



**Inner Melbourne Action Plan**  
‘Making Melbourne More Liveable’



## **DRAFT Minutes**

### **Inner Melbourne Action Plan Implementation Committee**

**Meeting No 23**

**8.00 am – 10.00 am Friday 26 August 2011**

**City of Melbourne**

***Town Hall Administration Building – Council Meeting Room***

<b>Attendees</b>	<p>Cr Ken Ong, Chair Future Melbourne (Planning) Committee, City of Melbourne (Chair)</p> <p>Cr Alison Clarke, Mayor, City of Yarra</p> <p>Cr Rachel Powning, Mayor, City of Port Phillip</p> <p>Cr Melina Sehr, Mayor, City of Stonnington</p> <p>Mr Warren Roberts, Chief Executive Officer, City of Stonnington</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 Geoff Lawler, Director City Planning &amp; Infrastructure, City of Melbourne</p>
<b>Associate Partner Representatives</b>	<p>Mr Adrian Salmon, Assistant Director Statutory Approvals State Planning Services DPCD</p> <p>Ms Adele McCarthy, Director Central City, Department of Transport</p> <p>Mr Rod Anderson, Manager Adaptable Communities, Statewide Services, DSE</p> <p>Mr Nial Finegan, Director NW Region, VicRoads</p> <p>Mr Tony Pensabene, Director Policy &amp; Research, Policy &amp; Coordination, DBI</p> <p>Mr Vince Haining, Chief Executive Officer, City of Maribyrnong</p> <p>Cr Sarah Carter, Mayor, City of Maribyrnong</p>
<b>IMAP</b>	<p>Elissa McElroy, IMAP Executive Officer</p> <p>Alexandra Moloney, IMAP Student Placement Officer</p>
<b>Guests</b>	<p>Clem Newton-Brown, State Member for Prahran</p> <p>Austin Ley, Manager City Research, City of Melbourne [Action 7.7]</p> <p>Haig Poulson, Principal Engineer traffic Engineering, City of Melbourne [Action 2.5]</p> <p>Andrew Cron, Senior Coordinator Traffic Engineering, City of Melbourne [Action 2.5]</p> <p>Jan Jacklin, Manager Economic and Cultural Development, City of Stonnington [Action 11]</p> <p>Debra Howe, Economic Development Coordinator, City of Port Phillip [Action 11]</p> <p>Gail Hall, Project Coordinator Urban Landscapes, City of Melbourne [Action 9.4]</p> <p>Adam Zaborszczyk, Greenhouse Policy Coordinator City of Melbourne [Action 9.4]</p> <p>Meg Jones, Landscape Architect Coordinator, City of Stonnington [Action 9.4]</p> <p>Anne Dansey, City of Port Phillip</p> <p><b>Champions:</b></p> <p>Katrina Terjung, Acting Manager City Strategy, City of Port Phillip</p> <p>Melissa Rathje, Acting Coordinator Corporate &amp; Community Planning, City of Stonnington</p>

#### **PRELIMINARIES**

In the absence of a quorum, Cr Ong took the Chair.

Alexandra Moloney was invited to present her report on Action 7.7 (Item 13 on the agenda) at 8.05am. Ms Moloney noted the interest by Universities in this initiative and in placement of students into IMAP Councils. She described the ad hoc nature of student placement in Councils currently – often triggered by

	<p>students making an approach and councils finding them a position.</p> <p>Ms Moloney identified the need for Councils to look strategically at their current and future workforce requirements and to develop a plan for future skill shortages which includes better use of work integrated learning (WIL). By developing a student programme as part of a future Workforce Strategy, Councils would bring in students who were potentially employees of the future, taking advantage of establishing relationships with the best and brightest through a proactive approach.</p> <p>Her report outlined the three strands of Promoting, Strengthening and Facilitating WIL, identifying that the time limit on the IMAP project necessitated concentration on the first 2 areas, and facilitation required consideration by Councils of the impact of supervising students on their staff.</p> <p>The report emphasises that the provision of placements for WIL is more than councils providing community support to tertiary students: if planned strategically, it is one tactical approach to proactive workforce planning and organisation transformation ensuring recruitment of key skills in the future.</p> <p>[Cr Sehr arrived at 8.10am; Cr Powning arrived at 8.11am]</p> <p>Cr Ong thanked Ms Moloney for her presentation and advised discussion on this item would be deferred until its agenda item as a quorum was now present.</p>
1.	<p><b>Appointment of Chair – Cr Ken Ong</b></p> <p>1.1 That the IMAP Implementation Committee resolves to <b>appoint</b> Cr K Ong as the Chair of the meeting.</p> <p><b>MOVED Cr POWNING/ Cr Sehr</b>  <b>A vote was taken and the MOTION was CARRIED</b></p>
2	<p><b>Apologies</b></p> <p>2.1 That the IMAP Implementation Committee resolve to <b>note</b> the following apologies:</p> <ul style="list-style-type: none"> <li>• Cr Claude Ullin, City of Stonnington</li> <li>• Crs Sehr and Clarke – for lateness</li> </ul> <p><b>MOVED Mr LAWLER/ Mr Roberts</b>  <b>A vote was taken and the MOTION was CARRIED</b></p>
3.	<p><b>Suspension of City of Melbourne's Local Law No. 1 Conduct of Meetings (No 1 of 2001)</b></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 <b>suspended</b> for the duration of the meeting of the Inner Melbourne Action Plan Implementation Committee.</p> <p><b>MOVED Ms RUNDLE/ Mr Roberts</b>  <b>A vote was taken and the MOTION was CARRIED</b></p>
4.	<p><b>Members Interest</b></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"> <li>• Geoff Lawler noted a conflict of interest in relation to item 13 [Action 7.7] due to his role/involvement in two academic courses.</li> </ul>

