertical greening) Open Space Strategy	Yarra Environment Strategy Open Space Strategy	Public Realm Strategy
Urban Design	Sustainable Design Strategy and Policy		Sustainable Design Guidelines Urban Design Strategy	

Because strategies and policies guide Council decision making and inform people how the Council will apply rules, they can be crucial in building support for, and understanding of, vegetated rooftops and vertical greening in a municipality.

It is also important to consider Council's own business practices and their strategies for how their own buildings are developed and renovated. In a number of North American cities, there are explicit policies and commitments that new Council buildings, or major upgrades, will include green roof development.

Consistency is also needed across the tools that are referred to in Council policies. For instance, City of Port Phillip's Sustainable Design Policy (2011) is relevant to planning permit applications for new buildings and extensions to existing buildings over 50m² in floor area. It requires:

- All planning permit applications to comply with the Sustainable Design Assessment in the Planning Process (SDAPP) requirements.
- All planning permit applications to submit either a Sustainable Design Assessment (SDA) or a Sustainable Management Plan (SMP) depending on the size of the proposed development.
- All planning permit applications to submit an assessment using an applicable Ecologically Sustainable Development (ESD) assessment tool

In this case, inclusion of green roofs, walls and facades in the SDAPP and ESD assessment tools could support the need to ensure consistency of the messaging around green roofs, walls and facades. Currently this is a voluntary program, however the City of Port Phillip is currently pursuing a planning scheme amendment to include a local planning policy that sustainable design be demonstrated in new development.

Sustainable Tools for Environmental Performance Strategy and the Sustainable Design Scorecard

The STEPS and SDS assessment tools were developed to address a demand for sustainable design assessment of developments at the planning permit stage in Victoria. They do not assess building design and attributes as other rating tools can do this, they are specific for planning applications.

Sustainable Tools for Environmental Performance Strategy (STEPS) is a web-based tool that provides an assessment of the environmental performance of a given planning application. STEPS awards scores for greenhouse emissions from operating energy, peak energy use, mains (drinking) water use, storm-water quality impacts, and building materials impacts.² STEPS does not explicitly reference green roofs, walls and facades. An upgrade to the STEPS and SDS tools is currently underway (2012-2013). This will include introducing an online interface for the SDS tool, and development of an improved STEPS tool for multi-residential development. This upgrade may provide an opportunity for promotion of green roofs, walls and facades, most likely in the section around Urban Ecology (although there are links with stormwater and energy sections of the tools).

Sustainable Design Scorecard (SDS) was established to assess and quantify the environmental performance of non-residential developments in Victoria, with its sister tool, STEPS, complementing it through the assessment of residential developments. Currently green roofs are mentioned in the SDS under the category of "ESD excellence."

² <http://www.sustainablesteps.com.au/about.html>

Options to exemplify consistency of Council strategy and policy are to:

- Ensure consistency amongst an individual Council's strategies and action plans, by rewriting and re-releasing documents as they come to scheduled review points.
- Ensure consistency amongst an individual Council's strategies, plans and planning system, especially local planning policy framework and Municipal Strategic Statement
- Develop joint policy across neighbouring councils. For instance, it may be appropriate for the four IMAP Councils to develop an agreed policy or strategy for encouraging green roofs, walls and facades across the region.

Consistency of strategy and policy across different levels of government

Consistency of policy and messaging around green roofs, walls and facades across different levels of government is important to reinforce to the public the benefits of these and the support government has for them. Local governments can influence the messaging around greening roofs and walls at a state level by advocacy and lobbying.

Two examples, as of early 2013, where local government could try and influence state government strategies to be supportive of green roofs, walls and facades, are the Metropolitan Planning Strategy and the government's response to the Inquiry into Environmental Design and Public Health in Victoria.

The Metropolitan Planning Strategy is being developed as a plan for Melbourne for the next 40 years. Environmental resilience is considered a key principle that should inform development of the Metropolitan Planning Strategy. Discussion papers preceding the strategy's development have outlined the urban heat island effect, energy efficient urban design and capturing, recycling and reusing water as 'key issues and possible opportunities', all of which green roofs, walls and facades could contribute solutions to. Green roofs were only mentioned in the discussion paper in relation to water. There is potential for local governments to promote the value of rooftop and vertical greening, and the benefits these can provide in responding to wider environmental issues, in submissions to the state government about the Metropolitan Planning Strategy.

The recent Inquiry into Environmental Design and Public Health in Victoria has been completed, and recommended a number of amendments to state legislation, to promote public health and urban greening. There may be opportunities for Councils to advocate for the recommendations to be addressed, where these would be the same ideals that Council would want to pursue for green roofs, walls and facades. For instance the suggested amendments to the planning system about focussing on environments for health and wellbeing:

- Amendment of section 4(1) of the Planning and Environment Act 1987 to include 'the promotion of environments that protect and encourage public health and wellbeing' (or similar wording) as an objective of planning in Victoria.
- Amendment of the State Planning Policy Framework to include a policy on planning for health and wellbeing.
- Amendment of the Precinct Structure Planning Guidelines to establish minimum requirements for open space (Legislative Council Environment and Planning References Committee, 2012).

The Inquiry also recommends that the Victorian government:

- establishes targets for the provision of green and open public spaces
- provides guidance to local government on appropriate rating tools for assessing the quality of public open space
- supports the ongoing maintenance of existing open space and the establishment of green and other public spaces in new residential developments, particularly in high density areas (Legislative Council Environment and Planning References Committee, 2012).

Councils with an interest in promoting greening in general, and green roofs, walls and facades in particular, should monitor the Victorian Government's response to the inquiry, once it is released and determine if further advocacy of the Inquiry's recommendations is required.

Engage

The 'engage' part of the policy model is about policy options that work to get other people involved.

The following policy options are explored under the category of engage:

- Public promotion (encourage public discussion about green roofs, walls and facades)
- Work with building industry groups to integrate green roofs, walls and facades into guidelines, codes and standards

Public promotion, encourage public discussion about green roofs, walls and facades

Councils can raise awareness of rooftop and vertical greening through media, special events and competitions and demonstration projects. The *Growing Up* competition was run in Melbourne in 2009, resulting in several designs from a range of firms, video footage of development and creation of one roof as a demonstration.

It has been suggested that because competitions are voluntary initiatives, they are received more positively by building owners than regulations, which many see as a burden (Ngan 2004). Competitions and associated media coverage can ensure that green roofs are seen and appreciated, which is important as roofs are often not physically visible or accessible to the public (Ngan 2004).

Special events that Council is involved in, from launch of new places and products, to conference attendance, are opportunities to promote green roofs, walls and facades. Special events can be created in addition to what a Council is usually involved in, for instance; development of an open garden event for local green roofs and walls.

Organisations that could be partners with Councils on promotional programs include:

- Victorian Planning and Environmental Law Association
- Council Alliance for a Sustainable Built Environment
- Municipal Association of Victoria
- Victorian Local Government Association
- Planning Institute of Australia
- Australian Institute of Landscape Architects
- Property Council
- Urban Development Institute of Australia
- Office of the Victorian Government Architect
- Do It On The Roof – community advocacy group
- Green Roof 4 Youth – social enterprise
- Green Roofs Australasia – industry body

Work with building industry groups

To engage more people in discussions about the benefits of green roofs, walls and facades, it may be worthwhile developing an IMAP position on how green roofs and walls could be incorporated into relevant building codes, rating and assessment products, and beginning a conversation with the appropriate organisations on how to progress this. Some relevant

guidelines, codes and standards, which do not yet have specific consideration of green roofs, walls or façades, are suggested below.

Building Code of Australia

The Building Code of Australia provides a nationally accepted and uniform set of technical requirements for all areas of building, from design to construction.³ The BCA contains technical provisions for the design and construction of buildings and other structures, covering such matters as structure, fire resistance, access and egress, services and equipment, and energy efficiency as well as certain aspects of health and amenity.⁴ There are no specific requirements for green roofs or walls in the Building Code, and therefore the compliance of these kind of structures is left to be somewhat subjective to building surveyors and fire authorities. It may be appropriate to specifically address these structures in the Code, or to create advice and guidance for the people who have to assess green roofs, walls or façades against the Code's requirements.

Green Star

Green Star is a national, voluntary rating tool that evaluates the environmental design and construction of buildings. There are currently nine Green Star rating tools which address a range of building types. The Green Star rating system is designed to take an holistic approach within each class and building sector, addressing nine categories in total: Management, Indoor Environment Quality, Energy, Water, Materials, Land Use and Ecology, Emissions, Innovation and Transport.

Green Star does not explicitly address green roofs. Crawford (2010) has noted that green roofs can contribute to a number of points across Green Star. For example, 'thermal comfort' points in the Environment Category; 'Greenhouse Gas Emissions' in the Energy Category and 'Landscape Irrigation' in the Water Category. Yet other environmental measures have stand alone treatment, such as waste management plans, levels of office lighting, or water storage – so they are awarded specific points within the GBCA. Stand-alone treatment within the GBCA would make it easier for building owners to understand the value of green roofs and encourage their adoption by the industry (Crawford 2010).

