

DRAFT MINUTES

Inner Melbourne Action Plan Executive Forum

Meeting No 10
7.00 am – 8.00 am Monday 7 March 2011
City of Stonnington
Malvern Town Hall – Meeting Room 1

Attendees	Warren Roberts – Chief Executive Officer, City of Stonnington [Chair]
Forum Members	Andi Diamond – Chief Executive Officer, City of Yarra Geoff Lawler, Director City Planning & Infrastructure, City of Melbourne
IMAP	Elissa McElroy– IMAP Executive Officer
Guests	Jan Jacklin, Manager Economic & Cultural Development, CoS Michelle Dawson, Tourism & Marketing Officer, CoY

PRELIMINARIES

Item	Agenda Topic
1	Appointment of Chair – Warren Roberts, CEO, City of Stonnington MOVED: MR LAWLER/Dr Diamond
2	Declaration of Interest Kay Rundle, CEO City of Port Philip declared an interest under s.79 (2) of the Local Government Act - Indirect interest – Conflict of Duty as a Board member of Destination Melbourne Ltd, a potential licensee of the IMAP map. Ms Rundle did not attend the meeting.
3	Apologies Helen Hardwick, Program Manager Melbourne Tourism, City of Melbourne

ITEMS

4	<p>Action 11 IMAP Inner Melbourne Map licensing</p> <p>Jan Jacklin outlined the history of the map and the licensing undertaken to date.</p> <p>She advised that legal advice had been sought due to further interest in reproduction of the map by other parties. The advice had led to the development of the License Agreement and MoU between the 4 partner councils to clarify ownership of the intellectual property. She noted that feedback was now sought from the Executives on the highlighted parts of the documents.</p> <p>The Executive Forum provided comments on the documents and asked for minor alterations to be made prior to consideration by the IMAP Implementation Committee on Friday 11 March. It was agreed that the revised documents would be circulated to the Committee on Wednesday afternoon.</p> <p>The Executive Forum endorsed the recommendations in the report and referred them onto the IMAP Implementation Committee for consideration.</p>
5	<p>Close The meeting closed at 8.00am</p> <p>Next Meeting – As required</p>



Inner Melbourne Action Plan
‘Making Melbourne More Liveable’



DRAFT Minutes
Inner Melbourne Action Plan
Implementation Committee
Meeting No 21 (11 March 2011)
City of Port Phillip – St Kilda Town Hall

Committee Members	<p>Cr Rachel Powning – Mayor, City of Port Phillip (Chair)</p> <p>Cr Alison Clarke – Mayor, City of Yarra</p> <p>Cr Melina Sehr – Mayor, City of Stonnington</p> <p>Cr Peter Clarke – Chair Future Melbourne (Planning) Committee, City of Melbourne</p> <p>Dr Andi Diamond - Chief Executive Officer, City of Yarra</p> <p>Ms Kay Rundle – Chief Executive Officer, City of Port Phillip</p> <p>Mr Warren Roberts – Chief Executive Officer, City of Stonnington</p> <p>Mr Geoff Lawler – Director City Planning & Infrastructure, City of Melbourne</p>
Associate Partner Representatives	<p>Clare McArdle - Executive Director Melbourne 2030 Implementation Unit, DPCD</p> <p>Dean Purkis – Director Central City Transport, Department of Transport</p> <p>Rod Anderson – Manager Adaptable Communities, Statewide Services, DSE</p> <p>Nial Finegan - Director NW Region, VicRoads</p>
IMAP	<p>Elissa McElroy – IMAP Executive Officer</p>
Guests	<p>Steven McKellar, Sustainable Design Officer City of Port Phillip (Action 9.2)</p> <p>Gary Spivak, Housing Development Officer, City of Port Phillip (Action 5.2)</p> <p>Yvonne Lynch, Sustainability Policy Coordinator, City of Melbourne (Action 9.4)</p> <p>Jan Jacklin, Manager Economic & Cultural Development, City of Stonnington (Action 11)</p> <p>Michelle Dawson, Marketing & Promotions Officer, City of Yarra (Action 11)</p> <p>Helen Hardwick, Program Manager Destination Management, City of Melbourne (Action 11)</p> <p>Katrina Terjung, Coordinator Strategic Planning, City of Port Phillip – <i>for Sandra Wade</i></p>