## ITEMS

5.	<p><b>Introductions</b></p> <p>The Chair welcomed Clem Newton-Brown, member for Prahran as a guest at the meeting.</p> <p>The Chair also welcomed new associates: the Mayor and CEO from the City of Maribyrnong, and Adele McCarthy as the new associate member from DoT replacing Dean Purkis.</p> <p>He noted he also was new to the Committee representing the City of Melbourne.</p>
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6.	<p><b>Confirmation of Minutes</b>  <u>Minutes of the IMAP Implementation Committee No. 22 held on 27 May 2011.</u></p> <p>Cr Powning asked for a change to item 6 of the Minutes of the previous meeting to delete her comment regarding CoY's strategic direction as the council has not discussed this matter.  The Executive Officer noted the updated PowerPoint presentation received from the DoT in relation to item 13 and re-circulated to members. She advised that recommendation 13.1 of the minutes required amendment in line with the updated material as she had worked from an earlier draft – change reference to Early Start treatments to Late Introduction treatments.</p> <p>6.1 That the IMAP Implementation Committee resolves to <b>confirm</b> the minutes of the IMAP Implementation Committee held on 27 May 2011 as amended.</p> <p><b>MOVED Ms RUNDLE/ Mr Roberts</b>  <b>A vote was taken and the MOTION was CARRIED</b></p> <p><u>Minutes of the IMAP Executive Forum No. 11 held on 16 August 2011</u></p> <p>6.2 That the IMAP Implementation Committee resolves to <b>confirm</b> the minutes of the IMAP Executive Forum No. 11 held on 16 August 2011</p> <p><b>MOVED Cr CLARKE/ Ms Rundle</b>  <b>A vote was taken and the MOTION was CARRIED</b></p> <p><i>Action: Minutes of the IMAP Implementation meeting of 27 May 2011 to be amended as noted.</i></p>
7.	<p><b>Ratifying Business from Last Meeting</b>  The Executive Officer noted the following matters at the May meeting were approved electronically following the last meeting and required ratification.</p> <p><u>Item 13 Greenlight Project final report</u>  The Executive Officer advised the amendment noted in the previous item was also required to the first recommendation here to reflect the DoTs advice on Late Introduction treatments at signals. Ms McElroy also noted that IMAP was still awaiting the final report from Booz and Associates on the Greenlight project [Action 2.4] but was advised it was with Jim Betts at DoT for discussion of the recommendations with VicRoads.</p> <p>7.1 That the IMAP Implementation Committee resolves to:</p> <ol style="list-style-type: none"> <li>Approach VicRoads to make the <u>Late Introduction of the Greenman</u> treatment type standard</li> <li>Consider <u>Auto Introduction</u> in the international context including expected benefits, and revisit analysis</li> <li>Approach VicRoads to make the <u>Increased Clearance Time</u> standard</li> <li>Request VicRoads use <u>PUFFINs</u> to balance pedestrian wait times and provide regular crossing opportunities [<i>PUFFINs = Pedestrian User Friendly Intelligent</i>].</li> <li>Note the final report on Action 2.4 and extend the Committee's thanks to the project team.</li> </ol> <p><b>MOVED Mr LAWLER/ Cr Clarke</b>  <b>A vote was taken and the MOTION was CARRIED</b></p> <p><u>Item 15 Action 8.1 Priority for freight movement report</u>  Tony Pensabene advised that the DBI was interested in the outcomes of this project in relation to the Melbourne Planning Scheme and would welcome further discussion/involvement with the project team. The Executive Officer advised she would follow this up.</p> <p>7.2 That the IMAP Implementation Committee resolves to <b>approve</b> the Consultant Brief for Action 8.1 and confirm the budget of \$20K for this work to be undertaken in the 2011/12 financial year.</p> <p><b>MOVED Mr LAWLER/ Cr Powning</b>  <b>A vote was taken and the MOTION was CARRIED</b></p> <p><i>Action: Executive Officer to arrange for the Project Team Leader, Action 8.1 to contact Tony Pensabene DBI</i></p>