Green Star Community is a new rating tool for sustainable development projects on a community scale, examining issues of economic, social and environmental importance. The pilot rating tool was launched in 2012, and includes 7 criteria to assess 'site planning and layout' during the design review process. One of the criteria is "Landscape and Green Infrastructure"⁵ which potentially a green roof or wall could be recognised under, but without specific examples of green roofs, walls and facades, such design features may be overlooked.

The Green Star rating tools traditionally focused on building attributes for new and retrofitted buildings. The GBCA is now looking beyond this to develop the Green Star – Performance rating tool, to assess the operational performance of all existing buildings. This may provide another option for consideration of roofs, walls and facades.

NABERS

NABERS (National Australian Built Environment Rating System) is a national rating system that measures the environmental performance of Australian buildings, tenancies and homes.

³ <http://www.saiglobal.com/Information/Standards/Collections/BCA-Standards/>

⁴ <http://www.abcb.gov.au/en/about-the-national-construction-code/the-building-code-of-australia>

⁵ http://www.gbca.org.au/uploads/188/2748/Green_Star_-_Communities_PILOT_Design_Review_Guide.pdf

NABERS measures the energy efficiency, water usage, waste management and indoor environment quality of a building or tenancy and its impact on the environment.⁶ Green roofs, walls and facades are not explicitly addressed in this rating system.

STORM

The STORM calculator, provided by Melbourne Water, can be used to assess whether best practice water quality objectives have been achieved for a given site. Results of STORM assessments can be submitted to statutory authorities along with development applications to demonstrate compliance with objectives. Planning applications submitted to City of Stonnington include STORM ratings. Achievement of a 100% STORM rating is equivalent to achieving a 45% reduction in the typical annual load of total nitrogen and achieving best practice objectives.⁷ Green roofs, walls and facades all have potential to improve STORM ratings because they provide a treatment for impervious surfaces, however they are not yet considered in the calculator. Stormwater run-off research results would need to be available to model the impact of these treatments – in order to inform the STORM calculator.

⁶ <http://www.nabers.gov.au/public/WebPages/Home.aspx>

⁷ <http://storm.melbournewater.com.au/>

Enable

The 'enable' part of the policy model includes options that influence existing systems and the capacity of individuals to act. This part of the model includes removing barriers to ensure ability to act; building understanding; providing facilities or viable alternatives; and educating and training.

The following policy options are explored under the category of enable:

- Ensure local laws aren't a barrier
- Ensure the building and occupancy permit application process is not a barrier
- Provide information and support to residents and businesses
- Create space for experimentation

Ensure Local Laws aren't a barrier

There are a number of local laws in councils which may present as obstacles for people developing and maintaining green roofs, walls or facades. Local laws are developed by councils to deal with community safety, and peace and order issues (MAV 2012). Local laws relevant to green roof, wall and façades tend to include where waste products (e.g. pruned foliage) are held and how they are disposed of, any vegetation issues that are considered to be a weed or fire risk, overgrown vegetation on a public frontage, any poor quality drainage and any need for lifts or cranes that need to be based on public land during construction or maintenance.

A review of how local laws impact owners of green roofs, walls and facades would help to identify if there are aspects of local law administration that could be changed to better enable people to install or maintain their roofs, walls or facades. For instance a permit is usually needed for using street space for lifts and cranes, which could be a disincentive for regular maintenance. If this was found to be a concern, then Council could help enable green roof, wall and façade development by making the process to obtain the permit simpler and/or cheaper. Processes could also be created to ensure developments will comply with local laws, at the time they are approved by council.

Examples of local laws in the City of Melbourne that may influence how construction and maintenance of roofs, walls and facades is carried out (Melbourne City Council 2009a, Melbourne City Council 2009b):

- All necessary steps must be taken to ensure that all recyclable material and green waste is separated from other waste material
- The stormwater drainage connection from the premises must be maintained in good order and repair and free from blockages
- The owner or occupier of any land situated at an intersection must not erect any fence on the land so as to obstruct the clear view of [pedestrians, vehicles and traffic control items].
- An owner or occupier of premises must ensure that all necessary steps are taken to prevent fires and minimise the possibility of the spread of fire by regularly minimising the build-up of grass, weeds, scrub, undergrowth and any other material or substance on or in the premises and ensuring that there is no storage of such material likely to assist in the spread of fire.

- A person must not allow any vegetation, building or thing to protrude from premises so as to obstruct or interfere with the passage of pedestrians or vehicular traffic in or on a public place.

Examples of local laws in the City of Stonnington (Stonnington City Council 2008):

- The owner and occupier of land must ensure:
 - that the land is adequately drained to the satisfaction of an Authorised Officer; or
 - that the land does not discharge water that is a nuisance to an owner or occupier of adjoining land; or
 - water does not discharge from an air conditioner or other equipment onto a footpath.
- A person must not, without a Permit, place, leave standing or use a crane, travel tower, boom, hydraulic arm, lift, tackle or any other machine on or over Council Land.
- A person must not, without a Permit, erect any hoarding, scaffolding, protective barrier or like structure on a Road, Public Place or Council Land.
- The owner and occupier of land must ensure that the land and nature strip adjacent to that land do not contain blackberries or a weed which is a noxious weed, within the meaning of the Catchment and Land Protection Act 1994.
- The owner and occupier of land must not allow:
 - any tree, hedge, plant or vegetation of any kind growing on that land to overhang any road at a height less than two and half metres;
 - any tree, hedge, plant or vegetation of any kind to grow in such a manner so that it obstructs the view of a Motor Vehicle, sign or signal on a Road by any person using that Road; or
 - any tree, hedge, plant or vegetation of any kind to obstruct a footpath.
- A person carrying out any Building Activity, landscaping or gardening works on land must ensure that any rubbish, Waste, water, slime or other debris does not escape from the land.

Ensure the building and occupancy permit application process isn't a barrier

Building permits are issued under the Victoria Building Regulations and generally relate only to the constructional aspects of a building or other development. A building permit is required in most cases involving development. This means that new buildings incorporating a green roof, wall or façade would go through the building permit application process, whereas existing roofs that are retrofitted might not need to, especially if they are not trafficable (accessible). If however, a retrofit included adding building elements, then a building permit would be required for a retrofit.

As is the case for local laws, it may be worthwhile reviewing how the process of obtaining building and occupancy permits impacts people trying to build green roofs, walls or facades. This will allow local governments to determine whether the process is a barrier to action and if any response is required at Council level to make the process more straightforward. One consideration is whether exemption getting a building permit required is appropriate for certain types of works.

When building plans are submitted they are reviewed in light of the Building Code of Australia, which provides technical provisions for the design and construction of buildings and other structures. The code covers matters such as structure (load bearing capacity), fire resistance, access and egress, services and equipment, and energy efficiency as well as

certain aspects of health and amenity.⁸ There are no specific requirements for green roofs or walls in the Building Code, but elements of the code will be relevant.

Some of the issues that a building surveyor would consider prior to issuing a building permit would be:

- Siting considerations – i.e. is a planning permit required, or must siting be assessed against the building regulations?
- A report from a structural engineer if additional loads are proposed, i.e. people, planted areas, retained water, additional structures, etc
- Applicable fire ratings for new structures (including provision of fire reels and hoses)
- Applicable energy efficiency provisions for new structures (Buildings will need to be constructed to comply with the regulations for energy efficiency. If there is an alternative method of design, i.e. putting in a green wall or façade, the design and material will still need to meet the performance requirements. It would be the applicant's responsibility to provide the building surveyor with evidence that the proposed alternative building design meets the relevant performance requirements)
- Access and (emergency) egress for people occupying the area (e.g. number of exits, distance to exits, DDA compliant access)
- Waterproofing and drainage of the existing structure and new green roof area to ensure health and amenity of occupants below the roof is not compromised
- Safe movement for users in and around the area, including ramps, stairs and balustrades.
- Any necessary alterations to “essential safety measures” within the building, e.g. additional emergency and exit lighting, etc.

There is a potential issue that could arise between planning and building processes, where the building is safe to inhabit and the owner wants to move in, but there has been a delay in the construction of the green roof. A building may be habitable without the works being fully compliant or complete. A person can legally move into a home, as long as they have an Occupancy Permit, even if the works are not complete. However if the building has not yet been completed as per the plan, the Occupancy Permit might not be provided. With the green roof industry being very small in Australia at present, delays to builders are not uncommon. This issue should be considered to determine if there are cases where an Occupancy Permit can be provided without a green roof, wall or façade being completed.

Road encroachment is another issue that may come up for people developing green walls or facades. This can be dealt with under planning regulations, building regulations or local laws. Councils tend to have guidelines about these issues, such as the City of Melbourne's Road Encroachment Guidelines⁹. They do not specifically mention vegetated walls, but the issues and principles in these guides are relevant to people considering vertical greening, for instance; ensuring access at street level for people with a disability (not encroaching too much into footpath space); ensuring no negative impact on street lighting or traffic signs; and ensuring the structure won't collapse prematurely in the event of an earthquake or fire and in doing so impede access by emergency services or the safe egress of occupants.

⁸ <http://www.abcb.gov.au/en/about-the-national-construction-code/the-building-code-of-australia>

⁹

<http://www.melbourne.vic.gov.au/BuildingandPlanning/BuildingandConstruction/Documents/RoadEncroachment.pdf>

Provide information and support about green roofs, walls and facades

Provision of free information is an activity which Council can undertake to support policy or regulatory changes. This can be via printed materials, online advice or phone or face to face discussions. Advice to building owners and developers which helps them to consider realistic green roof, wall or façade projects can help raise more awareness of what is possible and the benefits of building such infrastructure. Raising community awareness can help build market demand (e.g. tenants desiring such features in apartment buildings).

