



2017/18 Council and Wellbeing Annual Action Plan
 First Quarter 2017/18
 1 July 2017 to 30 September 2017

Council's Annual Action Plan demonstrates how Melton City Council's activities are being delivered against the Council and Wellbeing Plan's objectives and strategies. The Annual Report provides additional data including Council Plan strategic measures results, financial statements and capital works program. This report provides a detailed breakdown of all actions in Council's 2017/18 Annual Action Plan. The Action Plan contains 153 actions. Health and wellbeing is embedded throughout the Council and Wellbeing Plan, cutting through each theme, outcome, objective, strategy and indicator. The areas with a stronger link to health and wellbeing are displayed with a heart icon ♥. Completion dates for all actions are 30 June 2018 unless specified differently. A summary of the status at the end of the 2017/18 financial year first quarter is as follows:

Status	Symbol	Number of Actions	% of Actions
Achieved	✓	3	2.0%
On Track	●	150	98.0%
Not On Track	●	0	
Postponed	●	0	
Total		153	100.0%

**Outcome 1: A City of people leading happy and healthy lives
 Objective 1.1: A community where all people feel welcome, valued and proud**

Strategies:

- 1.1.1 Create opportunities for people of all backgrounds to share and express cultural and religious experiences, knowledge, stories and traditions
- 1.1.2 Provide opportunities for meaningful community engagement and community capacity building initiatives
- 1.1.3 Contribute to a welcoming environment which embraces diversity
- 1.1.4 Provide opportunities and support initiatives that promote empowerment, development and participation for all

CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
1	1.1.1 Support the development of interfaith relationships and initiatives	●	The Intercultural Development Officer attends monthly meetings and provides support to the Interfaith Network.	Community Planning	
2	1.1.1 Deliver a publication to celebrate the 150 years of Library history as a local government body	●	History project webpage has been created and marketing campaign to promote community input. Community engagement sessions have been held at both library locations.	Libraries	
3	1.1.2 Delivery of the Youth Advisory Council (YAC)	●	10 YAC meetings delivered to the end of September 2017	Recreation & Youth	
4	1.1.3 Deliver Harmony Day, Refugee Week and other cultural events throughout the year	●	Planning and preparatory work underway for the Intercultural Stage at the Djerrivarth Festival. Harmony Day and Refugee Week events to be organised in March and June 2018 respectively.	Community Planning	
5	1.1.4 Deliver community development initiatives for residents in small townships and new developments	●	Community Development work is occurring in Rockbank, Diggers Rest, and Eynesbury.	Community Planning	
6	1.1.4 Develop an 'All Life Stages Strategy' incorporating Ageing Well, Disability, Early Years and Youth	●	The development of the Strategy is on track for going to the November Council meeting for adoption.	Community Planning	31-Dec-17
7	1.1.4 Deliver actions from the 'All Life Stages Strategy' relative to Ageing Well	●	The All Life Stages Strategy and Ageing Well action plan documents are scheduled for completion in February 2018.	Community Care	
8	1.1.4 Deliver actions from the 'All Life Stages Strategy' relative to Disability	●	The All Life Stages Strategy and Disability action plan documents are scheduled for completion in February 2018.	Community Care	
9	1.1.4 Deliver actions from the 'All Life Stages Strategy' relative to Early Years	●	Community Services 4 Way Plan drafted and being socialised internally with staff and externally with government, providers and other stakeholders	Families & Children	

10	1.1.4	Deliver actions from the 'All Life Stages Strategy' relative to Youth ▶	●	The strategy is currently being developed. Once it has been completed, the action plan will be developed and implementation commenced	Recreation & Youth	
11	1.1.4	Deliver children's events and activities that celebrate the diversity of children and families ▶	●	Children's Week events have been scheduled for 24/10 & 27/10 10 Kindergarten Indigenous Cultural workshops are in the planning phase	Families & Children	

- Objective 1.2: A safe and equitable community**
Strategies:
 1.2.1 Promote a sense of safety in all settings and among all people
 1.2.2 Advocate for increased police numbers including within the Family Violence Response Unit
 1.2.3 Support and promote safety and environment through education and the protection of the amenity of the municipality
 1.2.4 Contribute to a gender equitable community to prevent violence against women
 1.2.5 Torres Strait Islander communities and LGBTIQ people
 1.2.6 Enhance the capacity of communities experiencing challenges to develop effective solutions
 1.2.7 Provide, promote and support initiatives and programs that encourage people to build personal identity, wellbeing, confidence and a sense of belonging to the community

CP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
12	1.2.1	Develop the Safer City Plan	●	On track to commence the project in early 2018.	Community Planning	
13	1.2.1	Advocate to State Government regarding urgent need for increased police numbers	●	In this first quarter report, Council's early conversations with the Regional Commander for police has given insight into impending police operations and scheduling. The Crime Stats have recently been released this quarter with major crime areas declining within the municipality.	Engagement & Advocacy	
14	1.2.3	Continue to roll out the "Responsible Pet Ownership" program to the community	●	Development of an education program, policy and procedure on dog attacks has commenced.	Compliance	
15	1.2.3	Continue to roll out a community education program for Domestic Swimming Pool Safety Barriers to the community	●	52 properties visited in the first quarter of the year. 28 properties have been finalised during this period.	Compliance	
16	1.2.4	Develop the Preventing Violence Against Women Through Gender Equity Strategy	●	The Background paper is complete. The Strategy is on track to be presented to Council in early-mid 2018.	Community Planning	
17	1.2.4	Provide MCH Family Violence support to identified women at risk	●	Funding has been received from the State government to begin extra visits for women at risk.	Families & Children	
18	1.2.5	Advocate and increase opportunities for marginalised community to access affordable and sustainable accommodation	●	Housing services has successfully secured 32 long-term tenancies for clients in the 1st Quarter.	Families & Children	
19	1.2.6	Facilitate African Communities Working Group	●	Three meetings of the group have been organised to the end of September.	Community Planning	
20	1.2.6	Deliver projects to the community with the focus on preventing incidences of homelessness	●	Housing services has delivered 3 projects in the 1st Quarter to the community.	Families & Children	