8.	<p><b>Business Arising</b></p> <p>In relation to business arising, the Executive Officer advised that:</p> <ul style="list-style-type: none"> <li>• The Community Land Trust contract between funding bodies and the University of Western Sydney was in preparation and would be circulated for information.</li> <li>• Mr Chesterfield, Melbourne Water was to speak to the ISMMF today and would be invited to IMAP at a later date.</li> <li>• The Executive Officer met with Janet Bolitho to discuss the development of a road safety strategy for inner Melbourne.</li> </ul> <p>Mr Lawler noted the letter from the Minister for Water, Hon Peter Walsh which was complimentary of IMAP's WSUD amendments. He noted that this had not progressed to sign off by the Minister for Planning and requested that Adrian Salmon bring this matter to the Minister's attention.</p> <p>The letter from Janet Bolitho was noted from the Road Safety Action Group – Inner Melbourne. The City of Maribyrnong was asked whether they were interested in being part of this group. Mr Haining advised their Council is part of a Road Safe group but would be interested in picking up matters of joint interest from Inner Melbourne.</p> <p>8.1 That the IMAP Implementation Committee resolves to <b>note</b> the actions undertaken in response to business arising from previous minutes.</p> <p><b>MOVED Cr POWNING/ Mr Roberts</b>  <b>A vote was taken and the MOTION was CARRIED</b></p> <p><u>Correspondence:</u>  <b>Inwards</b>  3a Letter from Premier of Victoria, the Hon Ted Baillieu  3b Letter from the Hon Peter Walsh, Minister for Water  3c Letter from Hon Wendy Lovell, Minister for Housing to Mayor CoPP  3d Letter from J Bolitho, Chair, Road Safe Inner Melbourne  3e Letter from V Haining CEO City of Maribyrnong – membership confirmation  3f Media release from Hon Matthew Guy – Appointment P.Clarke to VicUrban  3g Email correspondence from University of Western Sydney regarding Community Land Trust research</p> <p><b>Outwards</b>  3h Letter to Hon Wendy Lovell Minister for Housing from Mayor CoPP  3i Letter of thanks to C McArdle</p> <p><i>Action: Adrian Salmon DPCD requested to raise matter of the IMAP Council's Water Sensitive Urban Design (WSUD) planning amendment with the Minister for Planning.</i></p>
9.	<p><b>Financial Report</b></p> <p>The Executive Officer noted the updated report had been circulated prior to the meeting.</p> <p>9.1 That the IMAP Implementation Committee resolves to <b>receive</b> the IMAP Financial Report for the year ending 30 June 2011.</p> <p><b>MOVED Mr ROBERTS/ Cr Powning</b>  <b>A vote was taken and the MOTION was CARRIED</b></p>
10.	<p><b>Progress Report</b></p> <p>10.1 That the IMAP Implementation Committee resolves to <b>note</b> the IMAP Progress Report for August 2011.</p> <p><b>MOVED Cr SEHR/ Mr Roberts</b>  <b>A vote was taken and the MOTION was CARRIED</b></p>
11.	<p><b>IMAP Communication and Governance</b></p> <p><u>Comments/Discussion:</u></p> <p>a. The <b>2012 meeting dates</b> were approved – it was noted that the November dates do not coincide with the elections.</p> <p>b. <b>Operational Protocol changes:</b> the Executive Officer advised that advice from the CoM governance staff clarified that Special Committees were not able to appoint nominated Delegates - so that approach was</p>

no longer being pursued. She noted the revised approach to reword the IMAP Committee's Operational Protocol was in accordance with the delegations set out in each Council's Terms of Reference and would permit the meeting to proceed.

The Chairman advised he had given the recommendation consideration and believed the change could water down the committee. He noted that elected representatives have conflicting responsibilities making it sometimes difficult to attend and queried whether a proxy could be appointed, or a Deputy chair.

Other points were:

- consideration could be given to requiring 2 elected representatives.
- the problem arises when a Mayor is absent for a period – there has to be a formal resolution of Council for someone to act. The Mayor remains in her position when away so no one can Act for her.
- absence can occur if you have conflicting duties or illness. Prefer to ensure all other Councillors on the Committee are advised so attendance can be confirmed or alternative arrangements be made in advance.
- Proposed greater consideration is given to administration of the current rules, with members being more proactive if they know they are going to be away - notifying the Committee early and, if possible, arranging someone to act.

Cr Ong felt that the changes needed further discussion with their Councils and should be deferred.

Mr Lawler suggested the general changes not affecting membership be approved and moved the adoption of all except changes to Clause 11.1 (b) and (c).

c. **Annual Report:** The Executive Officer noted

- that the Draft Annual Report would be available on the website, with copies made available for all IMAP Councillors.
- the Summary format will be similar to last year and distributed to the mailing list.
- some minor changes will be made to the Draft to update Action 2.5 following receipt of comments from Andrew Cron, CoM.

11.1 That the IMAP Implementation Committee resolves to:

- a. **Defer** consideration of changes to the quorum requirements in the IMAP Operational Protocol; and
- b. **Approve** the proposed changes to the IMAP Operational Protocol except changes to Clause 11.1 (b) and (c).

**MOVED Mr LAWLER/ Cr Powning**

**A vote was taken and the MOTION was CARRIED**

11.2 That the IMAP Implementation Committee resolves to:

- a. **Note** this Communications and Governance Briefing Paper and **approve** the meeting dates of the IMAP Implementation Committee for 2012.
- b. **Approve** the Draft IMAP Annual Report and Summary for the 2010-11 Financial year with minor changes as advised.