The creation of a guide for builders, owners, landscape architects, horticultural contractors and others involved in planning, building or maintaining green roofs, walls or facades, is underway. This project is being undertaken by the four inner Melbourne councils, along with the University of Melbourne and the State Government. These Victorian Best Practice Guidelines will be available by early 2014 and will be free to download.

Aside from new information guides, existing publications can be reviewed to assess suitability for inclusion of new information. This will be particularly important for information sources that Council already refers building owners to. For example the City of Melbourne has *Greening Your Building – A Toolkit for Improving Asset Performance*, and many Councils use *Sustainable Tools for Environmental Performance Strategy (STEPS)*, to assess planning applications. Including information on rooftop and vertical greening in a tool such as STEPS is further discussed in the following chapter of this report, about ensuring consistency of strategy and policy. Consistency is also needed amongst existing guidelines and information booklets that Councils provide for their residents and developers, in order to build a strong interest and awareness of green roofs, walls and facades.

Councils could potentially develop a support service to help residents and businesses interested in green roof, wall and façade development. This could include an education or training component – such as information nights to teach people about green roofs, walls and facades, and introduce them to the Victorian Guidelines (due to be available early 2014). As well as a person in Council that people could call for advice. If there were a key person in each Council, then that person could also champion the cause within Council.

Services to the public could include making information on historical building structures simple to obtain so that building owners could more easily get that information to a structural engineer to appraise the feasibility of the structure for rooftop or vertical greening. Council could even provide a service whereby engineers could be easily engaged, making it simpler for people interested in exploring the potential of their building. A support service might also provide advice to help people navigate through the Council's permit system from planning permits to building permits to permits for exemptions from local laws.

Councils interested in enabling people to build green roofs, walls and facades could encourage local nurseries to supply appropriate plants and substrates for these projects. Compost systems, whereby residents could access free compost made from local food waste, would be another way that Councils could enable budding rooftop gardeners.

If demand warranted it, a support service could also be used as a way to match people who want to garden on a roof (most likely people interested in urban agriculture enterprises) to building owners with suitable roofs and an interest in leasing their roof space. The legal system can already accommodate such a leasing arrangement. The 'Sharing Backyards' program could be used as a model, it is a program used in Canada, the USA and New Zealand

that encourages urban gardening by connecting those who have the space to garden with those who would like to garden but don't have the yard space.

Create space for experimentation

There is potential for Councils to facilitate spaces for experimentation for people in the community who are interested in green roofs, walls and/or facades. Sometimes the best way to introduce new policy is to have trialled an approach in one place, before making a municipal-wide policy.

Often there are community members who want to experiment and try new things, and who find the existing rules obstruct them. For instance, if a community group wanted to put a greenhouse on a rooftop, or if a group wanted to create facades or roofs on local community infrastructure, such as a sports pavilion or even public transport shelters, this can often be almost impossible to explore. Councils could consider how they could support the innovators to trial, and evaluate the benefits of, their ideas, before bringing in municipality-wide changes.

Two examples of experimenting with the transformation of public space can be seen in Newcastle and Sydney, NSW. *Renew Newcastle* has reinvigorated the city and is based on a model to constantly provide new spaces for experimentation and incubation. Artists were given temporary space in empty shop space, and this system incubated 60 new creative projects and enterprises. It was always expected that some of projects would succeed and some would fail, the point was to unleash experimentation. The people behind the project say that to be able to create fertile ground for experiments it is important to lower the barriers to entry - so more people can try more things. They aim to make the place malleable and responsive to the initiative and experimentation of individuals or small groups who have imagination but have no capital.¹⁰

In Sydney, residents of Chippendale have experimented with street composting and a street orchard. Their innovations have allowed the City to see where community interest is and what elements work – the compost bins were eventually closed because of insect infestation. Allowing the residents to experiment was a low risk strategy for the City, because they were able to watch how the experiment turned out in one location, before deciding on an official course of action.

Temporary installations such as those described above, have also been a feature of many innovative street redesign projects around the world. The advantage of a temporary installation is that it lets the broader public experience something new, and allows the community and council to work together to improve and refine the design, and ultimately choose whether to retain or remove it.

Feenstra (2002) highlighted the following lessons from watching sustainable food systems initiatives develop over several years in California, USA. The insights are relevant to Councils wanting to facilitate communities to explore rooftop and vertical greening.

- Social space is important, this can be an actual physical place, but more often is about the opportunities these projects created for diverse people in communities to come together to talk, listen to each other's concerns and views, plan together, problem-solve, question, compromise, etc.

¹⁰ <http://www.marcuswestbury.net/2013/04/27/renewing-the-new-early-reflections-from-docklands-spaces/>

- Political spaces are needed to help pilot projects become part of broader policies and become more formal, or institutionalised, in their community
- Intellectual space is important, although difficult, and requires bringing multiple disciplines and community perspectives together
- Economic space is important and seed funding can be helpful but projects should be proactive in seeking additional economic resources
- Funders and local authorities must be patient, Feenstra suggests *“think of accomplishments or outcomes in different ways and support the invisible dimensions to the extent that you can.”*

By the very nature of allowing community experimentation, temporary installations and development of ideas, there is no recipe that a council can follow to create these spaces, they will need to evolve in local areas.

Experimentation can also be encouraged within Council itself. For instance, urban designers could be encouraged to experiment with green facades as a method for reducing graffiti, or in order to get greenery into a confined space, like a laneway.

PLANNING OPTIONS

Overview of planning schemes in Victoria

A planning scheme sets out policies and requirements for the use, development and protection of land. A planning scheme applies to each municipality in Victoria and is implemented through strategic and statutory planning processes.

A planning scheme contains three main parts, consisting of maps, written text and incorporated documents. The written structure of a planning scheme is constructed with reference to the Victorian Planning Provisions and must contain the following parts:

- A State Planning Policy Framework
- A Local Planning Policy Framework
- Zone and Overlay provisions
- Particular Provisions
- General Provisions
- Definitions
- Incorporated Documents
- List of Amendments

The first 4 components of a planning scheme, shown above are considered in this chapter, for their potential to be amended in order to encourage the construction of green roofs, walls and facades.

The *State Planning Policy Framework* provides direction in relation to strategic issues of State importance. Every planning scheme in Victoria contains this policy framework. The *Local Planning Policy Framework* contains a Municipal Strategic Statement and local planning policies. The framework identifies long term directions about land use and development in each particular municipality; presents a vision for its community and other stakeholders; contains locally applicable policies, and provides a rationale for the application of zone and overlay requirements and particular provisions in the scheme. *Zones* prescribe the type of land use allowed in an area. *Overlays* outline the development and built form requirements in an area, and additional requirements for subdivision, buildings and works. *Particular provisions* show requirements for any specific uses and development.

State Planning Policy Framework

State Planning Policies apply to all planning schemes and therefore all land in Victoria. These policies must be taken into account when developing local policy and making planning decisions. The State Planning Policies help provide builders and developers, other industry stakeholders, and the public, with clarity on the broad principles that the Victorian government considers should guide development across the state.

The State Planning Policy Framework is structured around nine themes - settlement, environmental and landscape values, environmental risks, natural resource management, built environment and heritage, housing, economic development, transport and infrastructure.

Each policy includes:

- An objective that sets out the aim of the policy
- Strategies that outline how the policy is to be achieved
- Policy guidelines that provide guidance about specific strategies, legislation and other matters to be considered in planning decisions

Information about green roofs, walls and facades would be relevant under the policy themes at *Clause 13 - Environmental Risk* and *Clause 15 - Built Environment and Heritage*.

Clause 13.01 – Climate change impacts exists under *Clause 13 - Environmental Risks*. This clause has only one sub-section under it dealing with 'Coastal inundation and erosion'. A new section about excess heat gain and retention in built-up urban environments could be included under this clause. The strategies section could highlight the importance of urban greening in the form of green roofs, walls and facades, especially if implemented on a broad scale.

Clause 15.02 - Sustainable development can be found under *Clause 15 - Built Environment and Heritage*. This clause has a sub-section dealing with 'Energy and resource efficiency'. A new sub-section could be inserted about alternative approaches to greening, as an important element of sustainable development.

If the State Planning Policy Framework were amended by the Victorian State Government to include specific reference to urban heat island effect and alternative approaches to greening (as suggested above), this would provide a clearer planning policy context to support green roofs, walls and façade technology. Some of the benefits of this approach include:

- Identify the role / contribution of alternate greening in urban development
- Provide clarity and strength to planning decisions around green roofs, walls and facades and help encourage their development
- Provide a consistent policy approach to green roofs, walls and facades for all municipalities
- Provide a solid policy basis for decision making in planning and making any amendments to a Local Planning Policy Framework regarding green roofs, walls and facades

The challenge of amending state policy (as with amending any part of a planning scheme) is that adoption of changes must be made at the State Government level and particular must be approved by the Minister for Planning. As such there can be a significant lag time between suggesting changes to the State Planning Policy Framework and seeing them enacted in practice.