21	1.2.7	Deliver Seniors Festival Week activities	●	The Seniors Festival Week program has been finalised including 9 scheduled events for delivery in October 2017.	Community Care	
22	1.2.7	Deliver Citizenship Ceremonies for City of Melton residents	●	1 ceremony held conferring citizenship on 87 residents of the City of Melton.	Legal & Governance	

Objective 1.3: Equitable, inclusive and accessible community and health infrastructure and services

Strategies:

- 1.3.1 Advocate and plan for long term health infrastructure ▼
- 1.3.2 Deliver localised services and programs that are based on community need ▼
- 1.3.3 Support existing and attract new community service organisations to ensure the current and future needs of the community are met ▼
- 1.3.4 Plan, advocate and provide services and facilities that respond to the changing needs and life stages of the community ▼
- 1.3.5 Provide, promote and support initiatives and services that contribute to improving access, inclusion and equity for all ▼

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
23	1.3.1	Advocate for the provision of a purpose-built community health facility ▼	●	Council has engaged with the Parliamentary Secretary for Health (Ms. Gabrielle Williams MP). In addition, Council has engaged with the Treasurer Mr. Tim Pallas MP and have outlined our need for a Day Surgery in this first quarter.	Engagement & Advocacy	
24	1.3.1	Advocate to State government to promote improved health facilities including day procedure facility and general hospital ▼	●	Council has engaged with the Parliamentary Secretary for Health (Ms. Gabrielle Williams MP). In addition, Council has engaged with the Treasurer Mr. Tim Pallas MP and have outlined our need for a Day Surgery in this first quarter.	Engagement & Advocacy	
25	1.3.2	Develop Neighbourhood Centres Strategy	●	Consultation is complete and the Strategy is in draft stage.	Community Planning	
26	1.3.2	Develop and roll out a "School Crossing Education" program	●	The Program is currently being developed for an anticipated rollout in the third quarter of the financial year.	Compliance	
27	1.3.2	Review Council's Playgroups Program ▼	●	Final draft has been completed.	Families & Children	
28	1.3.3	Support delivery of the Adolescent, Young Adult and Family Counselling services ▼	●	10 x Referrals to Djerriwarrh Health Counselling Service in First Quarter 2017	Recreation & Youth	
29	1.3.3	Provide project management services for construction of Hope Street Youth Refuge	●	Council continues to provide project management services for the project.	Capital Projects	
30	1.3.3	Advocate for aged and disability service providers to be locally based in the municipality ▼	●	The Disability Service Provider Network facilitated by Community Care, promotes and creates opportunities for providers to establish services in the Melton municipality. Through the Network two disability providers have expressed interest in providing locally based services.	Community Care	
31	1.3.4	Identify service needs within the municipality ▼	●	On Track to be completed by due date.	Community Planning	


32	1.3.5	Implement the Intercultural Action Plan 2017-2021	●	The First year Action Plan is being implemented and is on track.	Community Planning	
33	1.3.5	Deliver the Adult Literacy Innovation Project in partnership with Djerriwarrh Community & Education Services	●	Adult literacy reader has been finalised. Teacher reference guide and video being completed. The launch of the Adult Literacy project is scheduled for 27 October.	Libraries	
34	1.3.5	Deliver the Integrated Family Support Program to vulnerable families as referred through the Brimbank Melton Child FIRST Alliance ▼	●	Hours have increased due to additional funding, currently in recruitment process	Families & Children	
35	1.3.5	Deliver Breastfeeding support services to families ▼	●	Ongoing delivery and service improvement	Families & Children	
36	1.3.5	Review Maternal & Child Health Positive Parenting Program ▼	●	Review started	Families & Children	

Objective 1.4: A resilient community promoting social cohesion

Strategies:

- 1.4.1 Engage, encourage and provide opportunities for community leaders and elders to support their communities ▼
- 1.4.2 Facilitate a culture of volunteerism ▼
- 1.4.3 Increase opportunities for cultural expression, sharing and celebration ▼
- 1.4.4 Support sporting and community organisations to deliver community benefits ▼
- 1.4.5 Facilitate relationship development between groups and individuals in the community ▼
- 1.4.6 Provide opportunities for all people, including new and emerging communities to participate in all aspects of community life ▼
- 1.4.7 Provide opportunities for arts participation and appreciation

CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
37	1.4.1 Implement a program to enhance and strengthen community leadership skills and networks	●	Content for the 2018 Community Leadership Program is under development.	Community Planning	
38	1.4.2 Assist our Emergency Management partner organisations in the promotion of Emergency Management volunteerism	●	Emergency Management partner organisations attended Safer City events	Risk & Performance	
39	1.4.3 Deliver Pop Culture events as a community gathering opportunity	●	Hands on Henna delivered Friday 28th July. Approximately 60 attendees. Pop Culture "Styled" postponed due to lack of ticket sales. Rescheduled for 2018. Pop Culture Lakeside Alive scheduled for October 15th. Expected attendance 500.	Engagement & Advocacy	
40	1.4.4 Administer Council's Annual Grant Program	●	The First Round of Semi-Annual Grant is finalised with a report scheduled for the October Ordinary Meeting of Council.	Community Planning	
41	1.4.6 Facilitate neighbourhood networks in Rockbank and Diggers Rest townships	●	The Diggers Rest Neighbours network meets monthly. The Rockbank Community Network meets quarterly.	Community Planning	
42	1.4.7 Deliver a range of artistic & cultural events and exhibitions at Caroline Springs Gallery incorporating professional and amateur practice	●	An exhibition of photographs and lithographs by acclaimed Australian artist Damien Shen was delivered at the Caroline Springs Gallery for NAIDOC Week. An exhibition of book illustrations by Graeme Base was launched at the Caroline Springs Gallery on 18 August. A Wildlife photography exhibition by local artist, Nora Peeters was launched at Melton Library and Learning Hub on 9 October. A Youth Textiles exhibition was on show in the Civic Centre July-August. 'A Prudent Man' theatre performance was held in August	Libraries	