**MOVED Mr LAWLER/ Cr Powning**

**A vote was taken and the MOTION was CARRIED**

*Actions: Operational Protocol to be updated except for changes to clause 11.1 b and c  
Meeting dates for 2012 to be circulated  
IMAP Annual Report 2010-11 to be finalised and distributed*

12.

### **Action 2.5 Bicycle Network**

Haig Poulson and Andrew Cron from the City of Melbourne attended for this item.

Mr Poulson noted the good progress being made, that VicRoads was now installing green treatment and fibroline on cycleways such as along St Kilda Road, with positive responses from cyclists and road users. He noted completion of work on Cecil St (CoPP) and Albert Streets (CoM).

Some work was still outstanding due to costs of design options and priority of work however the group is still looking at how to make progress in these areas in the future.



Comments/Discussion

Clem Newton-Brown queried the per metre cost of cycle treatments in St Kilda Road. The figure was not available however Haig Poulson advised a similar treatment in Rathdowne Road was cost effective. Mr Newton-Brown noted the \$270K state government commitment that has been made for Chapel Street.

Cr Sehr noted that

- it was disappointing that DoT was opposing the use of the rail corridor
- vision is needed in planning for bike users
- queried acceptance of ongoing conflicts with bikes on roads when we have great rail infrastructure leading into the CBD with land to the side which could be utilised with good strategy and design.
- logical development with a condensing city, and perplexing that not considered.
- easier for the new development areas to plan for these spaces
- appreciated that rail needs to accommodate its expanding rail network requirements but the rail corridor has no other uses planned unless there are future plans to sell air rights.
- Cyclists have to be planned for as the city needs this transport in the future.

Adele McCarthy advised she will follow up. Adele noted the complexities, physical constraints and need for awareness that land may be required for future rail development.

Nial Finegan advised that Jim Betts is championing this to remove hurdles. The state government is committed to improving cycling and are moving to adopt some of the changes that have been talked about. Cr Clarke noted the number of items being shelved in Yarra due to resourcing issues which need to be addressed.

Cr Ong noted CoM the end point for commuters, 800K per day come into the city, aware of CoY issues as work together. Concerned also with speed of cyclists and accident rate – generally is only a few. Need to manage speed and conflict of cyclists in same way as manage car drivers.

Nial Finegan noted that cyclists travelling over the speed limit can be enforced by police, are subject to road rules, and under section 17a of the road rules must travel at a speed appropriate to the conditions.

Education needed through the “Share the Road” campaigns.

Haig Poulson noted that the CoM is trying to change behaviour.

Geoff Lawler asked that Adele McCarthy come back with information prior to the next meeting.

12.1 That the IMAP Implementation Committee resolves to **note** the Action 2.5 Progress Report.

**MOVED Cr ONG / Cr Sehr**

**A vote was taken and the MOTION was CARRIED**

*Action: Executive Officer to follow up with Adele McCarthy DoT on information regarding the use of rail corridors - for circulation prior to the next meeting.*

13.

### **Action 7.7 Universities and Regional Development**

Alexandra Moloney IMAP and Austin Ley CoM attended for this item.

Geoff Lawler noted his conflict of interest due to involvement as a course advisor and left the room for this item.

Comments/Discussion

- Re international students? *It was noted they were included but had different mechanisms for insurance etc*
- Do existing arrangements with corporates and universities translate to what IMAP is doing? *Yes, each university deals with this differently – some student courses require a WIL element e.g. engineering*
- This is a fantastic initiative – can undertake the Promote and Strengthen stages and agree will need to look at the impact of Facilitate.

13.1 That the IMAP Implementation Committee resolves to:

- Proceed** with ‘Project Area 1 – PROMOTE WIL – Create Awareness’ and ‘Project Area 2 – STRENGTHEN WIL – Make It Easier’.
- Proceed** with ‘Project Area 3 – FACILITATE WIL – Broker Relationships’, however careful consideration is required from each council to confirm actions given potential impact of time on frontline management.