PRELIMINARIES

1.	<p>Appointment of Chair</p> <p>1.1 That the IMAP Implementation Committee resolves to appoint Cr Powning as the Chair of the meeting.</p> <p>MOVED Ms RUNDLE / Cr Sehr A vote was taken and the MOTION was CARRIED</p>
2.	<p>Apologies</p> <p>Tony Pensabene was absent. No apologies were received.</p>
3.	<p>Suspension of City of Melbourne’s Local Law No. 1 Conduct of Meetings (No 1 of 2001)</p> <p>3.1 That pursuant to Division 6, clause 14 of the Melbourne City Council’s Conduct of Meetings Local Law 2001, the provisions of the Local Law be suspended for the duration of the meeting of the Inner Melbourne Action Plan Implementation Committee.</p> <p>MOVED Cr CLARKE / Mr Lawler A vote was taken and the MOTION was CARRIED</p>

4. Declaration of Interest

Kay Rundle advised that she was on the Board of Destination Melbourne Ltd who was a potential licensee to the IMAP Tourism Map. She advised she would be withdrawing from Item 14 on the Agenda dealing with this matter.

The Chair advised that Agenda Item 15 regarding Proposed Meetings with State Ministers would be dealt with in the Ordinary meeting before the meeting closed for confidential items, and sought leave to make this change to the agenda. Approved.

ITEMS**5. Introductions**

The Chair welcomed everyone to the meeting and noted that the Committee had a number of new members present. Introductions were made around the table.

Nial Finegan, Director NW region, VicRoads noted the need for integrated land use and transport planning and emphasised the staff and financial resources currently employed in VicRoads regional offices working to improve the inner Melbourne region.

Dean Purkis, Director Central City Transport, advised that he is part of DoT's Transport Planning and Programs Division. Their work has an integrated land use and transport focus. He noted the inner city is the heart and focus for GDP growth, and DoT aims to ensure networks work properly to support this. Mr Purkis has replaced Sally Semmens on the Committee.

The Executive Officer noted that Sally Semmens had been an Associate member of the IMAP Implementation Committee since its inception in 2006. Her initial input into setting up the Inner Melbourne Action Plan was noted as was her long standing participation.

- 5.1 The IMAP Implementation Committee propose a vote of thanks to Sally Semmens for her assistance on the Inner Melbourne Action Plan Implementation Committee.

MOVED: **Mr ROBERTS/Cr Sehr**

Action: The Executive Officer to write to S Semmens to pass on the Committee's thanks.

6. Confirmation of Minutes

- 6.1 That the IMAP Implementation Committee resolve to **confirm** the minutes of the IMAP Executive Forum No 8 held on 1 October 2010.

MOVED **Mr ROBERTS / Ms Rundle**

A vote was taken and the MOTION was CARRIED

7. Ratification of Items from the Meeting of 3 December 2011: [Meeting Cancelled - Items Approved Electronically]

- 7.1 That the IMAP Implementation Committee resolves to:

- a) **Confirm** the minutes of the IMAP Implementation Committee No. 19 held on 27 August 2010
- b) **Adopt** the IMAP Annual Report 2009-10
- c) **Confirm** the minutes of the IMAP Executive Forum No. 9 held on 3 December 2010 and approve the recommendations to:
 - **Support** all the proposed IMAP project budget requests as attached in the revised list, noting that expenditure is "Indicative only" and subject to further reporting to the IMAP Implementation Committee.

- **Approve** the appointment of a part time Student Placement Officer for a period of 12 months, to be funded by IMAP funds, employed by and housed at the City of Melbourne, reporting to the IMAP Executive Officer
 - **Approve** Councils contribution towards the IMAP Distributed Energy Project (Strategy 9 Action 9.4) in 2011/12 – estimated at \$13,500 per Council
 - **Approve** an increase in the IMAP Annual Contribution in 2011/12 to \$30,000 per Council
 - **Approve** the Annual Regional Tourism contribution in 2011/12 of \$20,000 per Council
 - **Approve** the IMAP Councils share of IMAP Operational costs in 2011/12 of \$38,850* per Council [*estimate – later confirmed at \$41,403 per Council when budgets finalised - CEOs advised]
- d) **Note** the Action 7.7 progress report, and
- **Support** the WIL Working Party to appoint a Student Placement Officer on a 0.6 FTE basis for 12 months;
 - **Support** the provision of a budget to promote the use of students across the 4 Councils and to set up systems to easily administer these programs in the longer term.