43	1.4.7	Deliver the 'Active through the Arts: Everyone Belongs' project		Project planning, consultation with stakeholders and program development has commenced with first programs due to commence in October.	Librarians	
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Objective 1.5: Environments that enable and encourage positive public health and wellbeing outcomes

Strategies:

- 1.5.1 Contribute to reducing harm caused by gambling, liquor, tobacco and fast food consumption
- 1.5.2 Invest in health promotion initiatives to prevent poor health outcomes
- 1.5.3 Design, build and maintain the public realm to enable the promotion of formal and informal physical activity
- 1.5.4 Promote public health and safety through education and enforcement
- 1.5.5 Create opportunities to encourage healthy lifestyles and choices through education and program delivery

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
44	1.5.1	Develop an Alcohol Management Framework informed by harm minimisation and health promotion principles	●	The Final draft of the Framework and Policy is complete. Awaiting internal departmental endorsement prior to presentation to the Policy Review Panel.	Community Planning	
45	1.5.1	Provide education and training for community organisations in the areas of gambling, alcohol, tobacco and other drugs	●	Education and training courses planned for completion over the next 2 quarters.	Recreation & Youth	
46	1.5.1	Conduct annual sale of tobacco to minors testing program in accordance with the MAV funding agreement	●	Test Purchasing program scheduled for 3-4 October 2017	Compliance	
47	1.5.2	Coordinate Heart Foundation Walking Groups	●	Total of 13 walking groups, with 3 being newly established since June 2017.	Community Planning	
48	1.5.2	Actively participate in the 'Action for Equity' partnership	●	Condom vending machines program continuing. There were no formal meetings of the external partnership held during this quarter.	Community Planning	
49	1.5.3	Support the development of the Melton Botanic Gardens via the Masterplan review	●	Draft project brief completed. Suitable consultants being identified for quotation process.	Recreation & Youth	
50	1.5.4	Finalise and roll out the "Building Site Amenity" program	●	The Program has been reviewed, feedback sort has updated the appendix section of the program. Next step is to test changes and complete an engagement calendar before finalising the program.	Compliance	
51	1.5.5	Develop and roll out a "Domestic Animals Adoption" program	●	The Program is currently being developed for an anticipated roll out in last quarter of the financial year	Compliance	
52	1.5.5	Deliver vaccinations in accordance with the Australian Immunisation Schedule for children up to 18 years of age	●	Infants sessions have been carried out as scheduled, Meningococcal W sessions are underway at High Schools and the third round of the Year 7 program has commenced.	Compliance	

Objective 1.6: Reconciliation to support healthy communities

Strategies:

- 1.6.1 Enhance relationships based on mutual trust, respect and understanding
- 1.6.2 Take action to mitigate inequities that exist between Indigenous and non-Indigenous Australians
- 1.6.3 Promote and celebrate the culture and history of Australia's first peoples
- 1.6.4 Identification, protection and where appropriate interpretation of places of significance for Indigenous people

CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
53	1.6.1 Facilitate the Reconciliation Advisory Committee	●	Quarterly scheduled meetings are on track as per the minutes presented to Council.	Community Planning	
54	1.6.2 Support the activation of the Kirrip Aboriginal Community Hub	●	Multiple programs are being delivered from the Kirrip Aboriginal Community Hub. The committee is developing a business plan to drive the next phase of growth.	Community Planning	
55	1.6.2 Develop Reconciliation Roadmap 2018-21	●	The Roadmap 2018-21 is on track to be presented to Council in early 2018.	Community Planning	
56	1.6.2 Collaborate with Djerrivarrh Health Services to deliver the Koolin Bailit project to enhance the health and development outcomes for Aboriginal children and their families	●	Attended steering group meeting on 12 September.	Families & Children	
57	1.6.2 Explore professional development opportunities for early years educators to develop education programs that are inclusive of Indigenous residents	●	10 Kindergarten Indigenous Cultural workshops are in the planning phase	Families & Children	
58	1.6.3 Recognise and celebrate Reconciliation Week, NAIDOC Week and other key cultural events	●	On track for several programs and events in May and June 2018.	Community Planning	
59	1.6.4 Engage with local Aboriginal communities to consider opportunities for meaningful recognition of historical events in the City	●	This action is to be tabled at a future Reconciliation Advisory Committee.	Community Planning	

Outcome 2: A City that preserves and enhances its natural environment for future generations

Objective 2.1: A resource efficient City

Strategies:

- 2.1.1 Reduce use of potable water
- 2.1.2 Increase use of wastewater from alternate supplies
- 2.1.3 Consider the waste hierarchy to promote a whole of life-cycle approach to purchasing decisions
- 2.1.4 Facilitate municipal waste management strategies to reduce waste to landfill

CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
60	2.1.1 Develop an Integrated Water Management Plan	●	Background technical reports have been completed for the project to inform the development of the draft plan. Internal and external stakeholder consultation sessions have been held to inform the preparation of the draft plan. Internal Visioning and objective setting workshop has also been held and Councillors are to be briefed on the 23rd October	City Design, Strategy & Environment	
61	2.1.4 Develop a Waste Strategy for the municipality that will guide waste and resource management into the future	●	Review underway to establish resourcing options to complete the strategy	Operations	
62	2.1.4 Review the operation of the Melton Recycling Facility	✓	Review completed and presented to Executive	Operations	31-Dec-17

Objective 2.2: A 'low-carbon city' well-adapted to changing climate conditions

Strategies:

- 2.2.1 Reduce greenhouse gas emissions ▼
- 2.2.2 Foster community resilience to a changing climate ▼
- 2.2.3 Employ the principles of climate change adaptation in Council infrastructure ▼
- 2.2.4 Increase tree canopies and enhance habitat corridors ▼

