



2018/19 Council and Wellbeing Annual Action Plan  
 First Quarter 2018/19  
 1 July 2018 to 30 September 2018

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 2018/19 Annual Action Plan. The Action Plan contains 151 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 ♥

Shaded strategies indicate those strategies without actions in the first two years of the 2017-2021 Council and Wellbeing Plan

**The timeline for all actions are 30 June 2019 unless specified.**

Status	Symbol	Number of Actions	% of Actions
<b>Achieved</b> The Action is completed.	✓	9	6.0%
<b>On Track</b> The action is on track and expected to be completed by the current timeline	●	139	92.1%
<b>Not On Track</b> The Action has been delayed impacting on the current timeline. An explanation and any remedial action and revised due date, where appropriate, is provided in the 'progress comments' column	●	3	2.0%
<b>Postponed</b> The Action has been deferred for the financial year. An explanation is provided in the 'progress comments' column.	●	0	
<b>Total</b>		<b>151</b>	<b>100.0%</b>

**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	CP No.	Action	Status Symbol	Progress Comments	Service Unit	Timeline
1.1.1	1	Deliver a publication to celebrate the history of the City of Melton	✓	The book has been published and a launch is planned for 17 October.	Libraries	31/10/2018
1.1.1	2	Support the development of Interfaith relationships and initiatives	●	Interfaith Strategy developed and adopted by Council last Financial Year. Melton Interfaith Network initiatives supported.	Community Planning	
1.1.2	3	Deliver the My City, My Say program and events	●	One event scheduled for this quarter has been delivered - Rockbank My City My Say on 23 August.	Community Planning	
1.1.2	4	Deliver the City of Melton Careers Expo	●	Planning for the 2019 Careers Expo has commenced	Recreation & Youth	
1.1.3	5	Deliver a range of cultural events throughout the year	●	Preparations for Harmony Day, DJ Festival Intercultural Stage, and Refugee Week events are in progress.	Community Planning	
1.1.4	6	Melton: A City for All People - complete quarter 4 of year 1 action plan and deliver quarters 1 to 3 of the year 2 action plan relating to Early Years	●	Quarter Four of the Year One Action Plan is complete. A Year One report is being compiled with the intent to go to Council in November. Development of the Year Two Action Plan is under way.	Families & Children	
1.1.4	7	Deliver children's events and activities that celebrate the diversity of children and families	●	Planned events for Children's Week in October 2018 include; a Melton event for preschool aged children and a Taylors Hill event for primary school aged children. A \$700 grant received from the Department of Education & Training to support Children's Week activities.	Families & Children	
1.1.4	8	Melton: A City for All People - complete quarter 4 of year 1 action plan and deliver quarters 1 to 3 of the year 2 action plan relating to older people and people with disabilities	●	Quarter four actions completed. A Final Year One Action Plan report will be presented to Council by December 2018. Preparation for the Year Two Action Plan has commenced and will be presented to Council by December 2018.	Community Care	

9	1.1.4	Melton: A City for All People - complete quarter 4 of year 1 action plan and deliver quarters 1 to 3 of the year 2 action plan relating to Youth▼	●	The Year One Action plan has been completed. The Year Two Action plan has been drafted	Recreation & Youth
10	1.1.4	Deliver the City of Melton Youth Awards and Grants Program recognising the contribution made by young people in the community▼	●	Planning has commenced; working alongside the Community Grants Officer to deliver the Grants and Awards program and celebrate young people's achievements on April 12 2019.	Recreation & Youth
11	1.1.4	Facilitate the Western Bulldogs Leadership program for young people in the community▼	●	2018 Program participants graduated in September 2018. Program participants will attend an upcoming council meeting to present their projects. Planning for the 2019 program will commence in October 2018.	Recreation & Youth
12	1.1.4	Facilitate a Youth Forum in partnership with key stakeholders▼	●	Evaluation from the 2018 Youth Forum was undertaken. Planning for the 2019 Forum is due to commence in November 2018	Recreation & Youth

