

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. Reports have been prepared for the IMAP Councils to consider the introduction of a “New Members” clause to the IMAP Terms of Reference and the inclusion of the City of Maribyrnong as a full member of the Committee. Stonnington’s legal counsel has reviewed the proposal.
3. A report outlining current progress on the IMAP projects and requesting funds in the 2013-14 Budget has been prepared and forwarded to the IMAP Councils for consideration.

Communications

4. During the last 3 months the following activities have involved the Executive Officer and others in IMAP communications:
 - Action 2.5 Bicycle:
 - The Project Team met to update projects on 6 February 2013. An update will be provided at the meeting.
 - Action 3.5 Reduced Through Traffic
 - Sinclair Knight Merz held the first workshop on this project during January 2013.
 - Action 5.2 Affordable Housing
 - A Forum to launch the Community Land Trust Manual was held on 14 December in Melbourne. Minor adjustments to the document have been finalised and electronic versions are now being made accessible through libraries. Discussion is continuing on how to promote the document and to scope phase 2 of this project. An update will be provided at the meeting.
 - Action 5.3 Housing Infrastructure Working Group
 - Representatives of IMAP met with Fiona Williams and Patsy Prendergast from DHS on 12 December 2012 to discuss IMAP’s consultant report on establishing a Collaborative Framework in relation to state government housing developments. An update will be provided at the meeting.
 - Action 7.2 Support Creative Businesses
 - Arranging for a student intern to prepare an inventory of current programs being undertaken by the inner Melbourne Councils with the creative business sector.
 - Action 9.3 WSUD
 - Attended the Inner Melbourne Metro Local Government WSUD meeting at Melbourne Water on 12 December. Next meeting: City of Yarra on 14 February.

- Met with Caroline Chandler, CoPP on 24 January 2013 to discuss options and next steps to be taken by IMAP to advance the WSUD amendments..
- Action 9.4 The Growing Green Guide
 - Attended 2 PCG meetings for this project and toured the new green roof at the University of Melbourne's Burnley campus.
- Action 11 Regional Tourism
 - The IMAP Project team was hosted by the City of Maribyrnong on 31 January 2013 and given a short tour of Footscray and environs.
- Metro Strategy/Council Plan – the Executive Officer attends meetings with the CoS strategic planners on these issues.
- Attended the Local Government Briefing on the State Government's Victorian Cycling Strategy on 23 January.

Recommendation

5. That the IMAP Implementation Committee resolves to **note** this Communications and Governance Briefing Paper

IMAP Implementation Committee

Financial Report for the 6 Months ending 31 December 2012

1 July 2012 – 31 December 2012

Background

1. The IMAP financial position was last noted at the IMAP Implementation Committee meeting held 7 December 2012.
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 2011-12 activities.

Income

3. All IMAP Annual Council contributions (\$35K), Regional Tourism Contributions (\$20K), the Distributed Energy project final payment (\$20K), Green Roofs project (final payment of \$20K from 2 remaining Councils) and City of Maribyrnong funding of tourism, transport and sign projects has been received.
4. **Total Income** for the 6 month period to 31 December 2012:

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	\$598,538

2810 Contract Income:

IMAP Councils Annual IMAP Contribution (\$35K each)	\$140,000
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TOTAL OPERATING INCOME

\$738,538

Expenditure

5. **Total Expenditure** for the 6 month period to 31 December 2012:

4102 Catering

Strategy 11	Epicure TEE Conference breakfast	\$ 1,448	
IMAP	Meetings – Executive officer	\$ 198	\$ 1,646

4104 Postage & Couriers

IMAP	Agenda distribution		\$ 256
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4105 Printing

Strategy 11	Map print run - 500K copies		\$ 19,625
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4108 Stationery

IMAP	Agendas		\$ 73
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4109 Subscriptions

