

Inner Melbourne Action Plan
Progress Report
IMAP Review

Purpose

1. To update the Committee on progress with the IMAP Review.

Background

2. The IMAP Implementation Committee adopted the Project Plan for this Review at their meeting on 28 February 2014.
3. Progress on the Literature Review, Survey Analysis and update of statistics to assist the consultants was reported to the Committee in May.

Discussion

4. Staff

Staff were employed until the end of May to complete the preliminary research. City of Melbourne have been reimbursed for these costs.

5. Milestones

5.1 Appointment of Consultants

Echelon Planning (Mark Woodland) were awarded the contract for this work. The firm is working in conjunction with the Martyn Group (Cameron Martyn) and Capire Consulting (Chris Robinson). Messrs Woodland and Martyn are the primary authors for the Inner Melbourne Action Plan. Capire Consultants are assisting with facilitating the major workshops.

Contract documents and notifications were completed by 18 June. An inception meeting was held 23 June and the completed background papers provided to consultants and all Project Control Group (PCG) members.

The consultants met with the Project Control Group on 26 June to outline their approach to the project.

5.2 Workshop 1: Staff and external representatives

Staff and external representative invites were sent on 30 June following advice from PCG members. The draft Agenda and Discussion paper provided by the consultants were reviewed by the smaller PCG working group prior to distribution.

The Workshop was held on 16 July and was attended by approximately 50 staff and external representatives. Capire provided a summary report on the comments from the workshop.

The PCG provided feedback to the Executive Officer on the workshop at their subsequent meeting on 31 July, and provided advice for the meeting with Councillors and executives. The PCG emphasised the need for the Councillors workshop to address the role and function of IMAP, and to provide the reference groups with clarity over priorities before further work was undertaken.

5.3 Workshop 1: Councillors and Executives

The workshop was held on 20 August, following a change of date due to conflicting engagements. This has put some delay into the timeline.

The draft Agenda and Discussion paper provided by the consultants were reviewed by the smaller PCG working group prior to distribution, to ensure the PCG comments were addressed. The Discussion paper was emailed to all invitees a week prior to the workshop to enable council briefings to be held.

Approximately 45 people from the 5 councils attended the workshop held at the Melbourne Town Hall.

5.4 Basecamp

The Executive Officer set up Basecamp – an electronic tool for sharing key documents – for this project in mid July so that the PCG and Reference Group staff can share access to documents and see all comments received on a particular draft. Limited use has been made of this system at this time while we are in the preliminary stages.

6. Next steps

- IMAP PCG meeting on 28 August will meet with the consultants to review their findings from the Workshop 1.
- Planning for the project reference group workshops will be finalised.
- Preparation of the Issues Discussion papers for the Reference groups by the consultants.

Recommendations

7. That the IMAP Implementation Committee note the current progress on the IMAP review project.