- 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 Contribute to reducing inequalities among marginalised community groups including children and adults with a disability, older adults, underrepresented cultural groups, Aboriginal and 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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
13	1.2.1	Develop the Safer City Plan	●	Work on the background paper has commenced.	Community Planning	
14	1.2.2	Utilise Council's Family Violence Advisory Committee as a vehicle for ongoing advocacy	●	The Preventing Family Violence Advisory Committee has provided advice on Council's advocacy position on State Government investment in the Family Violence Safety Hubs.	Community Planning	
15	1.2.3	Implement the "Responsible Pet Ownership" program to the community	●	We have introduced new Dog Attack Guidelines and Fact sheets, have commenced an ongoing review of registrations for adopted domestic pets from pet stores and rescue. The program includes attendance at Community Events, where we are booked in to attend DJ Festival and Diggers Rest dog show. We have provided training to officers regarding the assessment of animals being rehomed.	Compliance	
16	1.2.3	Implement the community education program for Domestic Swimming Pool Safety Barriers to the community	✓	Recent legislation passed by the State Government will now require all pool owners to register with their local Council and to obtain a Compliance Report from a registered private building inspector/surveyor on a regular basis. Further details regarding these timeframes are yet to be released. These changes were approved in the recent " Building Amendment (Registration of Building Trades & Other Matters) Bill 2018 which was assented to on the 25th September 2018. The new Bill supersedes Council's Water Audit Program making this action obsolete. As a result, the program can be considered completed	Compliance	

17	1.2.4	Support the implementation of the Preventing Violence Against Women Through Gender Equity Strategy ▼	●	Action planning for the Equality and Respect 2030 Strategy (the adopted name for the strategy) has commenced.	Community Planning	
18	1.2.4	Provide Maternal & Child Health Family Violence support to identified women at risk ▼	●	Maternal and Child Health are providing extra consultations for families where family violence is identified. To date this quarter there have been 8 extra visits requiring referral to Family violence support services.	Families & Children	
19	1.2.5	Advocate and increase opportunities for marginalised community to access affordable and sustainable accommodation ▼	●	Housing Services has successfully secured 23 long-term tenancies for clients in the 1st quarter.	Families & Children	
20	1.2.6	Facilitate African Communities Working Group ▼	●	Meetings of the African Communities Working Group have been held in the first quarter.	Community Planning	
21	1.2.7	Deliver Seniors Festival activities ▼	●	The Seniors Festival program has been finalised and distribution has commenced. Nineteen events and activities will be delivered within the month of October 2018.	Community Care	31/10/2018
22	1.2.7	Deliver Citizenship Ceremonies for City of Melton residents ▼	●	In the first quarter of 2018/19, citizenship ceremonies were conducted on 16 August and 23 August 2018.	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 ▼

CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
23	1.3.2 Finalise and implement a Neighbourhood Centres Strategy ▼	●	A Discussion Paper and a draft Strategy are completed.	Community Planning	
24	1.3.2 Implement the "School Crossing Education" program ▼	●	The Program is currently being developed for an anticipated rollout in the third quarter of the financial year.	Compliance	
25	1.3.4 Provide project management services for the construction of Hope Street Youth Refuge ▼	●	The project has commenced construction and Council continues to provide project management services as required.	Capital Projects	
26	1.3.5 Implement year 2 of the Intercultural Action Plan 2017-2021 ▼	●	All actions of the year two action plan have been commenced and are on track.	Community Planning	
27	1.3.5 Deliver the Integrated Family Support Program to vulnerable families as referred through the Brimbank Melton Child FIRST Alliance ▼	●	1,004 hours service provided towards 4,620 target.	Families & Children	
28	1.3.5 Deliver Breastfeeding support services to families ▼	●	This quarter the Maternal and Child Health breastfeeding service has consulted with 458 families	Families & Children	
29	1.3.5 Deliver the Pierre Gorman Award project to develop a program of shared reading for adults with learning disabilities ▼	●	A Project Working Group (PWG) consisting of representatives from 14 Victorian library services has been established. The PWG will meet in November to commence training and develop a toolkit to support program implementation.	Libraries	

