

Melton City Council
Annual Action Plan
2016-2017



A Proud Community Growing Together

Outcome 1: A clear vision to connect and develop a sustainable City

Objective 1.1: Strategically plan for a well designed and built City.

No.	Strategies
1.1.1	Ensure appropriate land use planning for public infrastructure, non urban areas, urban development and community assets.
1.1.2	Create local identity and character through urban design and public art that creates local pride and improves the image and perception of the City.
1.1.3	Prepare structure plans and design guidelines that seek to revitalise established urban areas, commercial precincts and other key major development sites.
1.1.4	Partner with stakeholders to take advantage of our local distinctiveness through the conservation, protection and enhancement of heritage features and places.
1.1.5	Improve growth in housing diversity and provision of affordable housing options including public, transitional and social housing for vulnerable residents.
1.1.6	Develop planning guidelines and collaborate with the Growth Areas Authority and land developers to facilitate improved integrated land use planning.

CAP No.	CP Strategy	Action	Performance Indicators	Service Unit	Timeline
1	1.1.1	Develop Strategic Telecommunications Infrastructure Policy.	Strategic Telecommunications Infrastructure Policy presented to Council for adoption.	City Design Strategy & Environment	30-Jun-17
2	1.1.1	Develop an annual inspection program of the quality and liveability of new developments.	Outcomes reported to Council.	Planning Services	30-Jun-17
3	1.1.1	Develop Western Plains South Green Wedge Management Plan (2 year project).	Background analysis presented to Council.	City Design Strategy & Environment	30-Jun-17
4	1.1.2	Develop an Urban Design Strategy (2 year project).	Stage 1 background report to Council.	City Design Strategy & Environment	30-Jun-17
5	1.1.2	Develop a new Public Art Strategy and Policy.	Strategy and Policy presented to Council for adoption.	Engagement & Advocacy	31-Dec-16
6	1.1.2	Complete the Toolern Public Realm Strategy.	Strategy presented to Council for adoption.	City Design Strategy & Environment	30-Jun-17
7	1.1.3	Prepare the Melton South Structure Plan (2 year project).	Background report prepared.	City Design Strategy & Environment	30-Jun-17
8	1.1.4	Review Heritage Strategy.	Report presented to Council for adoption.	City Design Strategy & Environment	30-Jun-17
9	1.1.5	Implement the Housing Diversity Strategy.	Number of short term category actions implemented from the Action Plan.	City Design Strategy & Environment	30-Jun-17
10	1.1.6	Contribute to State Government processes in the identified Precinct Structure Plans	Number of Precinct Structure Plans and Infrastructure Contribution	City Design Strategy & Environment	30-Jun-17

	and Infrastructure Contributions Plans.	Plans.	
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Objective 1.2: Build a sense of place through an engaging range of community facilities and shared open spaces.

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| 1.2.1 | Provide community access to services and opportunities for all to recreate, learn and socialise through the provision and maintenance of integrated and co-located assets and open space. |
| 1.2.2 | Practice a place based management approach to the planning, design, marketing, operation and maintenance of activity centres and community hubs. |
| 1.2.3 | Improve our gateways and entry points, open spaces and streetscapes to enhance the presentation, local pride and accessible amenity for residents, businesses and visitors. |
| 1.2.4 | Prepare comprehensive feasibility studies, management plans and infrastructure plans to ensure the future provision of assets in line with community need and organisational capacity to deliver and manage. |
| 1.2.5 | Deliver asset needs through the capital works program including Precinct Structure Plan priority projects, aligned with Council Plan outcomes. |

CAP No.	CP Strategy	Action	Performance Indicators	Service Unit	Timeline
11	1.2.1 1.2.2	Develop Caroline Springs sub regional tennis facility.	Construction commenced within timeframes.	Recreation & Youth	30-Jun-17
12	1.2.3	Develop a Signage Strategy to improve accessibility within the municipality (2 year project).	Discussion paper developed.	City Design Strategy & Environment	30-Jun-17
13	1.2.3	Develop a Melton Municipal Street Tree Strategy (2 year project).	Background analysis report developed.	City Design Strategy & Environment	30-Jun-17
14	1.2.3	Deliver the annual Street Tree Planting and Beautification Program across the municipality.	Number of trees planted. Number of projects completed.	Operations	30-Jun-17
15	1.2.4	Complete revaluation of kerb and footpath assets.	Revaluation completed.	Engineering Services	30-Jun-17
16	1.2.5	Delivery of the 2016/17 Capital Works Program.	80% of Capital Projects and Programs delivered on time and within budget.	Capital Projects	30-Jun-17

Objective 1.3: Generate an innovative local economy that stimulates opportunities for investment, business and training.

No. Strategies

- 1.3.1 Provide support and opportunities for new and emerging business development, investment and diversity of job opportunities.
- 1.3.2 Work with new and existing businesses to create local employment opportunities through the provision of training and support.
- 1.3.3 Initiate, support and promote programs to improve links between higher education and vocational training to local jobs.
- 1.3.4 Develop and promote the Western Business Accelerator and Centre for Excellence (BACE) as a key attractor for new and emerging businesses in the Western Region.
- 1.3.5 Promote opportunities from the rollout of the National Broadband Network (NBN) across the City to enhance web connectivity for businesses.
- 1.3.6 Support marketing initiatives that generate economic activity, attract visitors and builds the value, identity and reputation of Melton City and Melbourne's West as a place to visit.