MOVED Cr P CLARKE / Cr A Clarke

A vote was taken and the MOTION was CARRIED

Action: Executive Officer to note minor change to minutes of 27 August 2010 Item 6 Business Arising – the one objection received went to all Councils – remove reference to the CoY

8. Business Arising

The Executive Officer tabled an additional item of correspondence to Mr M Masson CEO of Yarra Trams inviting him to attend the May meeting of the IMAP Implementation Committee. She noted the 5 Ministers listed on Outgoing Correspondence who had been invited to meet with the Committee later in the year.

Questions/Discussion:

Meeting D - Item 12 Feedback on not requiring Green Travel Plans as planning conditions: Cr P Clarke noted that if no common view was held on this matter, there was no further action and *the item should be closed*.

Meeting C – Item 5 Follow up re IMAP Model: the Executive Officer advised that the IMAP model had been raised with the COAG Review Committee when discussing ways local government worked with the state government departments. The usefulness of a joint Committee like IMAP was discussed with COAG and the difficulty in establishing joint council committees under the LGA noted. Cr P Clarke noted that this issue could be discussed further with the State Minister for Local Government.

Meeting E – Item 8 Follow up Maribyrnong re membership: Cr P Clarke asked if this item should be dropped since there was no unanimous decision on the Committee regarding this matter. He noted the concern that additional members may fracture the good work being done. However he still saw an advantage to involving Maribyrnong on joint issues. He asked that the new members consider this for a further discussion at the next meeting. The matter could then be finalised and signed off. Mr Lawler advised that he would informally investigate to see if there was any interest from Maribyrnong.

8.1 That the IMAP Implementation Committee resolve to:

- a. **note** the actions undertaken in response to business arising from previous minutes.
- b. **close** item regarding Green Travel Plans as Planning Conditions – no further action required.

MOVED Cr CLARKE / Mr Lawler

A vote was taken and the MOTION was CARRIED

*Actions: Executive Officer to list the IMAP model for discussion with the Minister Local Government.
G Lawler to informally enquire re Maribyrnong's interest in Associate membership*

9. Financial Report

The Executive Officer noted that the account was favourable and that few of the new project teams had undertaken any spending since budget approval in December.

- 9.1 That the IMAP Implementation Committee resolves to **receive** the IMAP Half Year Financial Report to 31 December 2010.

MOVED Cr CLARKE / Mr Roberts

A vote was taken and the MOTION was CARRIED

10. IMAP Progress Report

Questions/Discussion:

The Committee sought further clarification on the Distributed Energy project. Mr Lawler advised that the project looks

- at state of the art opportunities for alternative energy systems,
- at alternatives to relying on energy from traditional large power stations - which tend to lose energy across their wide distribution networks
- at opportunities to locate small renewable systems into local precincts.

He noted there is significant work being undertaken in Europe in this area. *Refer Item 14 & Attachment 9.*

- 10.1 That the IMAP Implementation Committee resolves to **note** the IMAP Progress Report for March 2011.

MOVED Mr ROBERTS / Cr P Clarke

A vote was taken and the MOTION was CARRIED

11. IMAP Governance & Communications

The Executive Officer noted the Delegation renewals and the Return of Interest resolutions had been passed by all Councils in December.

She advised that a report had been prepared for the Budget rounds of the IMAP Councils setting out the funding requirements shared across the four IMAP Councils and details of all project briefs. Mr Lawler and Mr Roberts noted that budget provision had been made for all IMAP items in their Council's draft budgets.

The Executive Officer advised that a Draft IMAP budget 2011/12 had been prepared and was attached for approval. She drew the Committees attention to an addition error, noting that:

- Total Income should read as \$389,270, and
- The Profit/ (Loss) final position should be \$71,330.

She asked that the resolution confirm that the 4 IMAP councils would provide equal payments for projects, tourism and operational expenses for the benefit of finance staff authorising payments.