**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
30	1.4.1 Deliver the Community Leadership program ▼	●	The 2018 program was delivered, and planning for the 2019 Community Leadership Program has commenced.	Community Planning	
31	1.4.3 Deliver Pop Culture events as a community gathering opportunity ▼	●	Christmas in July held at Melton Civic Centre attracting 165 people. Lakeside Alive planned for Sunday 14 October at Caroline Springs with 1500 expected to attend. Four more events to be conducted this financial year.	Engagement & Advocacy	
32	1.4.5 Implement the Community Partnership program ▼	●	The 2018 program is being delivered, and planning for the 2019 Community Partnership Program will commence in second quarter.	Community Planning	
33	1.4.5 Deliver an expanded Community Playgroup program ▼	●	A shopping centre playgroup was delivered for 6 weeks at Caroline Springs Square. Staff arrangements have now been finalised and recruitment for 2 community playgroups positions has begun.	Families & Children	
34	1.4.6 Facilitate neighbourhood networks in Rockbank and Diggers Rest townships and within new developments ▼	●	The Rockbank Network met in August with eight people to finalise Network Communication Strategy. The Diggers Neighbours Network met in July & Aug with 14 members.	Community Planning	
35	1.4.7 Deliver the year one actions of the 'Home Sewn: Makers of Melton' arts project	●	Two residences have now been completed. 16 community workshops on knitting were held this quarter. 183 participants attended.	Libraries	
36	1.4.7 Develop an Arts Strategy document to guide arts and cultural services from 2019 to 2025	●	Benchmarking is underway and staff are participating in council-wide community engagement training to support strategy development and implementation.	Libraries	

**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
37	1.5.1	Conduct an "Annual sale of tobacco to minors" testing program in accordance with the Municipal Association of Victoria (MAV) funding agreement ▼	●	The first round of test purchases have been conducted and education visits to retailers have commenced in accordance with the Memorandum of Understanding.	Compliance	
38	1.5.1	Provide education and training for community organisations in the areas of gambling, alcohol, tobacco and other drugs ▼	●	Training program completed for September, further training programmed for March 2019.	Recreation & Youth	
39	1.5.2	Actively promote healthy choice options throughout the community ▼	●	The Water in Sport project has commenced in three council-owned recreation and leisure facilities, applying the Healthy Choice Guidelines to cold drinks.	Community Planning	
40	1.5.2	Deliver the Annual Melton City Council Sports Awards recognising the contribution made by local sporting clubs and volunteers ▼	✓	Completed. Approximately 150 people attended.	Recreation & Youth	30/09/2018
41	1.5.3	Design and construct a fitness circuit around Lake Caroline with distance marker signage and footpath decals to encourage physical activity ▼	✓	The action has been completed	Operations	31/12/2018
42	1.5.3	Support the development of the Melton Botanic Gardens via the Masterplan review and development of future management model ▼	●	Draft document completed. Review currently underway from the Project Control Group	Recreation & Youth	31/10/2018
43	1.5.3	Deliver an Active Participation Survey that measures the recreational activities that the community participates in ▼	●	A Consultant has been appointed. Draft questions have been completed and approved.	Recreation & Youth	31/12/2018
44	1.5.4	Deliver a Health Forum ▼	●	Consultation with schools has occurred for the 2019 youth mental health forum. Further consultation and planning will occur in Term 4 and the date and venue will be determined.	Community Planning	
45	1.5.4	Implement the "Building Site Amenity" program ▼	✓	Program implemented and on going.	Compliance	
46	1.5.5	Implement the "Domestic Animals Adoption" program ▼	●	18 dogs and eight cats have been adopted to new homes.	Compliance	