CAP No.	CP Strategy	Action	Performance Indicators	Service Unit	Timeline
17	1.3.1	Develop Toolern Employment Area Urban Design Framework.	Background report presented to Council.	City Design, Strategy & Environment	30-Jun-17
18	1.3.2	Maintain Social Procurement commitments in the Parks, Open Space & Tree Maintenance Services and Road & Drainage Maintenance Services contracts.	Number of social procurement commitments maintained in contracts.	Operations	30-Jun-17
19	1.3.3	Implement identified actions from the Community Learning Plan.	Number of actions implemented.	Community Planning	30-Jun-17
20	1.3.4	Facilitate Council and business engagement in programs, activities and spaces within the Western BACE.	Number of programs and activities.	Engagement & Advocacy	30-Jun-17
21	1.3.5	Deliver actions within the Digital Economy Strategy.	Outcomes reported to Council.	Engagement & Advocacy	30-Jun-17
22	1.3.6	Provide tourism information services through the Visitor Information Centre.	Number of visitors using Visitor Information services.	Engagement & Advocacy	30-Jun-17
23	1.3.6	Deliver an incentive based Buy Local program	Number of businesses participating in program.	Engagement & Advocacy	30-Jun-17

Objective 1.4: Value and protect the natural environment for future generations.**No. Strategies**

- 1.4.1 Lead by example through innovative and environmentally sensitive design and construction of Council assets.
- 1.4.2 Promote environmental outcomes in Council assets through innovative programs and management practices to reduce resource consumption including water, energy and non renewable resources.
- 1.4.3 Minimise waste through reduction, reuse and recycling of waste products.
- 1.4.4 Educate the community about the value of our natural environment and the benefits in adopting sustainable practices in their daily lives.
- 1.4.5 Support community involvement in local area conservation and environmental protection projects.
- 1.4.6 Engage land owners to improve the productivity and appearance of our rural landscape and waterways to enhance local pride and the reputation of our City.

CAP No.	CP Strategy	Action	Performance Indicators	Service Unit	Timeline
24	1.4.1	Develop and implement Climate Resilience Checklist for Council assets.	Checklist developed.	City Design Strategy & Environment	30-Jun-17
25	1.4.2	Develop Environment Plan to address climate change impacts and the protection of natural resources.	Plan presented to Council for adoption.	City Design Strategy & Environment	30-Jun-17
26	1.4.3	Review operation of Melton Recycling Facility.	Review presented to Executive.	Operations	30-Jun-17
27	1.4.4 1.4.5	Support local environment groups and school based programs.	Number of groups supported. Number of school visits.	City Design Strategy & Environment	30-Jun-17
28	1.4.6	Deliver the Environment Enhancement Program.	Percentage of eligible landowners who retain their rebate.	City Design Strategy & Environment	30-Jun-17

Objective 1.5: Support a transport system that connects and moves our community.

No. Strategies

- 1.5.1 Advocate for the early delivery of Principal Public Transport Networks and associated infrastructure to increase accessibility and safety in partnership with other levels of government.
- 1.5.2 Partner to deliver and maintain an integrated road network in new and existing communities.
- 1.5.3 Advocate to government for the early delivery of arterial road infrastructure and to improve the connectivity of bus routes to meet activity hubs, train services and new stations.
- 1.5.4 Support the creation of a connected and active community through the design and delivery of walking and cycling networks.
- 1.5.5 Advocate for duplication and electrification of the Melbourne line to Melton and greater frequency of train services connecting the city with other destinations.
- 1.5.6 Work with the community and partners to provide flexible and sustainable alternate transport options to private vehicle ownership.
- 1.5.7 Improve community access to services in areas of high transport disadvantage through a shared-service model of transport assets and outreach services.

CAP No.	CP Strategy	Action	Performance Indicators	Service Unit	Timeline
29	1.5.1	Advocate for public transport networks.	Number of representations.	Engagement & Advocacy	30-Jun-17
30	1.5.2	Complete Abey Road Bridge construction to provide a vital link between Melton South and the Toolern Growth area.	Works completed within timeframe.	Engineering Services	30-Jun-17
31	1.5.2	Develop and implement the Minor Maintenance Agreement in collaboration with Vic Roads and Citywide.	Parameters in the agreement achieved.	Operations	30-Jun-17
32	1.5.2	Complete the Mount Cottrell road widening project between Greigs Road and Boundary Road.	Works completed within timeframe.	Engineering Services	30-Jun-17
33	1.5.3	Advocate for government road transport infrastructure funding.	Number of representations.	Engagement & Advocacy	30-Jun-17
34	1.5.4	Construction of walking and cycling networks.	Length of new walking and cycling paths.	Engineering Services	30-Jun-17
35	1.5.5	Advocate for inclusion of pedestrian rail crossings in the Melton rail duplication project.	Demonstrated advocacy activities.	Engineering Services	30-Jun-17
36	1.5.6	Support the planning and implementation of active sustainable transport initiatives.	Number of initiatives delivered. Number of participants.	Community Planning	30-Jun-17
37	1.5.7	Implement Moving Melton, Council's integrated transport strategy.	Number of actions achieved.	City Design Strategy & Environment	30-Jun-17

Outcome 2: Operating with innovation, transparency, accountability and sustainability

Objective 2.1: Build community trust through socially responsible governance for long term sustainability.