**MOVED Ms RUNDLE / Cr Ong**

**A vote was taken and the MOTION was CARRIED**

	Mr Lawler returned to the meeting.
14.	<p><b>Action 9.4 Green Demonstration Projects: Green Roof Project</b> Gail Hall, CoM attended for this item.</p> <p>Ms Hall advised that</p> <ul style="list-style-type: none"> <li>• IMAP came into the project late in the application process for Sustainability Accord funding and became a partner in the project with CoM/CoPP and University of Melbourne.</li> <li>• The IMAP funding contribution to the project is still to be finalised.</li> <li>• The application for \$250K Sustainability Accord funding has been successful. In the application, CoM and CoPP agreed to provide \$40K cash each towards the project. They also have separate funding available to undertake a green roof demonstration project in their area.</li> <li>• IMAP have made budget provision of \$15K in 2011/12 and \$35K in 2012/13. – or \$12,500 per council.</li> </ul> <p>Ms Hall suggested that this be added to the project budget to enable:</p> <ul style="list-style-type: none"> <li>○ Feasibility studies to be undertaken over a larger area</li> <li>○ Project work on planning schemes to cover 4 councils instead of 2</li> <li>○ Look at further demonstration sites</li> </ul> <p>She recommended that the \$50K allocated for the IMAP project be allocated to the Green Guide project.</p> <p><u>Comments/Discussion:</u></p> <ul style="list-style-type: none"> <li>• CoY indicated keen to be involved and gave strong support to the project.</li> <li>• CoS supported the project and were interested in participation but would like the financial matters deferred for clarification and approval by the Executive Forum.</li> <li>• The principle is for all 4 councils to be involved in the project</li> </ul> <p>14.1 That the IMAP Implementation Committee</p> <ol style="list-style-type: none"> <li>a. <b>notes</b> the award of grant money; and</li> <li>b. <b>refers</b> the decision on funding to the Executive Forum to finalise.</li> </ol> <p><b>MOVED Mr LAWLER / Mr Roberts</b> <b>A vote was taken and the MOTION was CARRIED</b></p> <p><i>Action: Gail Hall to provide a written paper on the funding options for the Green Roof Project for consideration by the Executive Forum.</i></p>
15.	<p><b>Action 9.4 Green Demonstration Projects: Distributed Energy Project</b> Adam Zaborszczyk, CoM attended for this item.</p> <p>Mr Zaborszczyk described the project which looks to:</p> <ul style="list-style-type: none"> <li>• develop an energy map across the IMAP region mapping opportunities and constraints in the energy network ;</li> <li>• assess the network's capacity to take in alternative energy generation,</li> <li>• map the loads in the network</li> <li>• assess economics of distribution solutions compared with purchasing renewable energy from the grid, informing building owners in areas where the grid cannot take in additional loads and advise on alternative efficiencies.</li> <li>• Project to be delivered in stages over 2 years</li> <li>• CoM role to manage the reference group and agree on scope</li> <li>• CSIRO would manage the project.</li> <li>• CSIRO developing the project plan – the plan and budget to be presented to the November meeting of IMAP.</li> <li>• The Accord funding application has been unsuccessful so CSIRO will be looking to the private sector to co-fund the project – may be interest from infrastructure companies looking to develop an understanding of the distributed energy market.</li> </ul> <p>This Report is to update IMAP, gain confirmation of funding allocated to date towards this project, and come back with more detail in November.</p> <p><u>Comments/Discussion</u></p> <ul style="list-style-type: none"> <li>• This work provides a fundamental piece of information if we are ever to have generation beyond the current systems</li> <li>• Great opportunity for IMAP to be a leader with CSIRO</li> </ul>

- Yarra Energy Foundation are a partner to the project, have done some modelling and can provide input into the project. *Talking with CSIRO as to how can apply in other municipalities.*
- A generalised approach to this is not sufficient – project needs to generate the detail on each grid in a specific area to be useful. *Needs close relationships with distribution businesses as reliant on their data on loads off substations, matching it with demand at local level, looking at the economics of retrofitting and upgrading substations and doing the cost benefit analysis.*
- Governance input into project? *Clearest way forward is for CSIRO to lead with agreements between CSIRO and each Council. CSIRO would manage relationship with private sector. IMAP wouldn't actually engage consultants. CSIRO would manage data, privacy etc. Reference group will provide strategic direction and advice to the project.*
- Consideration of waste conversion to energy, biofuels etc? *Waste management forum group going to Osaka to look at using waste to generate electricity – include this? Yes could consider the potential to collect volumes of waste and infrastructure required – however falls outside this study. Could look at other work being done in this area – economic models of what works and doesn't work.*
- IP ownership in practice? *CSIRO own computer model. We own results of this for our municipalities. Outcome of study owned by IMAP with the benefit of being able to make it publically available to the community, developers and publish.*

15.1 That the IMAP Implementation Committee:

- Note** the information contained in the report.
- Approve** the attached Project Brief and confirm expenditure of \$100,000 for the 2010/11 and 2011/12 financial years as indicated in paragraph 9 of the report.

**MOVED Cr ONG / Cr Clarke**

**A vote was taken and the MOTION was CARRIED**

16.

#### **Action 11 Regional Tourism**

Jan Jacklin CoS and Debra Howe CoPP attended for this item.

Ms Jacklin reviewed the performance of the group during the last financial year, Year 1 of the 3 year strategic plan:

- Completion of tourist map licensing and IP agreement
- First license with Where Magazine, handling other enquiries
- 600,000 copies of map printed and distributed – final print run underway and communicating licensing and use of Visitor Guides (750K pa) for the map
- Reviewed research program – in future to tap into research on greater Melbourne due to small sample size
- Tourism Infrastructure and Amenity plan – not actioned. Melbourne Tourism Partnership's 10 year project on visitor signage more appropriate vehicle – could be appropriate for IMAP to be updated on this. Being scoped at present.

Ms Howe reviewed the actions planning for the year ahead:

- Final print run of 300k maps. Updating map and working towards alternatives – e.g. tear off maps/ digital and other formats
- Negotiating for others to take on the administration of the map licensing
- Undertake marketing at entry points to promote inner Melbourne region in regional centres
- Educate volunteers on Inner Melbourne profile
- Align with Tourism and Events Conference September 2011
- Signage Project – support CoM in delivery, involvement of other staff – urban design, transport planners, strategic planners etc
- MYKI transition and travel cards – no ticket environment for travellers from Dec 2012.