47	1.5.5	Deliver vaccinations in accordance with the Australian Immunisation Schedule for children up to 18 years of age		Immunisation sessions for babies and parents have been conducted as scheduled and the final round of school immunisations have started	Compliance
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**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
48	Support the Intercultural Advisory Committee and Melton Interfaith Network	●	Meetings of the Intercultural Advisory Committee held in first quarter. Melton Interfaith Network meetings attended by officers.	Community Planning	
49	Collaborate with Djerriwarrh Health Services to deliver the Koolin Bailit project to enhance the health and development outcomes for Aboriginal children and their families ▼	●	Two meetings have been attended with the Koolin Bailit project. A Cultural Safety Action Plan (child health and early years) is being drafted.	Families & Children	
50	Implement Cultural Safety Action Plans for Maternal & Child Health and Supported Playgroups ▼	●	Action plans have been developed and will now be implemented.	Families & Children	
51	Support the activation of the Kirrip Aboriginal Community Hub ▼	●	Kirrip activities undertaken and supported. Victorian Aboriginal Child Care Agency has established a presence at Kirrip House as a community hub for service delivery.	Community Planning	
52	Implement the Reconciliation Roadmap 2018-21 ▼	●	The Roadmap has been socialised internally, particularly with Departments who have direct responsibility for its implementation. Meetings have been held with Operations, Major Projects, Youth Services and Early Years on activities which fall within the Roadmap.	Community Planning	
53	Recognise and celebrate Reconciliation Week, NAIDOC Week and other key cultural events	●	Reconciliation Week and NAIDOC week events were held, with positive participation from community, staff and residents. Council also participated in a six-council photographic exhibition titled "Because of Her, We Can". This exhibit is scheduled to be displayed in Melton between October and December 2018. Aboriginal Children's Day was celebrated at Melton South Primary School. The Cultural History of Melton commissioned from Wurundjeri Land Council has been distributed and has received positive feedback.	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
54	2.1.1 Implement the Integrated Water Management Plan	●	Officers are working to implement a number of actions in the adopted Plan including commencement of a Passive Street Tree Irrigation Pilot Project, working with the development industry to implement integrated water management solutions into subdivisions and working across the western region to develop a regional approach to integrated water management.	City Design, Strategy & Environment	
55	2.1.3 Engage and educate residents on waste related matters and the impacts of waste to landfill, encouraging waste avoidance and promoting change in behaviour through a range of events, programs and activities.	●	Officers are engaging with the community through a range of programs and events and so far we have conducted 1 major event (1942kgs of hazardous was collected), 14 school education sessions and conducted 2157 bin inspections for the purpose of educating residents on the correct recycling behaviours and improving landfill diversion rates.	Operations	
56	2.1.3 Develop and implement behaviour change initiatives for staff to encourage waste minimisation in Council buildings (in line with Environment Plan Objective 3.2.2)	●	Councils behaviour change and waste education program is yet to be established. Initiatives and programs will be considered in line with the new waste strategy and therefore executed once the strategy is adopted. Work in these initiatives will commence in the next financial year.	Operations	
57	2.1.3 Establish a minimum standard for waste infrastructure in facilities based on building type and ensure standards are applied in Capital Projects (in line with Environment Plan Objective 3.2.2)	●	Project will not commence until Councils Environmentally Sustainable Design Policy is adopted. This is not expected to be completed until the end of the financial year. Work on this action will not commence until the next financial year	Operations	
58	2.1.4 Develop a Waste & Litter Prevention Strategy for the municipality that will guide waste and resource management into the future (aligning with Environment Plan objective 3.2.1)	●	A dedicated resource has just been recruited (will commence with Council on 15 October 2018). This officer will spend 50% of his time on developing the new waste strategy and it is anticipated that we will have the first draft ready by the end of the financial year.	Operations	31/12/2019

59	2.1.4	Complete and commission upgrade works at Melton Recycling Facility in line with the Sustainability Victoria Funding Agreement		Tenders have been issued and contracts will be awarded at the 10 December Council meeting. Works will commence late January 2019.	Operations	
60	2.1.4	Arrange infrastructure and coordinate new collection arrangements to comply with legislative changes for the collection, storage and transport of E-waste (new legislation effective 1/7/19).		Council's new Hard Waste collection contract has been updated to reflect the new legislation. Funding has been awarded by Sustainability Victoria (\$100k) to contribute to upgrades to infrastructure at the Melton Recycling Facility. These works will occur in 2020/2021.	Operations	