No. Strategies

- 2.1.1 Practice a strategic evidence based policy approach to guide Council's decision making.
- 2.1.2 Align planning, resources and reporting through the delivery of Council's Integrated Planning Framework and Corporate Performance Management System.
- 2.1.3 Ensure Council's long term sustainability through responsible financial management.
- 2.1.4 Continually review and improve management systems, structures and processes to ensure they are aligned, efficient and effective.
- 2.1.5 Support transparency through public access to relevant information, decision making and strategic documents.

CAP No.	CP Strategy	Action	Performance Indicators	Service Unit	Timeline
38	2.1.1	Develop the 2017 – 2021 Council Plan.	Compliance with Local Government Act and Local Government Financial Regulations.	Risk & Performance	30-Jun-17
39	2.1.1	Review 'Naming of Council Community Facilities and Open Space Policy.'	Policy presented to Council for adoption.	Recreation and Youth	30-Jun-17
40	2.1.2	Deliver the annual community budget engagement sessions.	Number of community engagement sessions (2).	Finance	30-Jun-17
41	2.1.2	Develop the 2017 – 2021 Municipal Public Health and Wellbeing Plan.	Compliance with Health Act and Public Health and Wellbeing Act.	Community Planning	30-Jun-17
42	2.1.3	Manage the annual Budget process in accordance with legislation.	Compliance with Local Government Act and Local Government Financial Regulations.	Finance	30-Jun-17
43	2.1.3	Review and update the Strategic Resource Plan.	Compliance with Local Government Act and Local Government Financial Regulations.	Finance	30-Jun-17
44	2.1.4	Implement Year 3 of the 2014 - 2017 Risk Management Strategy.	Report presented to Risk Management Committee.	Risk & Performance	30-Jun-17
45	2.1.4	Upgrade Council's core business IT system.	Works completed within timeframe.	Finance	30-Jun-17
46	2.1.5	Administer Council meeting reports and minutes.	100% of Council meetings minutes published on Council's Website within seven days.	Legal & Governance	30-Jun-17

Objective 2.2: Provide levels of service that balance community need with organisational capacity.**No. Strategies**

- 2.2.1 Undertake reviews to determine types and levels of service and assets provided by Council, aligned with community need, to continuously improve service quality.
- 2.2.2 Implement a strategic evidence based approach for the provision, management and maintenance of civic and community assets to ensure sustainable Council operations and equitable community access.
- 2.2.3 Provide facilities and services in an effective and cost-efficient manner through a range of public and private partnerships.
- 2.2.4 Engage with land developers in the design of open spaces and infrastructure that ensures the delivery of an accepted standard of asset.

CAP No.	CP Strategy	Action	Performance Indicators	Service Unit	Timeline
47	2.2.1	Review service model and undertake a competitive tender process for the provision of public toilet & BBQ cleaning; plant & labour hire; hard waste collection; and cleaning services.	Service Level Review recommendations presented to Council for adoption. Adoption of replacement contracts.	Operations	30-Jun-17
48	2.2.1	Review Council's playgroups program.	Report presented to Executive.	Families & Children	30-Jun-17
49	2.2.2	Develop plan for the building of community infrastructure, to the appropriate standard.	Community Infrastructure Plan presented to Council for adoption.	Community Planning	30-Jun-17
50	2.2.2	Implement Community Facilities Access Policy.	Number of hirers under licence agreements.	Community Planning	30-Jun-17
51	2.2.2	Provide opportunities for the community to have input into future improvements to Council's passive recreation reserves.	Number of community engagement sessions.	Recreation & Youth	30-Jun-17
52	2.2.3	Provision of aquatic facilities.	Number of visits to aquatic facilities.	Recreation & Youth	30-Jun-17
53	2.2.3	Provision of kerbside waste collection services.	Number of scheduled kerbside garbage and recycling collection bin lifts.	Operations	30-Jun-17
54	2.2.4	Develop Engineering Guidelines for Industrial Developments.	Guidelines presented to Council for adoption.	Engineering Services	30-Jun-17

Objective 2.3: Facilitate community engagement in planning and decision making.

No. Strategies

- 2.3.1 Provide information about Council services and associated activities through a range of communication tools.
- 2.3.2 Encourage involvement, planning and decision making through Council's Community Engagement Framework.
- 2.3.3 Provide the community with balanced and objective information, to assist them in understanding Council's direction and decisions.