Municipal Strategic Statements

The Municipal Strategic Statement (MSS) is a statement of the key strategic planning, land use and development objectives for a municipality and includes strategies and actions for achieving the objectives. A MSS provides the strategic basis for the application of local policies as well as zones and overlays.

MSSs are reviewed every four years. Local governments are able to include objectives and strategies which could focus on green infrastructure in general; reducing urban heat island effect; or explicitly around green roofs, walls and facades. The City of Melbourne has a proposed updated MSS that includes reference to vegetated rooftops as a method for increasing biodiversity in cities. In early 2013 the City of Stonnington proposed changes to

the MSS that included information on encouraging green and white rooftops as a means of incorporating more sustainable design techniques in developments. However the review panel recommended that the ESD strategies be removed and considered as part of a separate amendment. It was subsequently proposed to include this specific strategy in the MSS as part of Amendment C177 to introduce an ESD local policy. As of mid March 2013 the Council was seeking authorisation of the amendment.

At first glance, the advantage of amending a MSS, compared to other parts of a planning scheme, is that it may not raise too many concerns at a State Government level, and therefore be easier and quicker to change. However the Stonnington experience may be highlighting that the state government is not supportive of these kind of changes. The benefit of highlighting green roofs, walls and facades in a MSS rather than in the state planning policy framework, is that a Council could be more specific, not having to write in general enough terms to be relevant to the whole of Victoria.

Local Planning Policy Framework

The Local Planning Policy Framework includes policies to implement the objectives and strategies of the Municipal Strategic Statement. A Local Planning Policy (LPP) is a policy statement of intent or expectation. It states what the responsible authority will do in specified circumstances or the authority's expectation of what should happen. A LPP gives the responsible authority an opportunity to state its view on a planning issue or its intentions for a local area. A LPP provides guidance for planning permit applicants, and guidance for assessing an application and decision making. The Local Planning Policy Framework provides clarity and consistency of local planning conditions.

Explicit support for green roofs, walls and facades in a LPP will provide planners with the capacity to require, encourage or support development which includes these types of green infrastructure and provide clarity around which types of green infrastructure are appropriate and inappropriate. The inclusion of requirements and support for green roofs, walls and facades in a LPP will provide clarity and consistency in relation to local planning context.

The advantage of promoting green roofs, walls and facades in LPP is that building designs can be influenced at a very early stage, when permission is being sought for a new building or a renovation. This is preferable to trying to encourage green roofs, walls and facades via other means, which only apply to an applicant after planning permission has been granted and a building already designed.

There are two options for encouraging green roofs, walls and facades in a LPP – an amendment to an existing policy or the inclusion of a new policy.

A new policy would allow a clean slate to create specific objectives, strategies, application requirements, development requirements, decision guidelines for green roofs, walls and facades. It may be questionable whether a policy purely focused on green roofs, walls and facades could be adequately justified if other alternatives to state the same information exist (i.e. by amending existing policies) or an alternative may be to create a policy on a related broader topic about greening, or urban heat island effect or stormwater management. The creation of a new local policy is a lengthy and difficult process (and therefore resource intensive for Councils).

An alternative option to a new policy is to identify an existing policy that could be amended to be explicitly supportive of green roofs, walls and facades. Opportunities are likely to be

within the urban design and built form policies that exist in most Councils' LPP's. An example is City of Melbourne's 'Urban Design Outside the Capital City Zone' (Clause 22.17). This policy addresses the built form character of an area and there would be an opportunity to amend the following areas of the policy:

- Objectives (include a new one)
- Building tops
- Visible facades and blank walls facades

The process of amending existing LPPs can be lengthy, due to the need to obtain Ministerial authorisation and approval for each planning scheme amendment. The State Government is currently considering a proposed LPP on Environmentally Sustainable Development and Water Sensitive Urban Design for some Municipalities. It is also reviewing a proposed LPP for City of Melbourne on energy, water and waste efficiency: Planning Scheme Amendment C187 proposes specific industry-recognised standards for energy, water and waste efficiency depending on use and size of the proposed building. It may be appropriate to wait until the State's position is clear on these local policy proposals, prior to determining where best to adapt or introduce local policy partly or wholly addressing green roofs, walls and facades.

The Victorian Best Practice Guidelines on design, construction and maintenance of green roofs, walls and facades, developed by the IMAP Councils (due for completion December 2013), could be listed as a 'Reference Document' in Local Planning Policy Frameworks to support any strategy or policy dealing with such greening types.

Particular Provisions

Particular provisions are part of a planning scheme that can require planning permits or alternatively outline specific prerequisites under which a planning application may need to be assessed. Relevant provisions include:

- *Clause 54 and 55 (ResCode)* A residential design code that governs all Victorian residential developments up to three-storeys. It includes regulations regarding street setbacks, building heights, provision of private open space, etc.¹¹
- Higher Density Residential Design Guidelines (HDRDG) - Guidelines which apply to buildings of four storeys and above and cover aspects including height, neighbourhood character, street setback, open space, overlooking and overshadowing.¹² The HDRDG are policy guidelines listed under *Clause 15.01-2 - Urban design principles*.
- *Clause 52.35 (Urban Context Report & Design Response for Residential Development of Four or More Storeys)*. This clause requires an urban context report to provide a written statement that describes any relevant housing, neighbourhood character, urban design and landscape plan, strategy or policy set out in this scheme, and a design response that explains how the proposed design responds to these matters.

Clauses 54 and 55 (ResCode) of the Victorian Planning Provisions could be amended to be supportive of green roofs, walls and facades. Standards for the encouragement of green roofs, walls and facades would probably include permeability (*Clause 54.03-4 and 55.03-4*)

¹¹ <http://www.propertysubdivision.com.au/articles/rescode-and-guidelines-/>

¹² <http://www.dpcd.vic.gov.au/planning/urbandesign/guidelines/guidelines-for-higher-density-residential-development-four-or-more-storeys>

private open space (*Clause 54.05-4 and 55.05-4*), site coverage (*54.03-3 and 55.03-3*) and *landscaping objectives* (*Clause 55.04-8*).

Amenity impacts (*Clause 54.04*) which address overshadowing and overlooking objectives should also be reviewed to ensure that non trafficable green roofs are not treated the same as green roofs which are designed for regular access and traffic. It will be important for planners to stay abreast of VCAT decisions about overshadowing of solar panels, as in future there might also be opposition to new high rise development that is going to overshadow existing rooftop greening.

Clause 55.03 - Site Layout and Building Massing provides opportunities to promote the value of green roofs, walls and/or facades in various objectives, including:

- To facilitate on-site stormwater infiltration (also note *Clause 54.03-4 – Permeability impacts*)
- To integrate the layout of development with any public and communal open space provided in or adjacent to the development.
- In locations of habitat importance, maintain existing habitat and provide for new habitat for plants and animals
- To achieve and protect energy efficient dwellings and residential buildings

Adjustments could be made to the objectives and standards in these clauses, or an additional objective specific to encouraging green roofs, walls and facades could be added to the clause.

In the HDRDG, amendments could be made in Section 2.11.2 'Roof forms' that provides guidance on designing the roof to be used.

A disadvantage of HDRDG is that it is a Reference Document which is performance based and not as 'prescriptive' as ResCode. This means that any additions to HDRDG may not have a significant impact on green roof, wall and façade development. The disadvantage of ResCode is that it doesn't apply to the bulk of larger residential buildings that are more than three storeys.

ResCode and HDRDG only apply to residential buildings and any changes to these requirements will not affect applications for buildings for any other use. Changes to these provisions will therefore be limited in their effectiveness to residential buildings only.

Zones and Overlays

Zones and overlays specify when a planning permit is required and provide direction to an assessment of an application. Zones and overlays have the opportunity to address local objectives and strategies through the use of an associated schedule, although there is more flexibility with this approach through the overlays.

Zones primarily relate to the control of land use and generally are not the most appropriate planning mechanism for incorporating information about greening, however the exception is the Activity Centre Zone (ACZ) and Capital City Zone. The ACZ is used specifically for developments in Central Activities Areas, Principal Activities Areas, Major Activities Areas and Specialised Activities Areas.¹³ The ACZ implements the strategic directions for an activity centre and dispenses with applying multiple zones and overlays at a centre.¹⁴ The ACZ is not

¹³ <http://www.dpcd.vic.gov.au/planning/plansandpolicies/activitiesareas/boundariesandzone>

¹⁴ http://www.dpcd.vic.gov.au/__data/assets/pdf_file/0019/41671/FINAL_Activity_Centre_Zone_02_09_Web_Compress.pdf

used in the Inner Melbourne councils. The Capital City Zone is used only in the City of Melbourne.

The advantage to incorporating principles to achieve vertical and rooftop greening for Activity Centre or Capital City Zones is that these principles can then be incorporated into structure plans and conditions for development. However the disadvantage of this option is that incorporating changes into these zones would be time consuming and difficult and this may not be warranted compared to other planning system changes which would provide consistency across a municipality rather than applying just to one area.

Exempting rooftop and vertical greening works from requiring a permit in the Capital City Zone or Activity Centre Zone may be an option. Exemptions are discussed later in this chapter.