**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
61	2.2.1	Continue to implement the Environment Plan 2017-2027 ▼	●	Officers are working to implement a number of actions in the adopted Plan. The preparation, adopting and implementation of the Integrated Water Management Plan, the preparation of Environmentally Sustainable Design Guidelines, the preparation of a Climate Change Adaptation strategy and an inventory of all Council assets from an emissions perspective.	City Design, Strategy & Environment	
62	2.2.1	Deliver programs and services that reduce waste to landfill (and therefore greenhouse gas emissions) through sustained waste diversion ▼	●	Kerbside and Hard Waste Collection Services are provided to residents consistently throughout the year. The Melton Recycling Facility and Resale Shop is also made available to residents for safe and efficient disposal of goods and the opportunity for recycling. All services are tailored to maximise recycling and waste diversion. Tonnage and diversion stats are collected through the year and reported six monthly. Diversion rates will be available for inclusion in the second quarter commentary.	Operations	
63	2.2.2	Develop a community education program around sustainability and climate change adaptation ▼	●	A review of this function is under way which has delayed the development of the program until early 2019.	City Design, Strategy & Environment	31/12/2018
64	2.2.2	Prepare a Climate Change Adaptation Plan ▼	●	The project is currently in the planning stage and the project management plan, which included scope has been prepared and approved.	City Design, Strategy & Environment	31/03/2019
65	2.2.3	Embed the 'Climate Resilient Infrastructure Checklist' into the asset management process ▼	●	Work is ongoing with relevant departments to embed this checklist in the asset management process. In addition, the Sustainable Design guidelines which will be applied to all developments - internal and external.	City Design, Strategy & Environment	
66	2.2.4	Complete the Street Tree Strategy ▼	●	The draft Street Tree Strategy is being completed in order to undertake community consultation in November 2018.	City Design, Strategy & Environment	31/12/2018
67	2.2.4	Review Councils tree planting and removal policy to further protect our tree assets ▼	●	Preliminary discussions have commenced with stakeholders.	Operations	

**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 water bodies
- 2.3.5 Improve the management of rural areas

CP Strategy	CP No.	Action	Status Symbol	Progress Comments	Service Unit	Timeline
2.3.1	68	Write a conservation management plan for the Council owned land at Mount Cottrell volcano	●	A Draft plan has been completed.	City Design, Strategy & Environment	31/12/2018
2.3.2	69	Progress the development of the Western Plains South Green Wedge Management Plan (2 year project)	●	The draft background report has been received from the consultants. Officers are currently finalising this draft and will brief Council on the draft on 29th October.	City Design, Strategy & Environment	
2.3.2	70	Undertake condition audits of Council environmental reserves	✓	Audits have been completed.	Operations	
2.3.3	71	Work with the relevant state government departments to review and update strategies, plans and guidelines in respect of improved waterway health.	●	We continue to engage with Melbourne Water, Department of Environment, Land, Water and Planning, the Port Phillip Western Catchment Management Authority and other state government water management entities; providing input to their planning processes.	City Design, Strategy & Environment	
2.3.4	72	Support the planning and delivery of the 'Arnolds Creek Reimagined' project in collaboration with Melbourne Water	●	This project is in progress.	Engineering Services	
2.3.4	73	Deliver the Water Sensitive Urban Design Construction program	●	Designs are complete. Procurement is currently occurring, with construction to commence by Christmas. Works will be completed by February 2019.	Engineering Services	31/03/2019
2.3.5	74	Deliver the Environment Enhancement Program 2018	●	Inspections are currently being undertaken to assess the properties participating in the 2018 program against the agreed Proposed Work Program.	City Design, Strategy & Environment	30/04/2019