CAP No.	CP Strategy	Action	Performance Indicators	Service Unit	Timeline
55	2.3.1	Develop Council's social media presence.	Social media platforms and audience reach.	Engagement & Advocacy	30-Jun-17
56	2.3.2	Deliver the My City My Say community engagement events.	Number of community engagement sessions (4).	Community Planning	30-Jun-17
57	2.3.2	Develop 20 year Community Vision.	Document presented to Council for adoption.	Community Planning	30-Jun-17
58	2.3.3	Produce weekly media releases to local and metro media and organising media photo opportunities.	Percentage of pickup of media releases in local newspapers.	Engagement & Advocacy	30-Jun-17
59	2.3.3	Publish Council's Annual Report.	Report published on Council's website.	Engagement & Advocacy	30-Jun-17

Objective 2.4: Invest into a skilled, motivated, aligned and performing workforce.

No. Strategies

- 2.4.1 Develop the skills and knowledge of Councillors and employees to grow capacity and optimum performance.
- 2.4.2 Through people leadership, drive accountability of strategic and operational commitments.
- 2.4.3 Generate a culture of learning and development that attracts and retains quality employees and delivers recognition programs to support innovation and motivate high performance.
- 2.4.4 Empower and support our people to realise and achieve their potential through a talent management framework.
- 2.4.5 Promote and support the health and well-being of our employees, Councillors, contractors and volunteers.

CAP No.	CP Strategy	Action	Performance Indicators	Service Unit	Timeline
60	2.4.1	Deliver Corporate training program.	Number of courses and participants.	People & Culture	30-Jun-17
61	2.4.2	Deliver Council's leadership program.	Number of events.	People & Culture	30-Jun-17
62	2.4.3	Run Staff Recognition annual event.	Event award numbers and type.	People & Culture	30-Jun-17
63	2.4.3	Develop Service Unit Workforce Plans.	Number of Plans developed.	People & Culture	30-Jun-17
64	2.4.4	Coordinate the Mentoring Program for staff.	Number of Mentees. Number of Mentors.	People & Culture	30-Jun-17
65	2.4.5	Implement Year 1 of 2016 - 2019 Occupational Health and Safety Strategy.	90% conformance with Council's Occupational Health and Safety Management System.	Risk & Performance	30-Jun-17

Objective 2.5: Advocate in the best interests of our community and region.

No. Strategies

- 2.5.1 Invest in relationships and alliances with influential people and organisations for improved community outcomes.
- 2.5.2 Develop and implement an advocacy framework, advocacy strategies, associated campaigns and reporting on outcomes.
- 2.5.3 Build on a coordinated approach to securing other Government sources of funding that will support Council's capacity to deliver community infrastructure, planning and development opportunities and programs.
- 2.5.4 Engage government to obtain a timely share of funding to resource the complex and growing need for growth services and new infrastructure.

CAP No.	CP Strategy	Action	Performance Indicators	Service Unit	Timeline
66	2.5.1	Participate in the National Growth Areas Alliance.	Outcomes reported to Executive.	Engagement & Advocacy	30-Jun-17
67	2.5.2	Advocate for Primary and Secondary school provision.	Number of representations.	Engagement & Advocacy	30-Jun-17
68	2.5.3 2.5.4	Submit government funding applications to support Council's Capital Works program and Council's service delivery.	Outcomes reported to Council.	Finance	30-Jun-17

Objective 2.6: Ensure timely compliance with statutory and regulatory obligations.

No. Strategies

- 2.6.1 Update documents, local laws, practices and tools in accordance with legislation and best practice in delivering corporate and community services.
- 2.6.2 Implement and monitor regulatory inspections to ensure industry compliance and public health and safety.
- 2.6.3 Ensure procurement processes and external service contracts and projects are managed with probity to comply with legislative requirements and best practice performance standards.
- 2.6.4 Develop and maintain Council's emergency and disaster management planning, prevention, response and recovery capacity.
- 2.6.5 Build community resilience to emergency or disaster situations through education, programs and access to the right information.

CAP No.	CP Strategy	Action	Performance Indicators	Service Unit	Timeline
69	2.6.1	Conduct inspections of building sites, unsightly properties, abandoned vehicles, and advertising signs.	Percentage of customer action requests responded to within 10 business days.	Compliance	30-Jun-17
70	2.6.1	Process Statutory Planning applications.	The median number of days between receipt of a planning application and a decision on the application. Number of planning application decisions made within 60 days.	Planning Services	30-Jun-17
71	2.6.2	Deliver Domestic Animal Management services.	Number of animals collected. Number of animals reclaimed.	Compliance	30-Jun-17
72	2.6.2	Conduct food safety inspections of food premises.	Number of registered class 1 food premises and class 2 food premises that received an annual food safety assessment in accordance with the <i>Food Act 1984</i> .	Compliance	30-Jun-17
73	2.6.2	Undertake Essential Safety Measures inspection, testing and maintenance tasks for all Council buildings in accordance with legislative requirements.	Number of inspections completed. Percentage compliance with legislative requirements.	Operations	30-Jun-17