Amendments could be made to overlays to include green roofs, walls and facades. The schedules to the overlays may be the best place to include greening objectives and requirements. The changes could be to an existing schedule or a new schedule that encourages green along a corridor or within a specific area.

Relevant overlays include:

- Design and Development Overlay – generally precinct specific
- Incorporated Plan Overlay – site specific
- Development Plan Overlay – site specific

Information could be included in existing overlays on design objectives such as urban ecology, landscape, and design requirements – for instance a minimum size expected to be covered in vegetation.

The *Growing Up* report commissioned through the Committee for Melbourne initiative (Crawford 2010) suggested that an important contribution that planning schemes might make is to encourage green roofs and target their proliferation along corridors or in clusters. Crawford suggested for instance that provisions be made to specifically encourage green roofs around areas that will help to reduce demand on the storm-water system during severe storm events. This could be achieved through overlays.

In relation to developing a new overlay solely addressing greening, it should be noted that it would be a difficult process to influence State Government to create a new overlay. Even making changes to an existing overlay could require a lot more effort from a Council than changing a local policy, and a municipality may get a greater impact from a local policy that supports green roofs, walls and facades, more so than an overlay (as the effect of a change in the overlay would only be applicable to the parts of the municipality covered by that overlay). It can be argued however that an amendment to an overlay is more useful than amending residential design guidelines, because overlays ensure that all buildings are captured.

Existing Design and Development Overlays (DDO's) can also include either discretionary or mandatory height controls.

Mandatory height controls: Buildings in these overlays that are at or above these height limits cannot add further building storeys which can result in underutilised and unattractive rooftops. An opportunity exists to create an exemption for green roofs (and associated features) where mandatory controls apply in these overlays. Currently architectural features and building services are exempt from these height controls. This would allow the building

owner to utilise their roof without creating development that would jeopardise the design objectives of the DDO. Clear definitions of what architectural features are considered part of a green roof would be needed.

Discretionary height controls: Where DDO's have discretionary height limits an application can be approved above the height limit if it meets the design objectives and outcomes of the schedule. There is an opportunity here to require a green roof where development is proposed above the discretionary height. This requirement could be located in the outcomes section of the DDO.

Planning Scheme Incentives

The process of considering planning permit applications provides opportunities for giving incentives to those applicants intending to incorporate green roofs, walls and/or facades into a development. This can be through waiving planning application fees, providing concessions in the planning scheme, fast tracking planning applications, or providing exemptions to planning permit requirements.

Waiving planning fees for planning applications proposing green roofs, walls or facades could be used as an incentive. However it would only be appropriate for applications that include only a green roof, wall or facade and no other works. It would also have resource implications for councils. If this option was pursued, Councils could potentially argue the case to waiving the fee under the Planning and Environment (Fees) Interim Regulations 2011¹⁵, under the suggestion that: *"in the opinion of the responsible authority the payment of the prescribed fee is not warranted because the application or determination imposes on the authority no appreciable burden or a lesser burden than usual."*

Concessions in the planning scheme would mean allowing a developer a variation on one aspect of the planning scheme (for instance minor variations in height or an increase in the footprint of buildings) in exchange for greening, especially if the greening was of a certain standard and size to ensure other benefits, such as stormwater management and meeting permeability objectives. Another possible concession would be to reduce the private open space requirements for multiple dwellings if an accessible green roof is incorporated. A concession could also be considered by excluding particular features of building from the building envelope, for instance a greenhouse on a roof might not count against floor area, or set back limits. Currently there is scope to allow some variation on height controls (as long as the control is not mandatory) in built form controls and potentially something similar could be developed to provide a specific variation for green roofs.

An example of a local built form control follows:

Buildings and works. Height.

Buildings and works are considered to meet the design objectives for height if:

** They do not exceed the preferred maximum height specified in the table to this schedule.*

** Architectural features such as domes, towers, masts and building services do not exceed the maximum height by more than 4 metres and do not exceed 10% of the gross floor area of the top building level, except for DDO1-5*

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Providing a guidance that allows for structures associated with green roofs, walls and facades (similar to the way the above example refers to architectural features) may enable the uptake of these instead of having to provide these elements within the Design and Development Overlay (DDO) envelope (whether it is mandatory or discretionary). The downside is that each DDO schedule would need to be modified. Some DDOs will refer to design objectives encouraging landscaping within setback areas and it would be worth exploring whether specific DDO schedules could be modified to include a design objective encouraging green roofs, walls or facades.

Councils tend to be wary of providing concessions, with concerns that these are often abused by applicants or that they can set a precedent, which whilst applicable to one site, may not be appropriate for others.

Fast tracking planning applications is potentially another incentive for development of green roofs, walls and facades. All IMAP Councils have fast track planners and the City of Port Phillip, for instance, has a list of items to be fast tracked, including solar panels, water tanks and wind turbines. Potentially green roofs, walls and facades could be added to a fast track list. Fast tracking basically provides approval without requiring advertising. However Council would need to be satisfied that there is no impact - which can be difficult to prove, with our current understanding of green roofs, walls and facades, especially as these types of infrastructure all vary from site to site. It would be difficult to create one simple rule for which roofs, walls and facades designs would be eligible for fast tracking. In addition, another major issue is that many green roofs, walls and facades will be submitted for planning approval as part of a larger project, and whole projects could not be fast tracked, only the greening component, which would probably mean there wouldn't be any real incentive resulting. If the works were a simple greening addition they may not trigger a permit anyway. However as fast tracking is a matter which can be achieved outside an amendment to the planning scheme, and can be instigated by Councils directly, it is quicker to implement than many other options. An advantage to councils in using fast tracking, as opposed to other incentives such as exemptions, is that because the decision whether to fast track an application is made on a case by case basis, they can be treated as normal applications if a problem arises.

Exempting permit requirements or advertising will require an amendment to the zone/overlay content which could be a Ministerial Amendment if it's the zone or overlay, or Council driven if it's in a Schedule to those clauses.

For both fast tracking or concessions a major drawback is that it would be difficult to ensure that the applicant followed through to a satisfactory level on what they said they would do. If a permit is required, then conditions can be used to ensure proper installation and the ongoing maintenance; although these conditions are sometimes onerous on Councils in terms of enforcement and resources. In addition, there are no mechanisms for ensuring longevity of the greening even if its existence could be checked at completion of the build. This leaves the approaches open for abuse as applicants could represent to Councils that they would provide positive greening outcomes in order to warrant the fast tracking or concessions, and ultimately not deliver these in the longer term.

Exempting certain works associated with green roof, wall and facade constructions from requiring a planning permit, within certain limits, is an alternative way to create an incentive via the planning system. *Clause 62.02-1* and *62.02-2* set out exemptions from permit requirements in every planning scheme in Victoria relating to the construction of a building or the construction or carrying out of works.

Clause 62.02-1 outlines 'Buildings and works not requiring a permit' and includes gardening. *Clause 62.02-2* outlines 'Buildings and works not requiring a permit unless specifically required by the planning scheme' and include domestic services normal to a dwelling, a rain water tank with a capacity of not more than 4500 litres and repairs and routine maintenance to an existing building or works, for example.

Inclusion of an exemption for small green roof, wall and facade infrastructure in *Clause 62.02-2* could override any requirement in the planning scheme unless there is a specific planning permit trigger that requires these buildings and works to require a permit. This option could be combined with additional triggers in the Heritage Overlay and Neighbourhood Characteristic Overlay to ensure that green roofs, walls or facades don't adversely impact in sensitive areas.

If a total or part exemption for green walls, roofs and facades from requiring a planning permit is not considered appropriate, the removal of further steps, such as notice and review (advertising of the application) could occur. As such, if the construction of a green roof, wall or facade is the only permit trigger then exemption from notice and review requirements would reduce the planning process timeframe, advertising costs and third party appeal rights.

Amendments to *Clause 62* would require definitions of green roofs, walls and facades to be included in the planning scheme, including the scale of them (for instance, very large installations might be excluded). *Clause 72* lists general terms which may be used in a planning scheme and provides a definition for each. Including a definition of green infrastructure such as green roofs, walls and facades will give clarity for decision makers and applicants when determining whether or not a planning permit is required.

Amending *Clause 62* would encourage green roofs, walls and facades by cutting red tape and removing obstacles that may dissuade their construction. However it would be difficult to develop an amendment unless clear definitions are developed of which types and sizes would be eligible for exemption. Such clarity is needed to avoid confusion and conflict with members of the community who do not get notified but feel they are affected by the works.

Mandating Green Roofs, Walls or Facades

The planning system can be used as an instrument to require rooftop or vertical greening in particular circumstances, this is an option that has been deployed overseas, but not yet in Australia. The box below outlines lessons from this approach from the German experience.

Opportunities and limitations of mandating greening through planning regulations (based on a review by Ngan 2004)

Opportunities

- Integrating green roofs into development regulations is useful when financial green roof incentives are not possible because of budget constraints.
- Regulations are especially effective in new development areas where all buildings are subject to a development approval process.
- Some German cities require that all flat roofs on public buildings be greened as an example to encourage the private sector.