#### Comments/Discussion

- Congratulate activity of group; conscious of problem with MYKI for travellers
- Consider use of council systems to tap into – e.g. library card
- Maribyrnong interested in being involved in this group. Synergies with the film festival and tourism festival initiative. Keen to have a partnership.
- Melbourne airport arrivals overtaken Sydney, overnight stays exceed Sydney



	<p>16.1 That the IMAP Implementation Committee resolves to:</p> <ol style="list-style-type: none"> <li><b>receive</b> the IMAP Tourism Working Group progress Report 2010-11 and <b>endorse</b> the project outcomes and expenditure in Year 1.</li> <li><b>receive and approve</b> the Tourism Working Group 2011-2012 Action Plan (Year 2); and</li> <li><b>approve</b> the proposed project budget allocations in the Tourism Working Group 2011-2012 Action Plan (Year 2)</li> </ol> <p><b>MOVED Cr SEHR / Cr Ong</b>  <b>A vote was taken and the MOTION was CARRIED</b></p> <p><i>Action: Executive Officer to follow up involvement of City of Maribyrnong in Strategy 11 with project team</i></p>
17.	<p><b>CONFIDENTIAL ITEMS</b></p> <p><b>Procedural Motion:</b></p> <p>17.1 That the IMAP Implementation Committee resolves to proceed into Confidential Business and the meeting be <b>closed to the public</b> as the matter to be considered falls within the ambit of Sections 89 (2) (d) Contractual Matters and 89(2)(f) Legal Advice, of the Local Government Act 1989 (9.52am)</p> <p><b>MOVED Ms RUNDLE / Cr Sehr</b>  <b>A vote was taken and the MOTION was CARRIED</b></p> <p>The Public were excluded for this part of the meeting.</p> <p><b>Procedural Motion:</b></p> <p>17.2 That the IMAP Implementation Committee resolves that the meeting be <b>re-opened to the public</b> (9.56am)</p> <p><b>MOVED Cr POWNING / Ms Rundle</b>  <b>A vote was taken and the MOTION was CARRIED</b></p>
<p><b>OTHER BUSINESS</b></p>	
18.	<p><b>Other Business</b> – there was no other business</p> <p><b>Confirmed</b> - Next Meeting Friday 18 November 2011 (8.00am)  City of Stonnington</p> <p><b>Close</b> Meeting closed at 9.56 am</p>

### IMAP Implementation Committee Meeting 26 August 2011 – Endorsement of Minutes

Chairperson: Cr Ken Ong \_\_\_\_\_ Date \_\_\_\_\_

## RESOLUTIONS

- 1.1 That the IMAP Implementation Committee resolves to **appoint** Cr K Ong as the Chair of the meeting.
- 2.1 That the IMAP Implementation Committee resolve to **note** the following apologies:
  - Cr Claude Ullin, City of Stonnington
  - Crs Sehr and Clarke – for lateness
- 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.
- 6.1 That the IMAP Implementation Committee resolves to **confirm** the minutes of the IMAP Implementation Committee held on 27 May 2011 as amended.
- 6.2 That the IMAP Implementation Committee resolves to **confirm** the minutes of the IMAP Executive Forum No. 11 held on 16 August 2011
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  - a. Approach VicRoads to make the Late Introduction of the Greenman treatment type standard
  - b. Consider Auto Introduction in the international context including expected benefits, and revisit analysis
  - c. Approach VicRoads to make the Increased Clearance Time standard
  - d. Request VicRoads use PUFFINs to balance pedestrian wait times and provide regular crossing opportunities [PUFFINs = Pedestrian User Friendly Intelligent].
  - e. Note the final report on Action 2.4 and extend the Committee's thanks to the project team
- 7.2 That the IMAP Implementation Committee resolves to **approve** the Consultant Brief for Action 8.1 and confirm the budget of \$20K for this work to be undertaken in the 2011/12 financial year.
- 8.1 That the IMAP Implementation Committee resolves to **note** the actions undertaken in response to business arising from previous minutes.
- 9.1 That the IMAP Implementation Committee resolves to **receive** the IMAP Financial Report for the year ending 30 June 2011.
- 10.1 That the IMAP Implementation Committee resolves to **note** the IMAP Progress Report for August 2011.
- 11.1 That the IMAP Implementation Committee resolves to:
  - a. **Defer** consideration of changes to the quorum requirements in the IMAP Operational Protocol; and
  - b. **Approve** the proposed changes to the IMAP Operational Protocol except changes to Clause 11.1 (b) and (c).
- 11.2 That the IMAP Implementation Committee resolves to:
  - a. **Note** this Communications and Governance Briefing Paper and **approve** the meeting dates of the IMAP Implementation Committee for 2012.
  - b. **Approve** the Draft IMAP Annual Report and Summary for the 2010-11 Financial year with minor changes as advised.
- 12.1 That the IMAP Implementation Committee resolves to **note** the Action 2.5 Progress Report.
- 13.1 That the IMAP Implementation Committee resolves to:
  - a. **Proceed** with 'Project Area 1 – PROMOTE WIL – Create Awareness' and 'Project Area 2 – STRENGTHEN WIL – Make It Easier'.
  - b. **Proceed** with 'Project Area 3 – FACILITATE WIL – Broker Relationships', however careful consideration is required from each council to confirm actions given potential impact of time on frontline management.
- 14.1 That the IMAP Implementation Committee
  - a. **notes** the award of grant money; and
  - b. **refers** the decision on funding to the Executive Forum to finalise.
- 15.1 That the IMAP Implementation Committee:
  - a. **Note** the information contained in the report.
  - b. **Approve** the attached Project Brief and confirm expenditure of \$100,000 for the 2010/11 and 2011/12 financial years as indicated in paragraph 9 of the report.
- 16.1 That the IMAP Implementation Committee resolves to:
  - a. **receive** the IMAP Tourism Working Group progress Report 2010-11 and **endorse** the project outcomes and expenditure in Year 1.
  - b. **receive and approve** the Tourism Working Group 2011-2012 Action Plan (Year 2); and
  - c. **approve** the proposed project budget allocations in the Tourism Working Group 2011-2012 Action Plan (Year 2)
- 17.1 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 falls within the ambit of Sections 89 (2) (d) Contractual Matters and 89(2)(f) Legal Advice, of the Local Government Act 1989 **(9.52am)**
- 17.2 That the IMAP Implementation Committee resolves that the meeting be **re-opened to the public (9.56am)**