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
63	2.2.3	Deliver a project to provide Tree seedlings for four year olds attending Kindergarten	●	A Scoping meeting is planned for October. A tree order has been placed for delivery in February 2018	Families & Children	
64	2.2.3	Embed the 'Climate Resilient Infrastructure Checklist' into the asset management process ▼	●	Work is progressing on this through discussions with internal departments.	City Design, Strategy & Environment	
65	2.2.4	Deliver the annual Street Tree Planting and Beautification Program across the municipality	●	Planting project is in early stages of project planning, with planting to occur in final 3-4 months of the financial year	Operations	
66	2.2.4	Develop a Melton Municipal Street Tree Strategy (2 year project)	●	Background and technical analysis currently being undertaken to provide the evidence base for the development of the strategy.	City Design, Strategy & Environment	

Objective 2.3: A City with healthy waterways, biodiversity and ecosystems

Strategies:

- 2.3.1 Ensure biodiversity is well managed and protected including Council's environmental reserves and private land
- 2.3.2 Maintain and improve rural land to ensure it is healthy and productive
- 2.3.3 Advocate to water authorities regarding the maintenance and protection of waterways
- 2.3.4 Reduce the inflow of contaminants and litter in bodies
- 2.3.5 Improve the management of rural areas

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
67	2.3.2	Undertake condition audits of Council environmental reserves and complete maintenance work as required	●	Maintenance Work is on Schedule and 19% of Reserves have been condition audited.	Operations	
68	2.3.2	Develop Western Plains South Green Wedge Management Plan (2 year project)	●	The project has been tendered and consultants will be appointed jointly by Wyndham City Council and Melton City Council in early November 2017 to commence the background technical reports.	City Design, Strategy & Environment	
69	2.3.4	Deliver the Water Sensitive Urban Design Construction program	●	Designs have commenced and living rivers application has been submitted	Engineering Services	
70	2.3.5	Deliver the Environment Enhancement Program	●	The is reported annually in April at the end of the program.	City Design, Strategy & Environment	

Objective 2.4: A City growing and developing sustainably

Strategies:

- 2.4.1 Employ the principles of ecologically sustainable development in Council infrastructure
- 2.4.2 Advocate against noxious industries that adversely affect the wellbeing of the community or environment ▼

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
71	2.4.1	Development Environmentally Sustainable Design Guidelines	●	The project is in the start up stage of the Project Management Framework and discussions have been held with the Council Alliance for a Sustainable Built Environment to develop a training program to help develop and inform the implementation of the guidelines.	City Design, Strategy & Environment	

Objective 2.5: An environmentally aware community that appreciates the City's unique environmental assets

Strategies:

- 2.5.1 Educate and engage the community in local environmental and sustainability issues ▼
- 2.5.2 Facilitate access to and appreciation of local natural assets
- 2.5.3 Promote and support the interpretation of natural landscapes and cultural heritage

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
72	2.5.1	Support local environment groups and school based programs	●	17 separate community group events have been supported through this quarter including Tree Planting Day, attendance at meetings, the Platypus Festival and Bird Week. Attendance and support at 22 separate school based program events including planting days and	City Design, Strategy & Environment	
73	2.5.2	Continue to deliver the Environmental Education Programs	●	This quarter has seen the completion of the Springside College Grasslands Project for 2017.	City Design, Strategy & Environment	
74	2.5.3	Implement the Significant Landscape Features Strategy	●	Planning Scheme Amendment to implement the key actions from the strategy which is to update the Significant Landscape Overlays, implement a local policy and update the Municipal Strategic Statement is currently on public Exhibition.	City Design, Strategy & Environment	

Outcome 3: A City with a clear vision to manage growth in a sustainable and accessible way

Objective 3.1: A City that strategically plans for growth and development

Strategies:

- 3.1.1 Appropriately plan for future development of greenfield land and ensure linkages to existing communities and assets
- 3.1.2 Undertake integrated open space planning to ensure new neighbourhoods have timely access to reserves, parks, gardens, heritage places and natural assets
- 3.1.3 Advocate, plan and deliver a City that connects people to education, employment, tourism and social interactions
- 3.1.4 Advocate and support development and availability of diverse and affordable housing options
- 3.1.5 Advocate to and work with State government in planning for the City's growth areas
- 3.1.6 Support the conservation and restoration of heritage places

CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
75 3.1.2	Plan and deliver open spaces as per the Parks Development Program	●	Projects identified as 1) Allenby Road Reserve - Hillside, 2) Stewart Crescent Reserve - Rockbank and 3) Kirkton Park - Kurunjang. Preliminary designs completed. Community consultation to occur on 14 October 2017.	Recreation & Youth	
76 3.1.3	Develop the Rockbank Town Centre Urban Design Framework (2 year project)	●	Tender has been awarded and draft technical reports received. Council will be briefed on 30 October 2017 on the draft background reports.	City Design, Strategy & Environment	
77 3.1.4	Develop an annual inspection program of the quality and liveability of new developments	●	Working in conjunction with Engineering Services to establish a program to conduct an annual inspection program. On track to be completed and implemented within required timeframe.	Planning Services	
78 3.1.4	Implement the Housing Diversity Strategy	●	Planning Scheme Amendment to implement the Housing Character Study into the planning scheme is progressing.	City Design, Strategy & Environment	
79 3.1.5	Contribute to State Government processes in the identified Precinct Structure Plans (PSPs) and Infrastructure Contributions Plans	●	Mt Atkinson and Tarnait Plains PSP was approved in September 2017. Kororoit and Plumpton PSPs have been finalised and approved by the Victorian Planning Authority to be submitted to the Minister for Planning for approval. Officers are advocating to all levels of government to resolve the issues raised by Council in respect of the Infrastructure Contributions Plans.	City Design, Strategy & Environment	
80 3.1.6	Undertake assessments of Conservation Desirable sites to implement key action from the Adoption Heritage Strategy	●	Tender documentation has been prepared to obtain a suitably qualified consultant to undertake the work.	City Design, Strategy & Environment	

Objective 3.2: Community facilities, infrastructure and services that are equitably planned for, provided and maintained
Strategies:

- 3.2.1 Identify and address gaps in community infrastructure and open space
- 3.2.2 Ensure facilities are designed and built to accommodate growth, diverse needs and future flexibility
- 3.2.3 Ensure facilities are accessible, safe and well maintained
- 3.2.4 Ensure existing assets are adequately renewed, maintained, fit for purpose and resilient to changing climate conditions
- 3.2.5 Provide spaces and places for the community to meet, reflect and just be
- 3.2.6 Explore opportunities for the flexible delivery of Council services
- 3.2.7 Advocate to resource providers to ensure secure public access to essential services