Questions/Discussion

Mr Finegan asked for clarification on the Nil funding allowance for Action 4.4 *Bus Priority Advocacy* and Action 4.7 *Improvements to Public Transport*. He felt that to realise the benefits of the VicRoads transport initiatives, that it would be of value for IMAP to develop a joint view with bus operators for implementation where the main audience and the beneficiaries is the community.

Ms Rundle noted that 'no money' doesn't necessarily mean 'no action' as the Councils were involved in advocacy for these routes.

Mr Lawler noted that IMAP has the ability to enable communication at the local level. Councils can often get a joint view on local issues and may be able to assist VicRoads in this regard.

Ms Rundle suggested that IMAP's project team who action these projects could work with Nial on their implementation.

11.1 That the IMAP Implementation Committee resolves to:

- a) **Note** this Governance and Communications briefing paper
- b) **Approve** the IMAP Budget for 2011/12 and note that the IMAP Council's will share budgeted project costs and operational expenses equally.

MOVED Cr P CLARKE / Cr A Clarke

A vote was taken and the MOTION was CARRIED

*Action: Executive Officer to follow up on comments made on Action 4.4 and 4.7 with Nial Finegan and project teams/Transport staff
Executive Officer to recirculate corrected IMAP budget with Minutes*

Action 9.2 Environmentally Sustainable Design – Commercial Buildings [Factsheets]

Steven McKellar, CoPP attended for this item.

He noted that the Councils' staff had met to develop the Factsheets for use by all four Councils. CoY and CoPP have the SDAPP process implemented already; CoS are at a different stage; and CoM take a slightly different perspective with a concentration on commercial buildings. Once the 14 identified topic areas are completed more can be added. The methodology has been determined and the aim is to create more awareness around the issue by demonstrating how people can make the change.

Mr McKellar noted SDAPP is voluntary. Cities of Yarra, Moreland, Whitehorse and others have all put up a plan change for the Minister to consider. Ten councils are running the SDAPP process at the moment. They are not reliant on having an ESD policy.

Questions/Discussion

- Is it the Councils' intention to have an ESD focus in their planning schemes & provide guidelines for compliance?.
- Why give people information for items that they are not required to comply with?
- If you want people to comply, it should be set up properly to ensure community expectations are met.
- It is almost an expectation by consumers now that new buildings will have some level of ESD.
- Factsheets should have a clear determination/intent of where you are going with ESD
- Assumed that in 18 months every Council will have an ESD policy.
- The factsheets could pre-empt a likely outcome - there should be strong enough conditions in the factsheet to indicate where their councils are heading; indicate that applicants should start to comply, indicate the intent of the policy.
- Council cannot compel applicants however councillors hoped staff have conversations with applicants and give them ideas on ESD to incorporate into their design.
- Capturing rainwater off roofs and other basics should be being done already.
- Residents expect action on this.
- It should be a State government focus through providing direction/funding to Councils to establish.
- This could be an item for IMAP to address with the Minister.
- Suggested we strengthen the factsheets with performance criteria
- The CoPP has a 50% voluntary take-up rate by building applicants
- CoPP's MSS embeds the philosophy to "encourage applicants to include ESD in design" and it becomes part of the CASBE group of Council's discussion with DPCD. Banyule and Moreland councils have local policies to give them authorisation at the moment.
- CoPP adopts a parallel process of being proactive while awaiting a positive response from the state government.
- Suggested lead a delegation to the Minister immediately to institute ESD in Planning Schemes in the next few weeks
- Noted CoM recently exhibited their Southbank amendment inclusive of height limits. Noted the Minister has expressed the view that municipalities should be able to exhibit without prior approval from DPCD.

- Believes this gives heart to get on with some things without the constant concern for developers.
- Noted that the list could also include factsheets on Solar and Wind co-generation, Distributed Energy, etc. Steve McKellar confirmed that the working group has not provided a definitive list and these topics could be added later.

12.1 That the IMAP Implementation Committee resolves to:

- Note the progress comments provided
- Note the Action 9.2 approved funding of \$20K in 2010/11 and \$15K in 2011/12 will be spent on graphic design and writing of publicity documents as advised in the report

MOVED Cr A CLARKE / Ms Rundle

A vote was taken and the MOTION was CARRIED

*Action: Executive Officer to note ESD in planning schemes for discussion with the Planning Minister
Project team [Action 9.2] to note additional items suggested for inclusion on ESD Factsheets*

13. Action 5.2 Affordable Housing

Gary Spivak, Housing Development Officer, CoPP attended for this item to highlight the outcomes of the circulated report: "Affordable Housing Development Models" prepared by Affordable Housing Solutions [AHS] for the CoPP.