Limitations

- Some property owners and developers are likely to protest against the extra costs. Although life cycle costs may favour green roofs, developers with short-term investment goals may be unable to recoup their investment. However, they may benefit in ways not initially calculated. Experience gained from Stuttgart has shown that some of those who complained vehemently later proudly presented their new environmental image on company brochures.
- Regulations are difficult to implement in existing areas and for retrofit projects. Often a combination of regulations in new developments and incentives for existing areas are used to promote green roofs in all areas.
- There are some areas where green roofs are not appropriate. For example, green roofs may not be appropriate in areas where visual design consistency is promoted.

CHOOSING POLICY OPTIONS

When choosing appropriate green roof, wall and façade policies, it is crucial to be clear on what the jurisdiction is trying to achieve. This is important at many levels.

Firstly, it needs to be considered whether green roofs, walls and/or facades are the only way to achieve the outcome the agency is after, and if not, it is important to ensure any supportive policy is not at the expense of other methods to achieve the same outcome. For instance, stormwater management: Green roofs can help reduce run-off but reducing the proportion of built up land in a municipality is more effective at reducing run-off, so it would be an overall negative impact to have an incentive on green roofs that encourage developers to build over a greater amount of land than they would have originally (e.g. removing ground level garden space and replacing with roof garden space).

Secondly, it is important to be clear on what a green roofs, walls and/or façade policy is trying to achieve, so that the policy is appropriately targeted. If the purpose is to raise public awareness, a whole municipality would likely be the target, if the purpose was about using green roofs and walls to manage stormwater then hydrological models of the area might inform where the projects are most needed, and therefore which parts of the municipality should be targeted.

Thirdly, a clear understanding of the aim of the government agency will also inform how the policy should be evaluated. Generally, measures of performance, rather than counts of square metre coverage, will be needed to prove success, or otherwise, of the policy. This means focussing on outcomes such as change in stormwater run-off or summer temperatures of a local area, not simply counting installations. However, counting basic items such as numbers of green walls or area of green roofs, could be a useful measure if the walls or roofs are known to meet a performance standard. For instance, if a program only supported green roof projects that met certain specifications, such as a minimum depth of growing media, minimum maintenance agreements, and minimum vegetation coverage, and these standards were known to ensure the roof was beneficial for particular outcomes, then each roof doesn't need to be evaluated on performance, in order to evaluate the success of the overall policy. However, in Australia there is not enough scientific research yet to be able to specify criteria that lead to particular outcomes. (This contrasts with Germany, where, with decades of research, they have comprehensive green roof standards and they are more likely to be sure that a roof meeting certain technical specifications will result in particular performance standards).

It has been suggested, in the USA, that at the very least, standards for green roofs should address minimum continuous coverage of the growing media, minimum depth of growing media, key features of qualifying buildings (e.g., roof slope, building class, zoning class), and maintenance agreements (Carter and Fowler 2008). Developing such minimum standards in Victoria will help policy makers, planners and others in government, be able to apply consistent and confident decision making to green roof, wall and façade policies and programs.

CONCLUSION

This report provides a comprehensive review of policy options that local governments could use to encourage greater development of green roofs, walls and facades in the inner Melbourne region. By adopting policies outlined in this report it is likely that behaviour can be influenced in order to encourage greater development of green roofs, walls and facades. In most cases more than one policy option should be implemented at once, as they are supportive and reinforcing of each other. It is important that government agencies and partner organisations work together and share their experiences as they explore and trial different policy options.

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SECTION

01

DRAFT

An introduction to green roofs, walls and facades

**GROWING
GREEN
GUIDE**



BACKGROUND

Cities are increasingly trying to get back to nature and blur the distinction between the urban environment and the broader landscape. Around the world, and in Melbourne itself, more and more walls and roofs of buildings are being covered with living plants. From the creepers that quietly cover greater amounts of a wall as they expand from a garden, to the fanfare that accompanies the development of major 'artworks' of living walls in public spaces, to the home-made green roofs on backyard sheds, and the increasing number of inner city bars with rooftop gardens we are seeing a transformation in the city and a new appreciation of living plants as part of the built environment.



A future with buildings covered in vegetation relies on the development of quality roofs, walls and facades, and commitment to ongoing maintenance.

In 2011 there were an estimated 87 green roofs in Victoria. There are untold numbers of green facades and in 2013 an estimated 10-20 green wall installations in central Melbourne. Much greater numbers of green roofs, walls and facades are possible in Melbourne, and in other parts of Victoria. Urban environments with these features would be cooler and more pleasing to live among and they would provide new habitat for insects and birds. In addition, with good planning, vegetation grown on buildings could provide urban environments with greater resilience in heavy rainfall events.

Building owners could also have significantly reduced power costs from heating and cooling, - as rooftop plants and the 'soil' they grow in act as a layer of insulation.

A future with buildings covered in vegetation relies on the development of quality roofs, walls and facades, and commitment to ongoing maintenance. This needs to be underpinned by a knowledge of how best to design, construct and maintain green roofs, walls and facades, which is understood by architects, engineers, builders, developers, building owners, government planners and urban designers, landscape architects and those involved in installing the products and equipment to create these urban innovations. This guideline has been put together with the best knowledge and advice that industry and researchers have to date, in order to enable the building and design industry, and any building owners, to create and maintain green roofs, walls and facades that can help change the face of our urban environments into the future.

These guidelines have come about from the commitment of a great number of people who are already involved in designing, constructing, maintaining and researching green roofs, walls and facades. The development of guidelines has been supported by four inner Melbourne local governments, - the Cities of Melbourne, Port Phillip, Yarra and Stonnington, the University of Melbourne and the State Government - through the Victorian Adaptation and Sustainability Partnership. Through the commitment and passion of these people and organisations we hope to propel a revolution in urban landscapes in Victoria, and we invite you to be a part of it.



Definitions

Green Roof



A vegetated landscape constructed on a roof that consists of various layers, which can be installed either in modules or 'loose laid' over the top of the roof.

Green Wall



A modular, container system, or a fabric-based growing system, erected directly on a building wall and supporting largely herbaceous plants.

Green Facade



Plants grown directly over a building wall, either climbing up or hanging down, or climbing plants using cabling or a trellis support structure adjacent to a wall. Plants can be grown in ground or in containers.



The case for green roof, walls & facades

Around the world more and more leaders in city design, development and planning are calling for ‘green infrastructure’, ‘biophilic urbanism’ and ‘greener cities.’ These terms encompass an interest in green roofs, walls and facades, as well as parks, gardens, wildlife corridors, community gardens, wetlands, running water in cities, and a range of other initiatives that incorporate a greater degree of the natural environment into the urban landscape.

This interest has been bolstered with the confluence of several streams of thought about why integration of the built and natural environment is beneficial in cities. On the one hand there has been significant research in the health field about the benefits that come with being surrounded by green space – for both mental and physical health. Also, research has shown that the interaction of people with the natural environment increases pride of place and is a catalyst for community building. There is a growing popular interest in urban food production and sustainable design, which generates demand for more green spaces, more eco-friendly buildings and regulatory flexibility that allows individuals to explore urban agriculture in and around their properties and public spaces.

There has been much research on the value of biodiversity conservation and urban ecology, and the need to consider the wider environment, not just human needs, in cities. Finally, adding weight to the interest in greener cities, research on climate change resilience indicates that people and the urban systems they depend on (water pipes, roads, buildings) will be better off if they exist within a resilient and healthy natural environment. This research has led to increasing interest in using vegetation to protect shorelines from storm surges and to filter and slow down run off from intense storms, to cooling a city with vegetation to mitigate against intense heat waves and simply encouraging native wildlife back into places they once inhabited. Green roofs, walls and facades are seen as particularly interesting by many for the multiple benefits they can provide. These benefits are explored in the following pages.

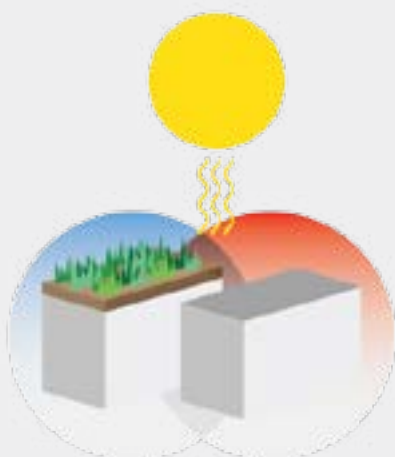


Benefits of green roofs, walls & facades



Cleaning the air

Plants on green roofs, walls and facades can be effective at removing pollutants from the air - depending on the type of plant, leaf surface and leaf tissue. Green walls planted with vines have a very dense leaf area per square metre and have been shown to be good in removing particulate matter. Green roofs and walls also help improve air quality by controlling heat gain and the associated generation of smog.



Cooling a city - Urban heat island effect

Hard surfaces in urban environments such as buildings, conventional roofs, roads and parking lots are related to a rise in ambient temperature, known as the Urban Heat Island Effect. This condition can lead to negative effects on days of extreme heat in urban environments (heat related illness, ground level smog formation). Green roofs and walls, implemented as a city-wide strategy, can mitigate the heat island effect. By introducing vegetation onto roofs and walls, temperatures can be reduced by means of evapotranspiration (evaporation of water from the soil and plants, and plants transpiring by taking water in through roots and releasing it through leaves) and simply through covering the roof with a less absorbing surface. Energy from incoming solar radiation that would otherwise heat the roof or wall surface and increase ambient air temperatures is instead used in the evapotranspiration process, resulting in latent heat loss that lowers surrounding air temperatures.