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
81	3.2.1	Develop Macpherson Park Future Directions Plan	●	Directions Plan being finalised for report to be presented to the November 2017 Ordinary Council Meeting.	Recreation & Youth	
82	3.2.2	Construction of the Taylor's Hill West sports precinct	●	Tender evaluation completed. Report recommending to appoint contractor to be presented to the October 16 2017 Ordinary Meeting of Council.	Recreation & Youth	
83	3.2.2	Construction of the Caroline Springs sub regional tennis facility	●	Builder 2Construct have been appointed with several site meetings held and site fencing erected. 2Construct are currently finalising their Construction Program. Looking to commence installation of the temp. north wall and roof replacement for the Indoor courts during the Xmas/Jan period.	Recreation & Youth	
84	3.2.2	Delivery of the 2017/18 Capital Works Program	●	The Capital Works Program is currently being delivered in accordance with budget and time expectations.	Capital Projects	
85	3.2.2	Develop a Strategic Telecommunications Infrastructure Strategy	●	The Policy has been finalised and is scheduled to be presented to Council on the 30 October. The timeline was slightly altered to fit with Council briefing schedule.	City Design, Strategy & Environment	
86	3.2.3	Plan and deliver outcomes of the Female Friendly Facility Change rooms program	●	Audit completed, prioritisation of projects undertaken and design works underway.	Recreation & Youth	
87	3.2.4	Undertake a condition audit of all Council buildings to guide the production of maintenance and renewal programs	●	Partnering with the Engineering Services Asset team. Requirements document has been drafted with tender process scheduled to obtain condition reports during November 2017.	Operations	

88	3.2.5	Design the Kurunjang Community Hub	●	Project Kick Off has occurred. Expression of interest for Architects to be issued by the end of December	Community Planning	
89	3.2.6	Develop the Domestic Animal Management Plan	●	A Draft plan has been developed. The Draft Plan will go out for public consultation in October.	Compliance	
90	3.2.6	Review service model and undertake a competitive tender process for operational activities	●	Waste Services contract reviews have been completed. Tender documentation is currently being prepared for tender in coming months	Operations	

Objective 3.3: Public spaces that are vibrant and engaging places for all

Strategies:

- 3.3.1 Create diverse and inclusive opportunities for all people to enjoy and share time and spaces
- 3.3.2 Provide existing and new public spaces that are accessible, safe and well maintained
- 3.3.3 Provide appropriate facilities and resources across the public space network
- 3.3.4 Provide and promote public art

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
91	3.3.1	Develop a site and costing analysis for an Amphitheatre at the Caroline Springs Civic Centre	●	Work has commenced on the analysis of the existing Civic Centre site at Caroline Springs to identify appropriate locations to accommodate a potential Amphitheatre.	City Design, Strategy & Environment	
92	3.3.2	Deliver Stage Three of the Pride of Melton project	●	Construction is in the final stages	Engineering Services	
93	3.3.3	Deliver improvements to Council's passive recreation reserves via the Passive Parks Development Program	●	Projects identified as 1) Allenby Road Reserve - Hillside, 2) Stewart Crescent Reserve - Rockbank and 3) Kirkton Park - Kurunjang. Preliminary designs completed. Community consultation to occur on 14 October 2017.	Recreation & Youth	
94	3.3.4	Develop a new Public Art Strategy and Policy	●	Initial work has commenced on developing a strategic direction for Arts.	Libraries	

Objective 3.4: A flexible, safe and health promoting transport network that enables people to move around

Strategies:

3.4.1 Advocate for public transport which creates a better developed network within and outside the municipality

3.4.2 Promote active transport options in the road and open space network

3.4.3 Ensure road networks are adequate, safe and contribute to the wellbeing of the community

3.4.4 Support creation of a connected and active community through the design and delivery of walking and cycling networks

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
95	3.4.1	Advocate for public transport networks	●	Met with the Planning Minister's Adviser for Planning, Mr Andrew Harrington, Council seeking understanding and insight into the following projects: <ul style="list-style-type: none"> • Melton's infrastructure priorities • Mt Atkinson • Rockbank North and Toolern Station • Eynesbury Outcome- Advised by Mr. Harrington that Toolern Station (GAIC Funding) was due to be announced the week of our meeting. However, contract issues and the sudden passing of a Member of Parliament have delayed it. Regular meetings have been scheduled with Mr. Harrington, the Manager City Design, Strategy & Environment and the General Manager Planning & Development.	Engagement & Advocacy	
96	3.4.1	Advocate for inclusion of pedestrian rail crossings in the Melton rail duplication project	●	Currently negotiating an agreement with the Melbourne Metro Rail Authority for the inclusion of these crossings in the Ballarat Line Upgrade Project	Engineering Services	
97	3.4.2	Support the planning and implementation of active sustainable transport initiatives	●	Active transport decals installed to promote the Heart Foundation Walking Groups and Walk2School Month.	Community Planning	
98	3.4.3	Implement the Road 2 Zero Action Plan	●	14 road safety initiatives delivered.	Community Planning	

99	3.4.3	Implement Moving Melton, Council's integrated transport strategy ▶	●	<p>The Terms of Reference for the Community Reference Group were approved and an Expression of Interest is currently open for community members to nominate to be involved in the group</p> <p>Work has commenced on the development of the Road Network Plan. Several meetings have been held with Ministers, VicRoads and Public Transport Victoria to advocate for the upgrade of the Western Highway, Melton Highway and the inclusion of key roads in the Western Outer suburban Roads Package. Officers continue to work with the Melbourne Metropolitan Rail Authority on the rail duplication project.</p>	City Design, Strategy & Environment	
100	3.4.3	Complete the Abbey Road bridge construction to provide a vital link between Melton South and the Toolern Growth area	✓	Works have been completed	Engineering Services	30-Sep-17
101	3.4.4	Construction of walking and cycling networks ▶	●	Council has added 16,722 metres of footpath to the asset register as at 30/09/2017. Footpaths and pram crossings account for the majority of these additions (16,460 metres) with shared paths making up the remainder (262 metres)	Engineering Services	