Mr Spivak summarised the 4 types of model detailed in the study and the 5 principles of involvement identified for CoPP. He noted the Council is looking to commit a funding contribution in 2011/12 towards the cost of the preparation of a practical manual to guide how to establish Community Land Trusts [CLTs] in Australia. This manual is to be prepared by the University of Western Sydney and the law firm, Derek Mortimer and Associates, and will be managed by the university.

[Please refer to a copy of G Spivak's presentation notes attached to these Minutes].

Questions/Discussion

- Dr Diamond congratulated CoPP on its initiative with this report and asked that CoY be permitted to piggy back on the work done and receive ongoing briefs on CoPP development in this area.
- Ms Rundle advised CoPP was happy to share the work and encouraged staff of the partner Councils to network and monitor ongoing progress.
- It was suggested that CoPP could formally send the report to each Council to ensure discussion ie. CoPP Mayor could formally send it to Minister Lovell – and meet with to brief and discuss.
- Re CLT's, the Government was looking at a land audit, to partner and co-operate with other providers. This could be a huge opportunity to generate a partner/sites etc through the CLT arrangement.

13.1 That the IMAP Implementation Committee resolves to **note, with their congratulations**, the report from the City of Port Phillip on Affordable Housing models

MOVED Cr A CLARKE / Cr Sehr

A vote was taken and the MOTION was CARRIED

Action: CoPP [G Spivak] to circulate Housing report formally as suggested.

14. Action 9.4 Green Demonstration Projects

Yvonne Lynch, Sustainability Policy Coordinator, CoM attended for this item on Green Roofs.

Ms Lynch noted the collaboration of CoM and CoPP with IMAP on this project. Costed at \$600K, the project team has applied for \$250,000 in Sustainability Accord grant funding to develop best practice guidelines/Manual to encourage the uptake of green roofs and green walls; to develop a set of regulatory conditions; and carry out a detailed feasibility study for site specific developments. She noted the IMAP funding is still to be determined.

Rod Anderson noted 83 applications were received in the Sustainability Accord funding round and assessment is currently part way through the process. He advised the Minister makes the final decision.

Geoff Lawler provided further background and explanation on the Distributed Energy project noting that

- it was very strategic
- no precedent existed for this in Australia
- it involves working within the regulations of the grid
- funding is a necessary precondition for deciding if able to move further with the project
- must work with distributors to find a "sweet spot" where can start
- electricity supply is very fragmented and regulated – this project interposes part way down the system/channel to introduce a different form of energy
- Distributed Energy systems can be installed in an individual building, however it is more efficient to do by district – requiring investigation to see how best to impose this system.

In response to a question, Ms Lynch advised that CoM is preparing a White Roofs Guideline that can be shared with the IMAP councils.

14.1 That the IMAP Implementation Committee resolves to **note** the progress comments on Action 9.4.

MOVED Cr P CLARKE / Cr A Clarke

A vote was taken and the MOTION was CARRIED

Action: Executive Officer to follow up CoMs White Roofs guideline for distribution

15. **Proposed Meetings with State Government ministers**

The Executive Officer advised that 5 ministers had been invited to meet with the IMAP Implementation Committee when the letters accompanying the Annual Report were sent out. The invitation would be followed up once topics for discussion were clarified.

The Chair asked the Committee to submit their suggestions on discussion topics of mutual interest to the Executive Officer to collate and circulate. The Committee noted the need for an agreed position and asked that the CEOs assist to flesh out the issues raised.

Cr A Clarke noted that the meetings would be useful for relationship building. It was noted that, as a general guide, the IMAP Committee was usually represented by one of the IMAP Council Mayors, senior staff as well as the Executive Officer at these meetings.

Clare McArdle advised that IMAP could raise the same issues with a range of ministers e.g. energy and environmental matters are also of interest to the Minister of Planning.

Councillor M Sehr left the meeting at 9.28am

Mr Lawler noted that Ministers Mulder and Guy were doing a review of the municipal plan. IMAP came out of M2030 and we should consider the role of IMAP in that review.