A study in Toronto, Canada, modelled the effect of green roofs on the urban heat island and concluded they would reduce local ambient temperature by 0.5C to 2C. It was calculated that this would result in \$12m in savings from reduced energy demand for cooling.



Creation and preservation of habitat & ecological biodiversity

Green roofs can contribute to conservation and enhancement of biodiversity by creating new links between existing habitat areas and providing additional habitat for rare or otherwise important species. Green roofs can provide a link for migration of insects and birds and provide biodiversity benefits for a range of plant, invertebrate and bird species, if consideration is given to this at the design stage. The potential for biodiversity depends on plant species and height, food sources and building height.



Storm water management

Green roofs absorb and retain water and are therefore one strategy for controlling stormwater runoff in urban environments. Green roofs influence run-off by intercepting and retaining water from the early part of the storm, and limiting the maximum release rate of run-off in larger storms. Water is stored in the substrate, used by the plants, or retained in plant foliage and on the substrate and evaporates. Additional water storage capacity is available in green roof systems which have a water retention layer. In addition to helping slow and reduce storm water run-off, green roofs can also filter particulates and pollutants.

A number of elements influence the extent to which a green roof can control the volume of water running off. The vertical depth of the growing substrate and drainage layer, consistency and porosity of the growing substrate, structure of the drainage layer, and slope of the site. The type of plant species and type of drainage system are important factors to consider when designing a green roof system for water treatment. The run off diversion for green roofs is also influenced by the weather conditions of the region. The length, intensity and frequency of rain events will influence a green roof's ability to retain water.



Aesthetics, open space & urban agriculture

Liveability of cities, especially those undergoing rapid population growth and building development, is dependent on availability of open space. Green roofs help increase amenity and open space, can encourage community gardens and food production, and can extend commercial and recreational space.

It has been found that including greenery in the cityscape reduces stress and patient recovery time, improves worker productivity, decreases noise, increases property values and has been linked to a reduction in crime.

Urban agriculture is commonly discussed as a way to ensure food security, enhance community participation in the food system and improve health. Food producing gardens located on rooftops can be places for education and local distribution, as well as a showcase for commercial endeavours.

The importance of green roofs, walls and facades in providing green space in dense urban areas should not be underestimated. Especially in inner Melbourne, it can be difficult to create new areas of parks and gardens, where most space has been taken up with built infrastructure.



Benefits for building owners

Green roofs, walls and facades are increasingly used by building owners to add a point of difference to their building. The green façade or wall can add an element of prestige and beauty to a building. The green roof can be a versatile space used for recreation, urban agriculture or commercial space for a bar or café.

The construction of a green roof, wall or façade can happen relatively independent from the rest of a building project and therefore poses very little risk of delaying the construction of a new building. That said, it is still very important to include the installation specialists in early discussions of the construction project timelines, to get the most efficient timetable of construction.

Internationally and in Melbourne, it has been suggested that if a building is more aesthetically and environmentally desirable, there are economic benefits in terms of lease outs, property values and employee recruiting. Due to the increased consumer interest in green buildings developers are often looking to Green Star and National Australian Built Environment Rating Schemes, green roofs, walls and facades are increasingly being considered to help achieve points toward these ratings.

Building owners also find a benefit in green roofs through additional protection of the roof's waterproofing membrane – by covering it with a layer of organic and inorganic insulation. This reduces the stress placed on the membrane by preventing severe fluctuations in temperature. The protection afforded to roofs is especially important in Australia where exposure to ultraviolet radiation can be extreme.

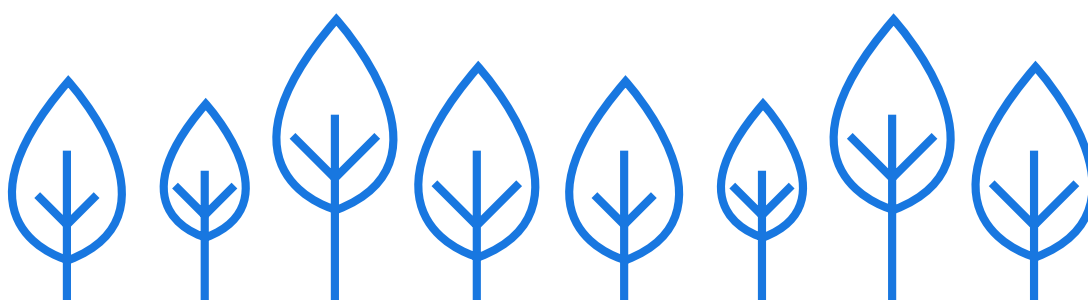
One of the biggest benefits of green roofs, walls and facades for building owners is in reduced heating and cooling costs. The insulation provided by green roofs reduces heat transfer

through the roof and ambient temperature on the roof surface, resulting in better performing Heating Ventilation and Air Conditioning (HVAC) systems. Green walls and facades provide insulation by direct shading of the building surface, and from passive cooling due to transpiration. When plants are grown on a support system that leaves a gap between the wall and the vegetation, hot air moves by convection up through the space between the wall and the plants. All green roof, wall and facade systems provide local cooling through evaporation of water and transpiration by plants. Evaporation from felt-based green wall systems will be significant because they are constantly irrigated.

Whilst there is great potential for cooling of buildings via vegetation, the research results vary significantly in how much difference in temperature, and effect on energy savings can be detected between buildings with green roofs and conventional roofs. The variety in results is because the amount of energy saved depends on a range of factors including:

- the percentage of rooftop covered by a green roof
- the thickness of additional insulation used in the installation.
- the height of the building (the floor directly under the green roof receives most benefit)
- the type of vegetation used and depth of the soil substrate
- roof to wall ratio
- climatic conditions and microclimate of the building
- HVAC efficiency

As such, it is important to very carefully design the roof, wall or façade to maximise the cooling potential of the installation.





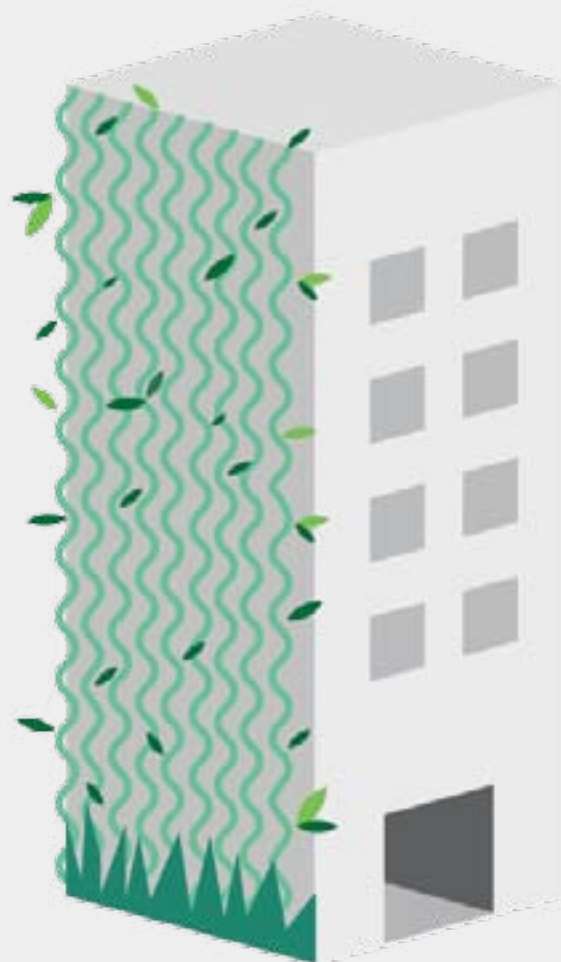
Describing green roofs, walls & facades



Green roof types

Green roofs are often described as extensive or intensive. Extensive green roofs are generally designed to be lightweight and to maximise the performance and environmental benefits that a green roof can bring to a building. Extensive green roofs feature a layer of growing substrate that is 200mm deep or less, and are generally planted with succulents, grasses or native plant species. This means they have very low water requirements. Extensive green roofs are not usually accessible to the public, unless decks or walkways are provided. Intensive green roofs are generally designed as amenity space that can be used by building tenants or by the general public. Intensive green

roofs are generally heavier, include a deeper layer of growing substrate, support a wider variety of plants, and have greater needs for irrigation and maintenance. Irrigation of green roofs can be either manual, with a hose, if the space is easily accessible and small enough for one person to manage, or an automatic watering system can be installed. Good drainage is imperative to avoid waterlogging or plants or structural damage due to excess weight on the roof. Often a roof can only support intensive plantings in particular areas, where it has most strength, and otherwise has extensive green roof plantings, this combination is called a semi-intensive roof.



Green facade types

Facade greening may cover a building by the growth of climbing plants up and across the face of a building. Generally only one or a few species are planted, providing a fairly uniform look to the building. Plants may be planted in the ground, or in containers placed at different heights up the face of a building. Therefore, water must be supplied to either the garden bed in the ground or to the containers, the latter needing more irrigation than the former. Although plants may trail down from containers, extensive cover of a wall is typically achieved by upward growth

of plants. There are facades that use no support systems, where the plant clings onto the building, and facades that use cabling, trellis or other supports, where plants twine around the supports. The decision for which type of façade comes from whether the building owner has a preference to separate the vegetation and building wall (more costly because a support structure must be built) and depends on which species of plant is used – one that can adhere to a building or one that has tendrils and requires some wire or cabling to attach to.