**ACTIONS PUBLIC RECORD**

	<b>Responsibility</b>	<b>Action</b>	<b>Due</b>
6	IMAP Executive Officer	<i>Minutes of the IMAP Implementation meeting of 27 May 2011 to be amended as noted.</i>	<i>Sept 2011</i>
7	IMAP Executive Officer	<i>Executive Officer to arrange for the Project Team Leader, Action 8.1 to contact Tony Pensabene DBI</i>	<i>Sept 2011</i>
8	Adrian Salmon DPCD	<i>Adrian Salmon DPCD requested to raise matter of the IMAP Council's Water Sensitive Urban Design (WSUD) planning amendment with the Minister for Planning.</i>	<i>Nov 2011</i>
11	IMAP Executive Officer	<ul style="list-style-type: none"> <li>· <i>Operational Protocol to be updated except for changes to clause 11.1 b and c</i></li> <li>· <i>Meeting dates for 2012 to be circulated</i></li> <li>· <i>IMAP Annual Report 2010-11 to be finalised and distributed</i></li> </ul>	<i>Sept 2011</i>  <i>Sept 2011</i> <i>Oct 2011</i>
12	IMAP Executive Officer Adele McCarthy DoT	<i>Executive Officer to follow up with Adele McCarthy DoT on information regarding the use of rail corridors - for circulation prior to the next meeting.</i>	<i>Sept 2011</i>
14	Gail Hall CoM	<i>Gail Hall to provide a written paper on the funding options for the Green Roof Project for consideration by the Executive Forum.</i>	<i>Oct 2011</i>
16	IMAP Executive Officer	<i>Executive Officer to follow up involvement of City of Maribyrnong in Strategy 11 with project team</i>	<i>Sept 2011</i>

## DRAFT MINUTES

### Inner Melbourne Action Plan Executive Forum

Meeting No 12  
1.00 pm – 2.00 pm Tuesday 18 October 2011  
City of Stonnington  
*Malvern Town Hall – Meeting Room 1*

<b>Attendees</b>	Warren Roberts – Chief Executive Officer, City of Stonnington [Chair]
<b>Forum Members</b>	Andi Diamond – Chief Executive Officer, City of Yarra
<b>Associate Member</b>	Vince Haining – Chief Executive Officer, City of Maribyrnong
<b>IMAP</b>	Elissa McElroy – IMAP Executive Officer Alexandra Moloney – IMAP Student Placement Officer
<b>Guests</b>	Gail Hall – Project Coordinator, Urban Landscapes, City of Melbourne

#### PRELIMINARIES

Item	Agenda Topic
1	<b>Appointment of Chair</b> – Warren Roberts, CEO, City of Stonnington was confirmed as the Chairman. The meeting opened at 1.10pm.
2	<b>Apologies</b> Kay Rundle – Chief Executive Officer, City of Port Phillip Geoff Lawler, Director City Planning & Infrastructure, City of Melbourne  The apologies were noted.