Clare McArdle advised the review was confined to looking at the 9 principles. She noted it is timely for Council and IMAP to look at the M2030 plan. The challenge for DPCD is to determine how to get from a set of directional principles to an outcome that is relevant at sub-metropolitan levels. IMAP's role – is not a privileged role – but is focussed on a unique joint council level – at the suburban level, which has a valid view.

Dean Purkis noted that at the initial stage, departments were mostly interested in how best to capture all views.

Katrina Terjung advised that a lengthy submission on M2030 was submitted 2 years ago on the issues – suggested it be reviewed again.

After some discussion, suggestions for discussion topics were passed onto the Executive Officer for collation and circulation.

Action: Executive Officer to collate topics for ministerial briefings and discuss further with CEOs; recirculate submission from 2009

CONFIDENTIAL ITEMS**16. Confidential Items**

As previously indicated, Ms Kay Rundle declared her interest in this next item under s 79 (2) of the Local Government Act - Indirect interest – Conflict of Duty as a Board member of Destination Melbourne Ltd. She left the meeting at 9.41am.

Procedural Motion:

- 16.1 That the IMAP Implementation Committee resolves to proceed into Confidential Business and the meeting be CLOSED to the public as the matter to be considered comes within the ambit of Section 89 (2)(d) – Contractual Matters and Section 89 (2)(f) – Legal advice of the Local Government Act 1989.

MOVED Cr P CLARKE / Mr Roberts

A vote was taken and the MOTION was CARRIED

Procedural Motion:

- 16.2 That the IMAP Implementation Committee resolves that the meeting be reopened to the public (10.01am).

MOVED Cr A CLARKE / Mr Lawler

A vote was taken and the MOTION was CARRIED

As there was no further business, the meeting was closed at **10.03 am.**

Confirmed: Next meeting **Friday 27 May 2011** (8.00am) City of Yarra

IMAP Implementation Committee Meeting 11 March 2011 – Endorsement of Minutes

Chairperson: Cr Rachel Powning _____ Date: _____

RESOLUTIONS

- 1.1 That the IMAP Implementation Committee resolves to appoint Cr Powning as the Chair of the meeting.
- 3.1 That pursuant to Division 6, clause 14 of the Melbourne City Council's Conduct of Meetings Local Law 2001, the provisions of the Local Law be suspended for the duration of the meeting of the Inner Melbourne Action Plan Implementation Committee.
- 5.1 The IMAP Implementation Committee propose a vote of thanks to Sally Semmens for her assistance on the Inner Melbourne Action Plan Implementation Committee.
- 6.1 That the IMAP Implementation Committee resolve to **confirm** the minutes of the IMAP Executive Forum No 8 held on 1 October 2010.
- 7.1 That the IMAP Implementation Committee resolves to:
- a. **Confirm** the minutes of the IMAP Implementation Committee No. 19 held on 27 August 2010
 - b. **Adopt** the IMAP Annual Report 2009-10
 - c. **Confirm** the minutes of the IMAP Executive Forum No. 9 held on 3 December 2010 and approve the recommendations to:
 - i. **Support** all the proposed IMAP project budget requests as attached in the revised list, noting that expenditure is "Indicative only" and subject to further reporting to the IMAP Implementation Committee.
 - ii. **Approve** the appointment of a part time Student Placement Officer for a period of 12 months, to be funded by IMAP funds, employed by and housed at the City of Melbourne, reporting to the IMAP Executive Officer
 - iii. **Approve** Councils contribution towards the IMAP Distributed Energy Project (Strategy 9 Action 9.4) in 2011/12 – estimated at \$13,500 per Council
 - iv. **Approve** an increase in the IMAP Annual Contribution in 2011/12 to \$30,000 per Council
 - v. **Approve** the Annual Regional Tourism contribution in 2011/12 of \$20,000 per Council
 - vi. **Approve** the IMAP Councils share of IMAP Operational costs in 2011/12 of \$38,850* per Council [*estimate – later confirmed at \$41,403 per Council when budgets finalised - CEOs advised]
 - d. **Note** the Action 7.7 progress report, and
 - i. **Support** the WIL Working Party to appoint a Student Placement Officer on a 0.6 FTE basis for 12 months;
 - ii. **Support** the provision of a budget to promote the use of students across the 4 Councils and to set up systems to easily administer these programs in the longer term.
- 8.1 That the IMAP Implementation Committee resolve to:
- a. **note** the actions undertaken in response to business arising from previous minutes.
 - b. **close** item regarding Green Travel Plans as Planning Conditions – no further action required.
- 9.1 That the IMAP Implementation Committee resolves to receive the IMAP Half Year Financial Report to 31 December 2010.
- 10.1 That the IMAP Implementation Committee resolves to note the IMAP Progress Report for March 2011.
- 11.1 That the IMAP Implementation Committee resolves to:
- a. **Note** this Governance and Communications briefing paper
 - b. **Approve** the IMAP Budget for 2011/12 and note that the IMAP Council's will share budgeted project costs and operational expenses equally.
- 12.1 That the IMAP Implementation Committee resolves to:
- a. **Note** the progress comments provided
 - b. **Note** the Action 9.2 approved funding of \$20K in 2010/11 and \$15K in 2011/12 will be spent on graphic design and writing of publicity documents as advised in the report
- 13.1 That the IMAP Implementation Committee resolves to **note, with their congratulations**, the report from the City of Port Phillip on Affordable Housing models

