

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

1. City of Maribyrnong

- 1.1. Geoff Lawler and the IMAP Executive Officer met with Vince Haining, CEO at Maribyrnong on 31 March 2011 to determine whether the City of Maribyrnong Council was interested in becoming an Associate member of the IMAP Implementation Committee. Vince Haining expressed interest for the Maribyrnong CEO and Mayor to attend the IMAP Implementation Committee meetings as associate partners, on an informal basis. Mr Haining also believes his staff would benefit from participation on some project teams due to the networking benefits that could accrue from a closer association. He has been urging his council to look more towards the inner Melbourne area than the west and believes this association would assist them.
- 1.2. It was felt that the Inner Melbourne Action Plan may be affected by the state government's new Metro plan - due for development over the next 2 years - and may need some review in coming years. If there were to be some adjustments to IMAP as a result, that was considered to be the best time to consider changing the governance structure to include Maribyrnong more formally - should that be the sought after position.
- 1.3. As a result of this discussion, it was suggested that the CEO and Mayor of Maribyrnong be invited to attend the IMAP Committee meetings as Associate members. As such they would have no financial commitment, however should they wish to participate in various projects, some contribution may be requested at that time. The IMAP Implementation Committee were canvassed for their support of this approach which has been received.
- 1.4. Mr Haining has now briefed his Council who have agreed in principle (**refer Attachment 2b**). A formal report will be considered by them on 17 May 2011.
- 1.5. The Executive Officer has written and formally invited the Mayor and CEO to attend as Associate members (**refer Attachment 2c**) and will be meeting with staff from Maribyrnong to assist them with their Council report.

2. Proposed Changes to the Operational Protocol and Terms of Reference

- 2.1. The current Operational Protocol requires the attendance of 3 of the 4 elected representatives on the Committee to make a quorum or to make up a majority vote at the Implementation Committee meetings. With the increase in the number of Associates (current and proposed) attending the meeting, cancellation and rescheduling due to a quorum issue is now a significant exercise.
- 2.2. The Terms of Reference and the Operational Protocol allow for a person in a formal "Acting" role to attend, however such cover is generally only available if the Committee member is officially On Leave. If the Committee member is interstate or has a conflicting appointment, no Committee replacement is available.
- 2.3. To the Committee's credit, it is rare that achieving a Committee quorum is a problem, however a stronger policy that anticipates this problem would be preferred so as to avoid potential meeting cancellations.

2.4. It is proposed that the Terms of Reference and Operational Protocol be amended to permit a **nominated delegate** (an extension to the current wording which permits only the person Acting in the role) to attend during the absence of a Committee member. The delegate would assume the voting rights of the member at the Committee.

2.5. If this change is supported, the Terms of Reference approved by each of the partner Councils may need amendment prior to an update of the IMAP Implementation Committee's Operational Protocol. Approval in principle is sought so that these changes can be implemented.

3. Council Audit

IMAP systems and procedures are being looked at as part of the inspector's Audit being undertaken at the City of Stonnington during May.

Communications

4. During the last 3 months the IMAP Executive Officer has provided briefings to the following groups:
- Managers & Coordinators, City of Stonnington – 24 March
 - CEO, Maribyrnong – with Geoff Lawler – 31 March
 - Briefing Associate member, DPCD – (pending) 19 May
 - Recruitment interviews – Student Placement Officer - 11 May
5. The IMAP Executive Officer has attended the following on behalf of IMAP:
- City of Stonnington – launch of Car Share trial – 30 March
 - Affordable Housing Overlay Proposal – meeting with developers & peak organisations – 12 April
 - National WIL Portal Launch – (pending) 19 May

Recommendation

6. That the IMAP Implementation Committee resolves to
- 6.1. **Note** this Communications and Governance Briefing Paper.
- 6.2. Approve the proposed changes to the IMAP Terms of Reference and Operational Protocol **in principle** to include the attendance of *nominated delegates* with full voting rights when Committee Members are unable to attend the quarterly IMAP Implementation Committee meetings to ensure a quorum and majority vote can be achieved.