CAP No.	CP Strategy	Action	Performance Indicators	Service Unit	Timeline
74	2.6.2	Maintain Council's road network assets in compliance with the Road Management Act and Council's Road Management Plan.	Percentage compliance with Road Management Plan (>95%).	Operations	30-Jun-17
75	2.6.2	Develop an inspection program of new developments to ensure compliance with planning permits	Number of inspections conducted.	Planning Services	30-Jun-17
76	2.6.2	Develop the Electric Line Clearance Plan and submit for approval by Energy Safe Victoria.	Plan available on Council website.	Operations	31-Dec-16
77	2.6.3	Implementation of the Project Management Framework.	Business Case for the Portfolio Office Project presented to Executive for approval.	Capital Projects	31-Mar-17
78	2.6.3	Develop contract management plans for the Parks, Open Space & Tree Maintenance Services and Road & Drainage Maintenance Services contracts.	Actions completed within timeframes.	Operations	30-Jun-17
79	2.6.4	Coordinate the annual testing, review and evaluation of Council's Business Continuity Plans.	Annual Test Exercise completed and action plan developed.	Risk & Performance	30-Jun-17
80	2.6.5	Test and assess Emergency Response and Recovery Preparedness in accordance with the Emergency Management Act 2013 through annual desktop and event exercises.	Number of test exercises completed.	Risk & Performance	30-Jun-17

Outcome 3: A culturally rich, active, safe and connected City.

Objective 3.1: Provide an accessible range of services for all including children, young people, families and older adults.

No. Strategies

- 3.1.1 Plan and coordinate appropriate and affordable services for our growing population.
- 3.1.2 Provide targeted support and assistance to disadvantaged, at-risk and vulnerable residents.
- 3.1.3 Support the attraction of required Community Service Organisations to our City and pursue stakeholder partnerships to ensure an integrated approach to quality community services.
- 3.1.4 Identify opportunities to celebrate the diversity of children, young people and families and establish settings to support the intellectual, social and emotional encouragement of children and young people.
- 3.1.5 Provide environments and services that encourage independent ageing in the community and at home.
- 3.1.6 Support the capacity of the local community to plan for and increase participation of people with a disability and their carers.

CAP No.	CP Strategy	Action	Performance Indicators	Service Unit	Timeline
81	3.1.1	Provision of library services.	Number of active library members. Number of visits to the library.	Libraries	30-Jun-17
82	3.1.1	Provide Commonwealth Home Support services to eligible people over 65 years.	Number of people that received a CHSP service. Number of hours delivered.	Community Care	30-Jun-17
83	3.1.1	Provide Home and Community Care services for eligible people under 65.	Number of people that received a HACC service. Number of hours delivered.	Community Care	30-Jun-17
84	3.1.2	Provide centre based and delivered meals to older adults and people with disabilities.	≥ 29,999 meals delivered.	Community Care	30-Jun-17
85	3.1.3	Participate in working group to establish multi-provider community health facility with Djerriwarrah Health consortium.	Number of meetings attended.	General Manager Community Services	30-Jun-17
86	3.1.3	Provide project management services for construction of Hope Street Youth Refuge.	Works completed within timeframe.	Capital Projects	30-Jun-17
87	3.1.4	Deliver children's events and activities that celebrate the diversity of children and families.	Number of activities delivered.	Families and Children	30-Jun-17
88	3.1.5	Complete the Redevelopment of the Aged Precinct, including an extension on the east side to Smith Street.	Project completed within timeframes.	Community Care	30-Jun-17
89	3.1.6	Deliver the Disability Action Plan.	Outcomes reported to Melton Disability Advisory Committee.	Community Care	30-Jun-17

Objective 3.2: Build resilient people and communities through opportunities to participate in community life.

No. Strategies

- 3.2.1 Facilitate partnerships between relevant stakeholders to build and strengthen the community's capacity to formulate their own solutions to issues.
- 3.2.2 Enhance the capacity of local residents through programs that develop and promote local leadership and community participation pathways.
- 3.2.3 Develop relationships that combine resources to support and promote the role of local community groups and volunteers.
- 3.2.4 Provide intervention, support, education and professional development opportunities for individuals, families, groups and networks to build capacity, sustainability and self-reliance.
- 3.2.5 Facilitate new community development programs and groups that support community capacity building.

CAP No.	CP Strategy	Action	Performance Indicators	Service Unit	Timeline
90	3.2.1	Administer Council's Annual Grant Program.	Amount awarded. Number of successful applications.	Community Planning	30-Jun-17
91	3.2.2	Develop a program to enhance and strengthen community leadership skills and networks.	Program presented to Executive for approval.	Community Planning	30-Jun-17
92	3.2.3	Deliver initiatives to recruit, develop and support volunteers.	≥ 8 new volunteers recruited. ≥ 45 active volunteers. ≥ 8500 volunteer hours delivered annually.	Community Care	30-Jun-17
93	3.2.4	Deliver the Integrated Family Support Program to vulnerable families as referred through the Brimbank Melton Child FIRST Alliance.	Number of case management hours provided (3750 hours).	Families & Children	30-Jun-17
94	3.2.5	Support the establishment of new community groups.	Number of new community groups supported.	Community Planning	30-Jun-17

Objective 3.3: Develop an environment that supports imagination, creative expression and engagement in cultural experiences.