14.1	That the IMAP Implementation Committee resolves to note the progress comments on Action 9.4.
16.1	That the IMAP Implementation Committee resolves to proceed into Confidential Business and the meeting be CLOSED to the public as the matter to be considered comes within the ambit of Section 89 (2)(d) – Contractual Matters and Section 89 (2)(f) – Legal advice of the Local Government Act 1989.
16.2	That the IMAP Implementation Committee resolves that the meeting be reopened to the public (10.01am) .

ACTIONS PUBLIC RECORD

	Responsibility	Action	Due
5	IMAP Executive Officer	<i>The Executive Officer to write to S Semmens to pass on the Committee's thanks</i>	March 2011
7	IMAP Executive Officer	<i>Executive Officer to note minor change to minutes of 27 August 2010 Item 6 Business Arising – the one objection received went to all Councils not just the CoY – remove reference to the CoY</i>	March 2011
8	IMAP Executive Officer G Lawler	<i>G Lawler to informally enquire re Maribyrnong's interest in Associate membership</i>	May 2011
11	IMAP Executive Officer	<i>Executive Officer to follow up on comments made on Action 4.4 and 4.7 with Nial Finegan and project teams/Transport staff</i>	May 2011
12	IMAP Executive Officer Project team [Action 9.2]	<i>Executive Officer to recirculate corrected IMAP budget with Minutes Executive Officer to note ESD in planning schemes for discussion with the Planning Minister Project team [Action 9.2] to note additional items suggested for inclusion on ESD Factsheets</i>	May 2011
13	IMAP Action 5.2 Working group	<i>CoPP [G Spivak] to circulate Housing report formally as suggested.</i>	May 2011
14	IMAP Executive Officer	<i>Executive Officer to follow up CoMs White Roofs guideline for distribution</i>	When available
15	IMAP Executive Officer	<i>Executive Officer to collate topics for ministerial briefings and discuss further with CEOs; recirculate submission from 2009</i>	May 2011

PRESENTATION TO THE IMAP COMMITTEE MEETING OF 11 MARCH 2011 ON THE OUTCOME OF THE CITY OF PORT PHILLIP RESEARCH PROJECT: AFFORDABLE HOUSING DEVELOPMENT MODELS

In May 2010 the IMAP Committee decided that:

- I should present the outcome of the CoPP research project, Affordable Housing Development Models
- after it is finished and approved by Council.

The study has now been approved for public release on 28 February 2011.

This presentation summarises

- the study's findings and
- how the City of Port Phillip is considering pursuing one of the models.

The project comprises a study prepared by the consultants, Affordable Housing Solutions.

It aimed to investigate the key models of affordable housing that:

- Targets the income spectrum that generally ranges between very low/low income to high income cohorts
- i.e. that falls between social (public and community) housing and market rate private housing
- Where this income spectrum is increasingly finding it difficult to find affordable private rental housing or achieve home ownership.