Objective 3.5: A City that encourages and enables people to work, shop and spend time locally

Strategies:

- 3.5.1 Encourage a mix of retail, industrial and commercial development locally
- 3.5.2 Support local place making initiatives
- 3.5.3 Facilitate the delivery of high quality public realm in all retail and commercial precincts
- 3.5.4 Maintain and enhance the amenity of the public realm through graffiti removal, public art, street sweeping and beautification initiatives

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
102	3.5.1	Develop Toolem Employment Area Urban Design Framework & Revise the Toolem Town Centre Urban Design Framework (2 year project)	●	Tender has been awarded and draft technical reports received. Council will be briefed on 30 October 2017 on the draft background reports.	City Design, Strategy & Environment	
103	3.5.3	Develop Public Realm Design Guidelines	●	Background analysis and internal consultation workshops have been completed and work commenced on the drafting of the guidelines.	City Design, Strategy & Environment	31-Mar-18
104	3.5.4	Graffiti education program delivered in Schools across the municipality	●	Program being delivered to schools and is on schedule	Operations	

Outcome 4: A City rich in local employment and education opportunities
Objective 4.1: A diverse economy that fosters business growth, encourages new investment and leads and responds to change

- Strategies:**
 4.1.1 Encourage competitive and sustainable business practices
 4.1.2 Identify strategies and initiatives to support businesses to establish and grow
 4.1.3 Engage and partner with businesses to understand their needs and objectives
 4.1.4 Explore business opportunities linked to the digital economy and a digitally connected community

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
105	4.1.2	Develop and implement an annual Economic Development and Tourism Action Plan	●	The basis for the annual action plan has been developed and needs to be refined and presented to Executive.	Engagement & Advocacy	
106	4.1.4	Deliver actions within the Digital Business Strategy 2016 - 2019	●	Council is working closely with Western BACE who are helping to deliver many of the actions from this strategy.	Engagement & Advocacy	

Objective 4.2: More local employment options with an increasing number of residents employed

- Strategies:**
 4.2.1 Facilitate pathways that encourage local employment in local businesses
 4.2.2 Advocate to State and Federal government and private industry for increased local employment opportunities ▼
 4.2.3 Advocate for improved public transport to connect residents with local employment opportunities ▼

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
107	4.2.1	Deliver actions defined within Theme 4: Future Growth & Enabling Assets of the 2016-19 Investment Attraction Strategy	●	A review of the strategy has taken place and deliverable actions have been incorporated into the Economic Development and Tourism team action plan. Some actions from the strategy have been identified that they will be undeliverable based on the slight change in focus of the team.	Engagement & Advocacy	
108	4.2.2	Deliver actions defined within Theme 2: Investment Facilitation & Business Development of the 2016-19 Investment Attraction Strategy	●	A review of the strategy has taken place and deliverable actions have been incorporated into the Economic Development and Tourism team action plan. Some actions from the strategy have been identified that they will be undeliverable based on the slight change in focus of the team.	Engagement & Advocacy	

Objective 4.3: A visitor economy that adds value to local businesses

Strategies:

- 4.3.1 Promote and support existing tourism operators and attractions to increase visitation to the City and improve yield
- 4.3.2 Provide targeted visitor information and support services
- 4.3.3 Develop, deliver and support festivals, events and celebrations in partnership with community and business
- 4.3.4 Increase investment in intercultural festivals and celebrations

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
109	4.3.1	Review and deliver an incentive based Buy Local program	●	After a review a revised concept has been developed with plans being made to roll out the initial campaign in November 2017.	Engagement & Advocacy	
110	4.3.3	Run community events including Djerriwarrah & Summersault Festival	●	Planning for Djerriwarrah Festival and Summersault currently are underway. Djerriwarrah Festival is to take place 18 November 2017 and the Summersault to take place on 10 February 2018.	Engagement & Advocacy	

Objective 4.4: A City with a variety of local education facilities and programs

Strategies:

- 4.4.1 Advocate and plan for opportunities for local primary and secondary schools
- 4.4.2 Advocate and plan for opportunities for tertiary and vocational education and training providers
- 4.4.3 Advocate for inclusive education opportunities for all
- 4.4.4 Support local pathways between education, training and employment
- 4.4.5 Invest in programs that support children's growth and development
- 4.4.6 Facilitate local, national and international opportunities for education and lifelong learning

CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
111	4.4.1 Advocate for Primary and Secondary school provision	●	Council has spoken with Mr. Tim Pallas MP about the ongoing needs required for the municipality in the first quarter of reporting.	Engagement & Advocacy	
112	4.4.2 Promote and support programs that bring a tertiary experience to the community via a blended learning mode	●	Victoria University is offering a program out of the Western BACE. Agreement to support additional tertiary programs in the third and fourth quarters has been provided.	Community Planning	
113	4.4.3 Advocate for ongoing funding for the provision of 15 hours of universal access to kindergarten for 4 year olds	●	Advocacy and Engagement are aware of a need to develop campaign. Early Childhood Coordinator is conversing with early childhood partners and other interface councils to combine advocacy efforts	Families & Children	
114	4.4.4 Promote and provide activities and programs that support pathways and enable employability skill development	●	Discussion is being undertaken with Victoria University relating to courses leading to employment in National Disability Insurance Scheme related services, as well as other Health & Community Services qualifications.	Community Planning	
115	4.4.5 Provide support opportunities to Grandparents who are providing kinship care	●	Grandparent & Kith & Kin Support Group meetings occur monthly	Families & Children	
116	4.4.6 Design and implement a Lifelong Learning Festival to increase opportunities for learning and education	●	Planning for a festival in 2018 has commenced. A date for the festival is not yet confirmed.	Community Planning	
117	4.4.6 Participate in the Committee of Management meetings of Brimbank Melton Local Learning and Employment Network (BMLLEN)	●	10 meetings attended. 2 x Advocacy initiatives: Youth Services Expo and Careers Expo	Recreation & Youth	