Action 9.2 & 9.4	Basecamp - Monthly subscriptions	\$ 48	
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	Basecamp - Annual Subscription- balance	\$ 240	
IMAP	Renewal IMAP Domain	\$ 50	\$ 338
4122 Venue Hire			
Action 7.7	WIL Showcase CoM – venue & catering		\$ 1,359
4130 Advertising			
Strategy 11	Skybus Campaign - Graphic Design	\$ 396	
	Sponsorship TEE conference	\$ 15,000	
	Sponsorship TEE conference – balance	\$ 5,000	\$ 20,396
4131 Promotional Publications			
Strategy 11	Tourist Map distribution		
	- Jun 2012	\$ 357	
	- Jul	\$ 331	
	- Aug	\$ 390	
	- Sept	\$ 344	
	- Oct	\$ 291	
	- Nov	\$ 457	
	CBD Tourist map license fee	\$ 1,700	
	Cruise Arrivals Guide Map revisions	\$ 188	\$ 4,058
4142 Local travel			
IMAP	Taxi		\$ 17
4150 Consulting Fees			
IMAP	Website hosting 12 months	\$ 2,779	
	Annual Report and Summary design & print	\$ 5,430	
Action 9.2	Design of ESD Introduction fact sheet	\$ 2,280	
Strategy 11	Skybus promotion – Familiarisation tour App	\$ 6,000	
	Skybus promotion – Familiarisation tour App	\$ 3,059	
	Skybus Campaign	\$ 9,376	
	IMAP Map Edits & CBD Licence	\$ 2,163	
Action 5.3	Public Housing Research – consultant 1 st payment	\$ 11,960	
	Public Housing Research – consultant 2nd payment	\$ 8,970	
	Public Housing Research – consultant Final payment	\$ 8,970	
Action 3.5	Reduce Through traffic – consultant fees	\$ 5,947	\$ 66,934
4180 Training and Conferences			
Action 7.7	2 registrations ACEN Conference Geelong		\$ 545
5102 Internal Catering			
IMAP	Catering – July Action 3.5 tender evaluations	\$ 88	
	Catering - Dec IMAP Committee	\$ 100	\$ 188
TOTAL EXPENDITURE			\$115,436
NET SURPLUS			\$623,102

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 Six Months ending 31 December 2012.

Reporting Scope - IMAP

1 March 2013 - Attachment 4a

Operating & Capital Works Statement for period ended December 2012

<u>CURRENT MONTH</u>				<u>YEAR TO DATE</u>				
	Total Committed	Budget	Variance	Unmatched Purchase Orders	Actuals	Total Committed	Budget	Variance
2800 - Sundry Income	0	0	0	0	598,538	598,538	0	598,538
2810 - Contract Income	0	0	0	0	140,000	140,000	0	140,000
Other Revenue	0	0	0	0	738,538	738,538	0	738,538
Total Operating Income	0	0	0	0	738,538	738,538	0	738,538
4102 - Catering	0	0	0	0	1,646	1,646	0	-1,646
4104 - Postage & Couriers	256	0	-256	0	256	256	0	-256
4105 - Printing	19,625	0	-19,625	0	19,625	19,625	0	-19,625
4108 - Stationery - General	0	0	0	0	73	73	0	-73
4109 - Subscriptions	0	0	0	0	338	338	0	-338
4122 - Venue Hire	1,359	0	-1,359	0	1,359	1,359	0	-1,359
4130 - Advertising	5,000	0	-5,000	0	20,396	20,396	0	-20,396
4131 - Promotional Publications	457	0	-457	0	4,058	4,058	0	-4,058
4142 - Local Travel	0	0	0	0	17	17	0	-17
4150 - Consulting Fees	8,110	0	-8,110	0	66,934	66,934	0	-66,934
4180 - Training/Conferences	0	0	0	0	545	545	0	-545
5102 - Internal Catering Charges	100	0	-100	0	188	188	0	-188
Administration Expenditure	34,907	0	-34,907	0	115,436	115,436	0	-115,436
Total Operating Expenditure	34,907	0	-34,907	0	115,436	115,436	0	-115,436
Operating Profit / (Loss)	-34,907	0	-34,907	0	623,102	623,102	0	623,102
Net Surplus / (Deficit)	-34,907	0	-34,907	0	623,102	623,102	0	623,102

IMAP Projects: Expenditure against Budget - 2012-13

Funding Model

REVENUE				BUDGET 2012-13 Year 7	ACTUALS 1st qtr	ACTUALS 2nd 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 Maribyrnong Contribution (Wayfinding signs project extension)				4,000		4,000	4,000	
City of Maribyrnong Contribution				45,830		45,830	45,830	
Total Revenue				389,830	0	389,830	389,830	0
PROJECT ALLOCATIONS				BUDGET 2012-13 Year 7	ACTUALS 1st qtr	ACTUALS 2nd qtr	Total Exp to date	VARIANCE
IMAP	General Expenses	Ongoing	IMAP Annual Report, Website, catering etc	15,000	2,866	6,125	8,991	-6,009
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			0	-20,000
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	5,947	-94,053
		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				0	0
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	2,568	-15,124
		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 distict 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	66,126	-33,874
Total Expenditure				695,306	49,727	65,709	115,436	(579,869)
Net Surplus (Deficit)				-305,476			274,394	
Opening Balance of IMAP Account				348,708			348,708	
Closing Balance of IMAP Account				43,232			623,102	

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