No. Strategies

- 3.3.1 Plan and provide community and neighbourhood celebrations, events and programs that create a sense of pride in our community identity.
- 3.3.2 Encourage awareness of the diversity and value of arts and culture experiences.
- 3.3.3 Promote and assist access to existing and future local arts and cultural program spaces.
- 3.3.4 Create opportunities for the community to develop their creativity and experience the artistic work of others.
- 3.3.5 Develop the potential of existing and emerging artists through development pathways for children, young people and aspiring artists.

CAP No.	CP Strategy	Action	Performance Indicators	Service Unit	Timeline
95	3.3.1	Run community events including Djerriwarrah & Summersault Festival.	Attendance levels. Customer /community satisfaction.	Engagement & Advocacy	30-Jun-17
96	3.3.1	Deliver Seniors Festival Week activities.	≥ 8 activities/programs held.	Community Care	31-Oct-16
97	3.3.2	Deliver Pop Culture events as a community gathering opportunity.	Number of events. Number of attendees.	Engagement & Advocacy	30-Jun-17
98	3.3.3 3.3.4	Deliver a range of artistic & cultural events and exhibitions at Caroline Springs Gallery incorporating professional and amateur practice.	≥ 4 professional installations. ≥ 4 amateur installations. ≥ 36 weeks activation of the gallery.	Engagement & Advocacy	30-Jun-17
99	3.3.5	Deliver Artist in Residence program.	Number of residencies conducted.	Engagement & Advocacy	30-Jun-17

Objective 3.4: Provide lifelong learning opportunities to build social connections and self development.	
No.	Strategies
3.4.1	Facilitate flexible lifelong learning opportunities through Neighbourhood Houses, community facilities, library services and the attraction of training providers.
3.4.2	Partner with community organisations to deliver pathways from learning programs or formal education to employment for disadvantaged, at-risk or vulnerable residents.
3.4.3	Support the provision of a diverse and current range of reading and learning materials, reflecting our changing demographics.
3.4.4	Create a learning culture in the City through early engagement with children, young people and families.

CAP No.	CP Strategy	Action	Performance Indicators	Service Unit	Timeline
100	3.4.1	Review the Neighbourhood House Strategy.	Report presented to Council.	Community Planning	30-Jun-17
101	3.4.1	Deliver learning, literacy and social connection programs through libraries.	Number of program sessions. Number of participants.	Libraries	30-Jun-17
102	3.4.2	Develop online Learning Directory with facility to enrol in listed courses.	Learning Directory site accessible by the community.	Community Planning	30-Jun-17
103	3.4.3	Provide enhanced library collection through improved access to ebooks.	Number of ebooks available for download.	Libraries	30-Jun-17
104	3.4.3	Deliver the Melton City Word Fest Literary Festival.	≥10 events held. Short story competition completed.	Libraries	30-Nov-16
105	3.4.4	Implement the 1000 Books Before School program in partnership with State Library of Victoria.	Number of children registered for the program.	Libraries	30-Mar-17

Objective 3.5: Build an inclusive community that embraces and values cultural diversity and celebrates our collective heritage.

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| 3.5.1 | Celebrate diversity and generate awareness, understanding and appreciation of indigenous and other diverse communities through support, information, activities and networks. |
| 3.5.2 | Advocate to attract community service organisations that can coordinate service options for resident settlement and integration support. |
| 3.5.3 | Engage multicultural and faith leaders to enhance communication between cultural and linguistically diverse residents and community organisations. |
| 3.5.4 | Deliver programs and projects to increase community knowledge and appreciation of our collective heritage and development as a City. |

CAP No.	CP Strategy	Action	Performance Indicators	Service Unit	Timeline
106	3.5.1	Deliver Citizenship Ceremonies for City of Melton residents.	Percentage of all conferees invited to attend a Council citizenship ceremony within 3 months of department approval.	Legal & Governance	30-Jun-17
107	3.5.1	Support the activation of the Kirrip Aboriginal Community Hub.	Activation plan developed. Number of activities delivered.	Community Planning	30-Jun-17
108	3.5.2	Facilitate Culturally and Linguistically Diverse Advisory Committee.	Number of meetings.	Community Planning	30-Jun-17
109	3.5.2	Participate in Melton New and Emerging Communities Network.	Number of meetings attended.	Community Planning	30-Jun-17
110	3.5.3	Develop the Intercultural Plan.	Plan presented to Council for adoption.	Community Planning	31-Mar-17
111	3.5.3	Support the Melton Interfaith Network.	Number of meetings attended.	Community Planning	31-Mar-17
112	3.5.4	Preserve local and family history records of local significance in a digital format.	Number of volunteer hours of family history research assistance delivered.	Libraries	30-Jun-17
113	3.5.4	Deliver a publication to celebrate the 150 years of history as a local government body.	Author/Historian contracted.	Libraries	30-Jun-17

Objective 3.6: Create a safer community through building a sense of belonging and community pride.**No. Strategies**

- 3.6.1 Deliver community safety initiatives that connect community, increase participation, build capacity and address crime and graffiti prevention.
- 3.6.2 Through design, develop safe and welcoming public spaces that improve perceptions of safety, encourage crime prevention and provide opportunity for positive social engagement.
- 3.6.3 Collaborate with stakeholders to reinforce positive attitudes and behaviours to improve road safety, reduce crime and antisocial behaviour, at identified high risk locations and amongst identified population groups.
- 3.6.4 Collaborate to plan and advocate for the required increase in enforcement services and the provision of greater Police and Protective Service Officers.