Objective 4.5: Lifelong learning opportunities are available and promoted

Strategies:

- 4.5.1 Partner with community organisations and the employment and education sectors to identify skills shortages and provide employment pathways
- 4.5.2 Promote learning for all aspects and stages of life
- 4.5.3 Facilitate flexible lifelong learning opportunities for all abilities through neighbourhood houses, community facilities and library services
- 4.5.4 Create a learning culture in the City through early engagement with and support for children, young people and families

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
118	4.5.1	Support and implement learning activities, events and projects that enhance current and future skills and employment pathways	●	A practitioners workshop for future skills facilitation is scheduled for the October - December 2017 quarter. A future skills Expo is being planned for the April - June 2018 quarter.	Community Planning	
119	4.5.1	Participate in the Western Youth Employment Network	●	Youth Services Representatives attend 4 meetings. 1 x advocacy initiative. Western Region Social Procurement Forum.	Recreation & Youth	
120	4.5.2	Promote and provide a learner-centred programme of relevant, accessible, equitable and inclusive lifelong learning initiatives, events and activities that is responsive to local needs	●	The online learning directory offers over 500 unique learning programs for local learners.	Community Planning	
121	4.5.2	Promote library services and learning programs through a quarterly library 'What's On' brochure	●	The Spring 'What's On' brochure was distributed in August.	Libraries	
122	4.5.3	Implement the online Learning Directory and promote active use with both Community Learning Providers and learners	●	The online directory is scheduled for an official launch in October 2017. The online directory has over 600 users prior to official launch in October.	Community Planning	
123	4.5.3	Deliver learning, literacy and social connection programs through libraries and library outreach sessions at community facilities	●	387 occurrences of programs were run, and there were 9974 participants. Programs were delivered across library sites, community centres and schools.	Libraries	
124	4.5.3	Enhance access to online library services by updating the library catalogue mobile app	●	Commenced development and testing of the app.	Libraries	
125	4.5.4	Implement the 1000 Books Before School program in partnership with State Library of Victoria	●	179 children registered for the program this quarter, 161 children reached milestones.	Libraries	

Outcome 5: A organisation operating with innovation, transparency, accountability and sustainability
Objective 5.1: Deliberative engagement and effective communication with the community that informs planning and decision making

Strategies:

- 5.1.1 Explore opportunities for deliberative community engagement
- 5.1.2 Develop and deliver meaningful community engagement initiatives
- 5.1.3 Provide meaningful engagement opportunities with under-represented and disengaged groups
- 5.1.4 Deliver early engagement with new communities including newly arrived and settled communities and communities in growth precincts
- 5.1.5 Explore new and emerging technologies to promote and provide accessible communication and engagement opportunities

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
126	5.1.1	Provide target opportunities for engagement as per the Community Engagement Guidelines	●	Listening Post community engagement program is being implemented on schedule.	Community Planning	
127	5.1.2	Deliver the annual Community Engagement Calendar	●	The current Calendar is to December 2017. The 2018 program is under development.	Community Planning	
128	5.1.5	Maintain our current social media presence and continually assess emerging communication channels to better engage with and inform the community	●	The Corporate page, City of Melton, continues to grow with an additional 460 likes since 1 July. An Instagram account was created in March and currently has 288 followers. Events are currently managing three Facebook Pages (Pop Culture, Summersault and Djerriwarrh Festival). The Djerriwarrh Festival page has had an increase of 825 followers in the last four month period. Similar growth is expected with Summersault once the main stage program is secured.	Engagement & Advocacy	

Objective 5.2: A flexible, innovative and creative organisation that responds to rapidly changing community and operating environments

Strategies:

- 5.2.1 Implement effective work practices supported by suitable technology to deliver services
- 5.2.2 Promote and support the health and wellbeing of employees, Councillors, contractors and volunteers ▼
- 5.2.3 Plan for levels of service that balance community need with organisational capacity
- 5.2.4 Leverage and partner with other levels of government, community organisations and the private sector to ensure community needs are met
- 5.2.5 Invest in a skilled, motivated, aligned and performing workforce
- 5.2.6 Practice a strategic evidence based approach to all Council processes

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
129	5.2.1	Implement Year One actions from the Business Transformation Program	●	Endorsement of the business case for current year projects and activities has been completed. Implementation of year 1 projects has commenced and activities including the implementation of online planning enquiry capability and architecting the technology platform to support the rollout of future projects.	Information Technology	
130	5.2.2	Implement the 2017/18 actions from the 'Healthier Us', Melton City Council 2015/18 Workplace Health & Wellbeing Strategy ▼	●	Promotion of lunchtime walks, review of shower amenities at the Civic Centre, promotion of the WHWB intranet page, EAP program review outside of WHWB, improvements to the Civic Centre lunchroom, Dry July participants raised \$849.00 for Cancer.	Risk & Performance	
131	5.2.2	Implement Year 2 of 2016 - 2019 Occupational Health and Safety Strategy ▼	●	UV working group coming to a close and the Communicating Internally group have commenced, micro experiments are about to be rolled to other teams, The Sherlock Program facilitated sessions have commenced.	Risk & Performance	
132	5.2.3	Review internal processes for Planning Applications	●	Process Review currently being undertaken with Business Analyst and on track for completion within required timeline.	Planning Services	
133	5.2.3	Coordinate the annual testing, review and evaluation of Council's Business Continuity Plans	●	Oakton Consulting audit completed 09/10/17; full report due around 30/11/17. MEMEG exercise in November Date has been confirmed as Monday, 20th November from 12pm – 4pm at MASC Castlemaine office	Risk & Performance	
134	5.2.4	Apply for State Government funding opportunities to support female participation in sport ▼	●	Blackwood Female Friendly Grant Application to Sport and Recreation Victoria submitted 27 September 2017	Recreation & Youth	