Green wall types

Green walls can be built onto internal or external walls, however adequate light is a big constraint for internal walls. There are two main approaches used in green wall design and construction, felt fabric mounted plants and modular, containerised systems. The former involve two layers of felt, or similar material, mounted and bound onto a waterproof support board. Pockets are made in the front layer of felt to hold plants using a small volume of growing substrate. An irrigation system is installed to sustain plant growth. Modular green wall systems involve a support

framework of steel or high-strength plastic that holds and supports the weight of growing containers, irrigation system, growing substrate and plants. Green walls need a high level of irrigation – water must be supplied to the roots because the roots do not have access to significant amounts of soil. Water can be recycled through the system, but this needs careful monitoring to ensure nutrient levels do not build up to dangerous levels. The irrigation system is often used for periodic fertigation although fertiliser can also be included as part of the growing medium.



Why might you choose to install a roof, wall or facade?

Green Facades

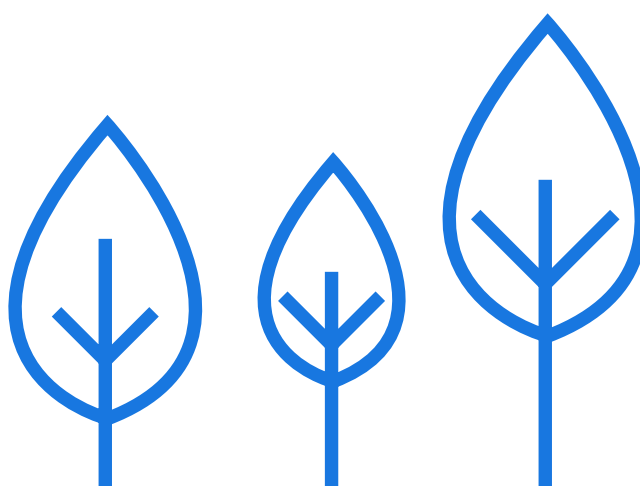
Facades have fewer components than the other options, which can make them simpler and cheaper to install. Green facades are generally installed because they provide an attractive look to a building wall or are being used to shield from view items which might be behind a fence. Facades are sometimes installed for reasons of growing food producing plants, for providing habitat or for providing a cooler microclimate next to a building through shading and evapotranspiration.

Green Walls

Walls can include many different plant species and therefore are installed for a more varied look to what can be achieved by a façade alone. Like facades, they can be an ideal place for providing a view of greenery when roofs or ground do not provide space. Walls are often installed as an architectural design feature and to add prestige to the building.


Green Roofs

Roofs are often constructed to create a space for people to visit, as an architectural feature and point of difference for the building, or for building insulation, noise reduction or roof protection. Well-designed green roofs can be used to reduce stormwater runoff, provide bird and insect habitat, or cool the urban environment.



How to further explore green roofs, walls and facades

If you think that green roofs, walls or facades are something that you would like to further investigate, read on to Section 2 of these Guidelines to learn more about the component parts, design considerations and advice on construction and maintenance. It is important to get a structural engineer's advice on the load bearing capacity of your roof or wall, and to speak to green roof, wall or façade installation companies to learn more about your options. Visiting existing sites is a great way to learn more about what works and how the finished product might look.



Through the commitment and passion of the people and organisations who helped put together this guide we hope to propel a revolution in urban landscapes in Victoria, and we invite you to be a part of it.

FREQUENTLY ASKED QUESTIONS

Do green roofs work on new and old buildings?

Yes. Green roofs can be fitted to a range of roof types. A new building can be constructed to facilitate the required weight loading of a designed green roof, while an existing building could be retrofitted to take a heavier loading. Some existing buildings already will have the capacity for a green roof, but in any case a structural engineer should be consulted before considering a green roof to ensure an appropriate roof can be built.

Can both the suburbs and the city centre realistically have green roofs?

Yes. While not all existing buildings are appropriate for green roofs, it has been estimated that at least 20% of central Melbourne's buildings could support a green roof. All new buildings have the potential to include green roofs, they just need to be designed with appropriate weight loading capacity. Buildings that are the least likely to support a green roof are those that have:

- steep roof pitch;
- low weight loading capacity;
- significant height and limited access (i.e. are difficult and expensive to construct; and
- considerable roof infrastructure (e.g. HVAC equipment, limited solar access, etc.)

If a green roof is not an option, a green wall or façade might be possible.

Can I have a green roof on a slope?

Yes, but not those roofs that are very steep. Specialised design solutions exist for sloping green roofs, including drainage boards and profile build-ups that can assist in retaining substrates and plants successfully.

Can a tile roof be greened?

Yes, but it requires design expertise and specialised systems that are as yet not widely available in Australia.

Is irrigation necessary for a green roof, wall or façade?

In many situations you can establish a green roof successfully with no irrigation but the choice of plants you can use will be very limited and some potential benefits (such as summer cooling) will be reduced. All green walls and most green façades, other than some garden bed grown settings, will require irrigation.

How much water do you need?

There is no one answer, as calculating the water needed to sustain a green roof, wall or façade is dependent on the vegetation, the substrate, the influence of climate and exposure and the design of the system. Alternative sources of water for use, including harvested and recycled water should always be explored to minimise use of potable water. Many green walls rely heavily on irrigation and require careful calculation to ensure supply can meet demand.

Will the roof leak and cause problems?

A green roof system does not make the roof more likely to leak, but it will make it more difficult to repair if a leak occurs. Properly constructed green roofs, walls and façades will not leak or cause other problems. Correct installation of waterproofing will ensure you have no problem with your roof or wall.

Will plants 'overtake' the roof?

Vegetation maintenance on a green roof is important and should be factored in to the design and management of the project. Selection of less vigorous plants, those with low biomass or those that do not seed freely can reduce the required maintenance inputs. Green façades need careful species selection so that less vigorous plants are installed that are unlikely to damage the building wall. If concerned about the building wall, a green façade on a support structure might be more appropriate, or a green wall, which is a contained system mounted to the wall, but separate.

How much do green roofs, walls and façades cost?

Costs will vary significantly between sites and projects, the case studies provided in Section 2 of the Guidelines give an indication of costs for comparable projects.

The key factors that influence cost are:

- The size of the roof, wall or façade;
- The design and type of materials used in the roof (e.g. structural reinforcement and inputs, substrate (soil) volume, plants, system components, hard surfaces and furniture, etc.)
- Access to and within the roof space

Can I have solar panels on a green roof?

Yes. In fact there is some evidence that solar panels can work more efficiently on a green roof rather than on a conventional roof, due to the lowered surface temperatures afforded by the vegetation.

How do I know if my building has the capacity for a green roof?

For a new building, your architect should ensure that a green roof can be properly built (subject to Council approval). For an older building where you are seeking to retrofit a green roof, a discussion with an architect and/or structural engineer will be required in the first instance.

What is the typical lifespan for a green roof, wall or façade?

The lifespan of a roof, wall or façade is directly related to appropriate plant selection for the site and the quality of the design, construction and maintenance, particularly the longevity of system components. Some green roofs in Europe have lasted for more than 50 years and are still going, others have struggled to last 10 years. There are examples direct façade greening in Melbourne that have lasted decades, however some green wall and façade technologies are more recent, so lifespan issues have yet to be fully evaluated.

Draft letter of support for IMAP CEOs to sign for submission with funding application.

To whom it may concern,

GROWING GREEN GUIDE FOR MELBOURNE PART 2 — VICTORIAN ADAPTATION AND SUSTAINABILITY PARTNERSHIP APPLICATION

I am pleased to support the application for the Victorian Adaptation and Sustainability Partnership aimed at building the capacity of councils to develop green roofs, walls and facades for climate change Adaptation. The project will be undertaken in partnership with the five Inner Melbourne Action Plan (IMAP) Councils (Melbourne, Stonnington, Port Phillip, Yarra and Maribyrnong).

The project will build on the legacy of the first Growing Green Guide for Melbourne project. It will allow for the employment of a staff member to manage green roof, wall and façade projects across IMAP Councils, specifically to:

- advise on queries from council staff regarding green roofs, walls and facades, (including advice on council policy and strategy development, and technical advice available in the Guidelines)
- develop guidance materials for councils to help them in both assessing development applications and in promoting green roofs, walls and facades to the building and development industry
- develop and coordinate an education and training program for IMAP councils (with extended invitations to other interested councils to demonstrate leadership), to build the capacity of staff in an area of increasing need
- improve functionality and maintain the Growing Green Guide website as a resource for councils, the community and the building and development industry. This would enable users to input their own information and assist the green roof, wall and façade community to build their own capacity to develop industry knowledge
- develop a 'Design-your-own green roof' app to broaden the reach of the Guidelines to different sectors of the community and promote the use of the Guidelines through the app.

The project will also build the capacity of councils outside the inner Melbourne area, demonstrating leadership from this group of councils.

Whilst the project has the commitment of the City of _____'s administration, in accordance with the *Local Government Act 1989*, any funding is subject to Council's annual budget approval process.

Yours sincerely,

Please print on official letterhead, scan and email to gail.hall@melbourne.vic.gov.au