CAP No.	CP Strategy	Action	Performance Indicators	Service Unit	Timeline
114	3.6.1	Proactively utilise the provisions of the <i>Graffiti Prevention Act 2007</i> to remove graffiti in a timely manner.	Number of square metres of graffiti removed.	Operations	30-Jun-17
115	3.6.1	Review Community Emergency Risk Assessments that build capacity of communities to respond to emergencies.	Number of risk assessments reviewed.	Risk & Performance	30-Jun-17
116	3.6.2	Deliver Stage Two of the Pride of Melton project.	Stage two of the project completed.	Engineering Services	31-Mar-17
117	3.6.3	Implement Year 7 of the Road 2 Zero Action Plan.	Number of actions implemented.	Community Planning	30-Jun-17
118	3.6.4	Propose a motion at the Municipal Association of Victoria State Conference calling on State Government to increase police numbers in growth areas.	Motion proposed.	Governance	31-Dec-16
119	3.6.4	Advocate to State Government regarding urgent need for increased police numbers.	Number of representations.	Engagement & Advocacy	30-Jun-17

Objective 3.7: Ensure our established and new communities are well connected and supported.

No. Strategies

- 3.7.1 Build cohesive communities through the connection and integration of established and new residential areas.
- 3.7.2 Undertake a coordinated approach to service access and the celebration of the identity of small townships and local neighbourhoods.

CAP No.	CP Strategy	Action	Performance Indicators	Service Unit	Timeline
120	3.7.1	Deliver community development initiatives for residents in small townships and new developments.	Number of initiatives implemented.	Community Planning	30-Jun-17
121	3.7.2	Develop neighbourhood networks in Rockbank and Diggers Rest townships.	Outcomes reported to Council.	Community Planning	30-Jun-17
122	3.7.2	Deliver outreach services to local neighbourhoods to create awareness of library services.	Number of outreach programs delivered.	Libraries	30-Jun-17

Outcome 4: A City of people leading healthy and happy lives.

Objective 4.1: Collaborate for an accessible, integrated and aligned health service system.

No. Strategies

- 4.1.1 Collaborate with stakeholders to provide an integrated planning approach to health services delivery that responds to emerging public health and wellbeing needs.
- 4.1.2 Undertake assessment and gap analysis of existing health infrastructure and health service needs for current and future populations.
- 4.1.3 Plan, attract and advocate for primary health care and allied health service providers, aligned with evidence of need.
- 4.1.4 Partner to support an effective and accessible referral system to ensure timely and relevant access to community health services.
- 4.1.5 Advocate to government for the provision of a purpose built Community Health Centre, a Day Hospital / Day Procedure facility and 24 Hour General Public Hospital and associated services in the Melton Township.

CAP No.	CP Strategy	Action	Performance Indicators	Service Unit	Timeline
123	4.1.1	Develop strategy to address the health, wellbeing and social connectedness of older people.	Strategy presented to Council for adoption.	Community Care	30-Jun-17
124	4.1.2	Update Public Health and Wellbeing Profile.	Updated Public Health and Wellbeing Profile completed.	Community Planning	31-Dec-16
125	4.1.3	Advocate for the provision of a purpose-built community health facility.	Report presented to Executive.	Engagement & Advocacy	30-Jun-17
126	4.1.4	Deliver Breastfeeding support services to families.	Number of self-referrals to the program. Number of agency referrals to the program.	Families & Children	30-Jun-17
127	4.1.4	Deliver baby sleep settling sessions to new parents.	Number of sessions provided. Number of attendees at sessions.	Families & Children	30-Jun-17
128	4.1.5	Advocate to State government to promote improved health facilities including day procedure facility and general hospital	Number of representations.	Engagement & Advocacy	30-Jun-17

Objective 4.2: Address health inequalities in our community.

No. Strategies

- 4.2.1 Collaborate to deliver targeted health initiatives to address health inequalities.
- 4.2.2 Work in partnership to increase the community's understanding of the impact of mental health issues.
- 4.2.3 Implement initiatives that support and increase social inclusion for people at risk of clinical and/or preventable mental illness.
- 4.2.4 Build community awareness and attitudinal changes about the causes of family violence through community education campaigns.
- 4.2.5 Strengthen partnerships to address the underlying causes of family violence through early intervention initiatives and services.