The four models investigated were:

1. Private sector finance in the context of the National Rental Affordability Scheme (NRAS).

- NRAS is a Commonwealth scheme
- encouraging developers to build rental housing that is rented at 20% below market price for 10 years
- often in partnership with community housing organizations that manage the housing
- in return for receiving a Commonwealth and State subsidies for that period.

2. Partnerships with private developers

- The various permutations partnerships between local government, private developers and community housing developers can take involving affordable housing

3. Shared equity housing

- Where purchasers obtain equity in their homes
- by sharing the overall cost with an equity partner in the form of a financial institution or government backed provider.

4. Rent-to-buy schemes

- That assist renters to move to home ownership.

The investigation included the potential role for any local government incentives considered important in supporting the models.

The study provided:

- A broad, preliminary investigation and
- Provided five principles to be used by Council officers to assess if there are any suitable models for Council to pursue or support.

The principles are:

1. The intervention should not replace the role of another level of government. However, a small intervention may leverage action from other levels of government.

2. Any intervention should have a measurable benefit to the municipality and in particular to the current and future constituents.
3. Any local government contribution should leverage further investment from the public and private sectors, thereby multiplying the overall economic and social benefits to the municipality.
4. The value of the intervention is captured for future generations by ensuring that any incentives or contributions are not simply a windfall to the first generation of recipients of the affordable housing.
5. Above all it is essential that the municipality is not exposed to commercial risk through the affordable housing initiative.

This assessment found that:

Re. Private sector finance:

- There is no specific, new role for Council apart from continuing to encourage private sector finance such as the NRAS
- through partnerships between private and community housing developers on an opportunity basis and
- advocating to the Commonwealth and State Governments for programs such as NRAS.

Re. Partnerships with private developers:

- The study provides select examples of innovative partnerships that will be useful to promote.
- Facilitation, but not direct involvement in partnerships, is an appropriate role for local government due to:
 - Restrictions under the Local Government Act (s 193 on entrepreneurial activity) and
 - the role of regulated Housing Associations.
 - Council can continue to support partnerships through:
 - its facilitation and brokerage role and
 - support provided to the Port Phillip Housing Trust, e.g. provision of underutilised land.

Re. Rent-to-buy schemes:

- This is not a suitable role for local government for reasons such as:
 - Exposure to commercial and legal risk,
 - An inability to capture perpetual affordability benefits without a windfall gain for the first generation of beneficiaries and
 - therefore an inability to measure ongoing community benefits.

Re. Shared equity housing:

- This is a role most appropriate for Commonwealth and State Government.
- It is difficult to capture perpetual affordability benefits (the windfall gain to the first purchasers)
- and measure ongoing community benefits.
- There will also be commercial risk.

However, Community Land Trusts (or CLTs) as a form of shared equity housing:

- Captures perpetual affordability benefits through affordability restrictions at the resale of dwellings.
- Consequently, it was recommended to Council that there be further investigation to support the establishment of CLT's in Port Phillip...
- through supporting the preparation of a manual that will provide a practical guide on how to establish CLTs.

- The manual in turn will facilitate the leveraging of other public and private investment through the establishment of CLTs.

CLTs involve:

- Trust entities (eg. groups of residents or community housing organizations) securing land,
- maintaining ownership over the land and
- renting or selling the dwellings (bricks and mortar) to households under Ground Leases.
- These Ground Leases include affordability formulas that balance limited equity gain with maintaining perpetual housing affordability.
- When an owner occupied dwelling is sold, the equity is shared between the CLT and the seller due to limitations placed on resale prices set by the CLT.

CLTs are common in the USA and to a lesser extent the UK but are yet to be established in Australia.

There is a lack of experience and guidance as to how to establish CLTs under the Australian legal, taxation and finance systems.

The support that Council is considering providing is to contribute funding through its 2011/12 budget process for the preparation of the manual on how to establish CLTs.

This manual will provide practical guidance and model documents such as

- The various models that CLTs have taken overseas
- A case study relevant to Australian conditions
- Financial modelling
- A model ground Lease
- Model mortgage instrument and
- the necessary tax status of a CLT (PBI and GDR) and how to achieve that status.

Subject to raising the necessary total funding for the research project, the manual will be prepared in 2011/12 by:

- the University of Western Sydney
- in collaboration with the specialist law firm, Derek Mortimer and Associates.