#### ITEMS

3	<p><b>Action 9.4 Green Demonstration Projects – Growing Green Guide</b></p> <p>Gail Hall, Project Coordinator, Urban Landscapes, City of Melbourne attended for this item. Ms Hall summarised the history of the funding application and reviewed the expected outcomes of the project.</p> <p><u>Discussion and Comments</u></p> <p>Dr Diamond advised the City of Yarra were supportive of the project and asked what CoY get at the end of the project? Ms Hall advised this depends on the scope for the municipality and could include:</p> <ul style="list-style-type: none"> <li>• full public access to material,</li> <li>• targeting new development to establish green roof concept,</li> <li>• securing public/private development partnerships</li> <li>• retrofitting heritage buildings.</li> </ul> <p>Mr Haining advised Maribyrnong were interested due to the limited green areas in the municipality. He was interested in the planning aspect, aware that places like Vancouver had planning requirements, and wondered if we were looking to mandate this? He advised that due to other projects of interest, he would not be committing to this project.</p> <p>The Executive Officer advised that progress reports would come back to the IMAP Committee so Maribyrnong can decide over time whether they are interested in future participation.</p>
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Dr Diamond noted it was a substantial budget considering some information is in place already. Mr Roberts advised he had initially shared these concerns however he had seen great examples overseas, sees it can be done and supports the project.

On the basis of the discussion and the need to increase the budget to have the study cover a broader area, Option 2 was supported by both Dr Diamond and Mr Roberts. They noted that the Project team represented diverse skills. Justin Hanrahan was confirmed as the officer representing the City of Yarra on the project team

Ms Hall said the project will establish Reference Groups to provide specialist expertise e.g. planners to help with planning scheme policies; experts to help with the technical specifications; developers and architects to help with the Best Practice Guidelines. It was noted that the project team is establishing a governance framework and reporting timelines required for a large project.

Dr Diamond noted the importance of having council staff exposed to some of the learning from the project as an outcome from funding the project.

Mr Roberts asked that a staff information session be run on the project as it was an interesting research project. He wondered if University of Melbourne researchers could provide information sessions that could rotate around the Councils with invitations across councils to attend.

## RESOLUTION

**That the Executive Forum agree to an increased funding package for the Action 9.4 Green Guide project as detailed in Option 2 of the report, as follows:**

- **The cash contribution for the Green Guide project be increased from \$80,000 to \$130,000**
- **The cities of Melbourne, Port Phillip, Stonnington and Yarra contribute an equal contribution of \$32,500 each over 2 years which shall be made up as follows:**
  - **\$12,500 each - from existing IMAP funds**
  - **\$20,000 each - additional cash contribution over 2 years.**

The Cities of Melbourne and Port Phillip have budgeted for this amount. Cities of Stonnington and Yarra noted this funding could be made available in the 2012/13 budget– or be considered with allocation of end of financial year surpluses.

*Action: Executive Officer to note Action 9.4 Green Guide funding for Implementation Plan and arrange invoicing*

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## Action 7.7 Universities and Regional Development

Alex Moloney, IMAP Student Placement Officer attended for this item. Alex provided an update on the project.

### Issues

- a. moving the IMAP councils to
  - Take a proactive planned approach wrt student placements; and
  - Increase the number of students and success from student placements
- b. looking at how students fit into the process of workforce planning (i.e. in terms of adding resources to projects; addressing the aging workforce; future employment strategies; social outcomes; resourcing on an annual basis etc)
- c. establishing prototypes of policies and guidelines – localised for each council
- d. annual planning for students – identifying projects so universities can be engaged and students taken on in 2 recruitment rounds each year
- e. discuss problem with students being part of FTEs

Mr Roberts wanted to ensure student approval stays with the CEO role, that it is left to managers to resource - not treated as an additional budget item. He was happy to build capacity, and gain an additional resource – not an actual resource. He liked the concept of a planning session for student engagement which could then be managed within the resources through the year.

Mr Haining could see the value of linking students' engagement to long term industry needs and establishing a mechanism to link placements to these areas - as part of a long term approach to skill shortages

Dr Diamond asked what the outcome or success factors were expected from the project and these were discussed.

Ms Moloney noted the need to get policies and processes in place, to work with individual areas to set



	<p>up partnerships and that it was then up to the councils to implement it.</p> <p>The Executive Forum noted that: Councils need to consider how they provide for students</p> <ul style="list-style-type: none"> <li>• from the CoM FTE basis to the more informal project basis, and</li> <li>• where council has a specific need.</li> </ul>
<b>5</b>	<p><b>IMAP Projects – Financial Contribution from the City of Maribyrnong</b></p> <p>Vince Haining went through the list of current IMAP projects and identified those his Council was interested in participating in, as follows:</p> <p>Action 2.5 Bicycle Network          Actions 2.6/4.3/4.4 Bus and Tram projects          Action 3.3 Regional Approach to Parking Management          Action 3.5 Reduced Through Traffic          Action 4.7 Improvements to public transport services          Action 8.1 Priority for freight movement          Strategy 11 Regional tourism</p> <p>Mr Haining noted that he would want to discuss funding contributions further with his Council.</p> <p><i>Action: The Executive Officer to collate the project information and forward to the CEO Maribyrnong for final approval of his Council's participation in these projects.</i></p>

## OTHER BUSINESS

<b>6</b>	<p><b>Map boundary:</b>          The Executive Officer advised that she was looking to establish a base map through DSE/DPCD for use on IMAP projects and sought guidance on the boundary for the Stonnington and Maribyrnong municipalities. It was determined that all 5 municipalities be included in total.</p> <p><b>Close</b> The meeting closed at 2.15pm  <b>Next Meeting</b> – As required</p>
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