CAP No.	CP Strategy	Action	Performance Indicators	Service Unit	Timeline
129	4.2.1	Collaborate with Djerriwarrh Health Services to deliver the Koolin Balit project to enhance the health and development outcomes for Aboriginal children and their families.	Number of meetings attended.	Families & Children	30-Jun-17
130	4.2.2	Deliver men's health and wellbeing activities from Melton and Taylors Hill Men's Sheds.	≥100 programs per quarter. ≥15 participants per day.	Community Care	30-Jun-17
131	4.2.3	Support delivery of the Adolescent, Young Adult and Family Counselling service by Djerriwarrh Health Services at Melton Youth Centre.	Number of referrals to program.	Recreation & Youth	30-Jun-17
132	4.2.4	Deliver Preventing Violence Against Women initiatives through the White Ribbon Action Team.	Number of White Ribbon Day initiatives.	Community Planning	30-Jun-17
133	4.2.5	Develop Gender Equity Strategy.	Strategy presented to Council for adoption.	Community Planning	30-Jun-17

Objective 4.3: Encourage the community to be physically active and healthy.

No.	Strategies
4.3.1	Reduce the burden of chronic disease on our community through education that supports positive behaviour change in healthy lifestyles.
4.3.2	Research barriers and enablers to regular planned and incidental physical activity and respond through affordable, sustained and accessible physical activity programs.
4.3.3	Undertake marketing activities to increase the levels of physical activity and access to recreation pursuits.
4.3.4	Educate community on the importance of healthy eating and support an increase in the accessibility of fresh nutritious food.
4.3.5	Encourage and facilitate sustained physical activity in our growth areas through implementing 'healthy by design principles'.
4.3.6	Implement prevention and intervention programs that improve the physical health of vulnerable community members and the developmental outcomes of children.
4.3.7	Facilitate active lifestyles and community interaction through the provision of a range of local and regional level play spaces, sporting and leisure facilities.
4.3.8	Consult and empower children and young people to design a diverse range of play and recreation opportunities that provide education, sensory, accessible, experiential outcomes.
4.3.9	Deliver immunisation programs against preventable disease to infants and children, including vaccinations and health education programs.

CAP No.	CP Strategy	Action	Performance Indicators	Service Unit	Timeline
134	4.3.1	Promote healthy eating and drinking within sports clubs and leisure facilities.	Number of initiatives delivered.	Community Planning	30-Jun-17
135	4.3.2	Apply for State Government funding opportunities to support female participation in sport.	Funding applications submitted.	Recreation & Youth	30-Jun-17
136	4.3.3	Support ongoing and new community walking groups.	Number of walking groups. Number of participants.	Community Planning	30-Jun-17
137	4.3.4	Implement the Green Light Lunchbox program in partnership with local food outlets.	Number of outlets participating.	Community Planning	30-Jun-17
138	4.3.5	Develop Atherstone Regional Playspace.	Works completed within timeframes.	City Design, Strategy & Environment	30-Jun-17
139	4.3.6	Review Maternal and Child Health Positive Parenting Program.	Report presented to Executive.	Families & Children	30-Jun-17
140	4.3.7	Support the Friends of the Melton Botanic Gardens in the development of the garden.	Works completed within timeframes.	Recreation & Youth	30-Jun-17
141	4.3.7	Deliver improvements to Council's passive recreation reserves.	Number of reserves improved (4).	Recreation & Youth	30-Jun-17
142	4.3.7	Develop Macpherson Park Future Directions Plan.	Directions paper presented to Council for adoption.	Recreation & Youth	30-Jun-17

CAP No.	CP Strategy	Action	Performance Indicators	Service Unit	Timeline
143	4.3.7	Develop Taylors Hill West sports precinct.	Construction commenced within timeframes.	Recreation & Youth	30-Jun-17
144	4.3.8	Develop a Playspace Strategy.	Strategy presented to Council for adoption.	Recreation & Youth	30-Jun-17
145	4.3.9	Deliver the vaccinations against preventable diseases to children and secondary school children.	Percentage of secondary school consent cards returned (>90%). Percentage of eligible children in years 7 and 10 fully vaccinated (>75%).	Compliance	30-Jun-17

Objective 4.4: Minimise social harms caused by gambling, tobacco, alcohol and other drugs.**No. Strategies**

- 4.4.1 Research current and future trends in social harms related to gambling, tobacco, alcohol and other drugs to inform the development of policy, plans, local laws and services.
- 4.4.2 Undertake Social Impact Assessments on venue-based liquor licence and gaming applications to minimise impact on high risk areas.
- 4.4.3 Collaborate with service agencies, venues and local community groups to explore proactive approaches in preventing and reducing the harms associated with gambling, alcohol, tobacco and other drugs.
- 4.4.4 Work with the industry, venues and retailers to support awareness and lawful compliance concerning the sale and use of gaming, alcohol, tobacco and other drugs.

CAP No.	CP Strategy	Action	Performance Indicators	Service Unit	Timeline
146	4.4.1 4.4.2	Develop an Alcohol Management Framework informed by harm minimisation and health promotion principles.	Policy presented to Policy Review Panel.	Community Planning	30-Jun-17
147	4.4.3	Provide education and training for community organisations in the areas of gambling, alcohol, tobacco and other drugs.	Number of education courses run.	Recreation & Youth	30-Jun-17
148	4.4.4	Conduct annual sale of tobacco to minors testing program.	Number of premises tested. Number of infringement notices issued.	Compliance	30-Jun-17