135	5.2.4	Participate in the National Growth Areas Alliance	●	Council has engaged with the National Growth Areas Alliance (NGAA) on a number of ongoing projects including - National Nightmare Commute Day in September, State and Federal budget preparation, the future of jobs growth (ABC reporting on local e-commerce business Catch of the Day) in Melbourne.	Engagement & Advocacy
136	5.2.5	Develop an 'Introduction to Local Government' training program	●	First draft materials have been provided to the Learning and Development Coordinator.	Legal & Governance
137	5.2.5	Develop Service Unit Workforce Plans	●	This action is expected to be complete by end of this financial year.	People & Culture
138	5.2.6	Review "Naming of Council Community Facilities and Open Space Policy"	●	Awaiting advice. Proposed that the policy is withdrawn and use of the Naming rules for places in Victoria is implemented.	Recreation & Youth

Objective 5.3: Effective civic leadership, advocacy, partnerships and good governance

Strategies:

- 5.3.1 Provide local leadership to ensure community interests and needs are met and planned for
- 5.3.2 Provide training and development opportunities for Councillors to build their capacity as local leaders
- 5.3.3 Work with regional partnerships to advocate for the needs of the community
- 5.3.4 Continue to build a culture of emergency management preparedness within the organisation and community
- 5.3.5 Actively pursue alternate means for funding to minimise the potential burden on the rate base
- 5.3.6 Provide and maintain a high level of transparent, accountable, representative and effective governance
- 5.3.7 Ensure Councillors are aware of their responsibilities under the Local Government Act 1989

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
139	5.3.1	Convene the Family Violence Advisory Committee	●	The inaugural meeting was held in August.	Community Planning	
140	5.3.2	Ensure Councillors are informed and supported in undertaking professional development opportunities relevant to their responsibilities to Council and in their service to the community	●	All professional development activities that Council staff are aware of via its various networks are advised to each Councillors for his/her consideration.	Legal & Governance	
141	5.3.3	Advocate with relevant Water Authorities to include unsewered areas in sewer backlog programs	●	Action Scheduled for January - March 2018	Compliance	
142	5.3.4	Test and assess Emergency Response and Recovery Preparedness in accordance with the Emergency Management Act 2013 through annual desktop and event exercises	●	Exercise Bargoonga – Yarra City Council – Friday 24 November 9am-3pm – North Fitzroy Library • Major functional exercise setting up and running an ERC for people affected by fire/potentially toxic smoke Exercise Jamboree – Moonee Valley City Council – Wednesday 22 November • Hypothetical multi-agency discussion exercise based on the scenario of a vehicle driving in to a crowd at the Moonee Valley Festival. Arts House Refuge – City of Melbourne – Saturday 11 November • Exploring the role of artists and cultural institutions in time of climate catastrophe. • 24 hour ERC at North Melbourne Town Hall during a heat event scenario with power outage.	Risk & Performance	

143	5.3.5	Advocate for government road transport infrastructure funding	●	Met with the Planning Minister's Adviser for Planning, Mr Andrew Harrington. Council seeking understanding and insight into the following projects: <ul style="list-style-type: none"> • Melton's infrastructure priorities • Mt Atkinson • Rockbank North and Toolern Station • Eynesbury Outcome- Advised by Mr. Harrington that Toolern Station (GAIC Funding) was due to be announced the week of our meeting. However, contract issues and the sudden passing of a Member of Parliament have delayed it. Regular meetings have been scheduled with Mr. Harrington, the Manager City Design, Strategy & Environment and the General Manager Planning & Development.	Engagement & Advocacy
144	5.3.6	Undertake the annual review of the 2017 – 2021 Council and Wellbeing Plan and where required, update the Plan	●	The annual review of the Council and Wellbeing Plan is not due until later in the year, however a working group has been established to oversee the monitoring and review of the Plan. An initial meeting of this group has taken place with regular meetings planned over the next few months in the lead up to the annual review.	Risk & Performance
145	5.3.7	Ensure Councillors are appraised of their statutory responsibilities through training, briefings and dissemination of information	●	Briefings from staff (and guests) occur on a Monday night throughout the year and variously include information as to statutory responsibilities. All other opportunities for training that Council staff are aware of, via its various networks, are advised to each Councillor for his/her consideration.	Legal & Governance

Objective 5.4: An organisation that demonstrates excellence in local government leadership and customer and community service

Strategies:

- 5.4.1 Comply with statutory requirements
- 5.4.2 Maintain responsible and sustainable financial management
- 5.4.3 Engage with all levels of government to support Council's capacity to deliver community outcomes and respond to changes in legislation
- 5.4.4 Build community trust through responsible governance and transparent decision making
- 5.4.5 Deliver effective and efficient customer service outcomes

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
146	5.4.1	Publish Council's Annual Report	●	The annual report will be uploaded once it has been signed off by Council.	Engagement & Advocacy	30-Nov-17
147	5.4.1	Develop an inspection program of new developments to ensure compliance with planning permits	●	Currently recruiting for a Planning Compliance Officer, and once recruitment is complete, an inspection and compliance program will be implemented. On track for completion within required timeline.	Planning Services	
148	5.4.2	Deliver the annual community budget engagement sessions	●	Budget Engagement Sessions scheduled for 9 & 10 November.	Finance	28-Feb-18
149	5.4.2	Manage the annual Budget process in accordance with legislation	●	On track draft timetable completed. Powerbudget set up for input.	Finance	30-Jun-18
150	5.4.2	Review and update the Strategic Resource Plan and the Long Term Financial Plan	●	Templates set up.	Finance	30-Jun-18
151	5.4.2	Implementation of the Project Management Framework	✓	Implementation of the Project Management Framework is complete.	Capital Projects	30-Nov-17
152	5.4.4	Implement outstanding actions from Year 3 of the 2014 - 2017 Risk Management Strategy	●	The Risk Management Committee agreed on 1 September 2017 that the actions were: implementation of the new online Risk Register; development of a new Maturity Model; and development of a new Strategy. To date the new Risk Register is in commissioning phase.	Risk & Performance	
153	5.4.5	Development of the Portfolio Office Business Case	●	The draft Business Case is progressing and will be completed on time.	Capital Projects	