**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
75	2.4.1	Develop Environmentally Sustainable Design guidelines	●	Consultants have been appointed and commenced work on consultation and drafting documentation.	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
76	2.5.1	Continue to deliver environmental education and engagement programs to the community	●	Implementation is ongoing and incremental.	City Design, Strategy & Environment	
77	2.5.3	Progress the finalisation of the Significant Landscape Features Strategy	●	Planning Scheme Amendment Process completed. Council report to consider the Planning Panels Victoria Report, and adopt the amendment was deferred and is being considered at the October Ordinary Council Meeting	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
78	3.1.1 Develop the Toolem Town Centre Urban Design Framework.	●	The background report has been finalised and provided to Councillors. Further work has been undertaken by consultants to consider the impacts of the buffers of the existing land uses on the design of the precinct.	City Design, Strategy & Environment	
79	3.1.2 Plan, deliver and advocate for open spaces consistent with the Parks Development Program	●	Review of sites is 60% complete.	Recreation & Youth	
80	3.1.3 Develop the Rockbank Town Centre Urban Design Framework (2 year project)	●	The draft Rockbank UDF completed consultation in September 2018. Officers are currently reviewing submissions received, and will negotiate with submitters to resolve any outstanding issues prior to being considered by Council.	City Design, Strategy & Environment	31/05/2019
81	3.1.4 Implement the Housing Diversity Strategy	●	A number of actions are currently being implemented including the preparation of the Melton South Structure Plan and research on affordable housing. The planning scheme amendment to implement another key action of the Strategy 'House Rules' was lodged with the Department of Environment, Land, Water and Planning (DELWP) in April. The implementation of Smart Planning has changed the advice from DELWP on the drafting of the amendment. Officers are currently liaising with DELWP to determine the direction of the amendment given the changes being made through Smart Planning.	City Design, Strategy & Environment	
82	3.1.4 Development of a research paper on Affordable Housing and Homelessness within the City of Melton	●	Housing Services has engaged a consultant to develop the research paper and a draft copy has been completed.	Families & Children	
83	3.1.4 Implement an annual inspection program of the quality and liveability of new developments	●	The program is proposed to be conducted in the first half of 2019 in collaboration with officers from Council's Engineering Services Department	Planning Services	


84	3.1.5	Contribute to State Government processes in the identified Precinct Structure Plans (PSPs) and Infrastructure Contributions Plans	●	City Strategy prepared and lodged a submission to the Benchmark Costings Project that will inform the preparation of future Infrastructure Contribution Plans in September. Submissions have been prepared for C201 Mt Atkinson and Tarnait Plains ICP which will be considered at the October Ordinary Council Meeting	City Design, Strategy & Environment	
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**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
85	3.2.2	Construction of the City Vista sports precinct	●	Project is ongoing, on time and on budget	Recreation & Youth	
86	3.2.2	Commence the construction of the Stage 1 Macpherson Park Redevelopment Project	●	The Tender has been awarded; planning for commencement of construction is underway	Recreation & Youth	
87	3.2.2	Construction of the Caroline Springs sub regional tennis facility	●	Construction is in progress and due to be completed by the end of December 2018.	Recreation & Youth	
88	3.2.2	Delivery of at least 75% of the 2018/19 Capital Works Program	●	The program is currently on track to achieve 75% delivery in 2018/19.	Capital Projects	
89	3.2.3	Plan and deliver outcomes of the Female Friendly Facility Change rooms program	●	Work at Blackwood Drive Recreation Reserve and Diggers Rest Recreation Reserve has commenced. The tender process has been completed for the Melton Recreation Reserve and Hillside Recreation Reserve. Caroline Springs Town Centre Reserve is in the tender process	Recreation & Youth	
90	3.2.4	Undertake a condition audit of all Council buildings to guide the production of maintenance and renewal programs	●	Consultant has completed on site audits and is nearing completion of all handover documents	Operations	
91	3.2.5	Review all fencing assets to ensure DDA compliance	✓	Reviewed and necessary changes made.	Operations	
92	3.2.6	Review service model for Property Services and undertake a competitive tender process for operational activities	●	Quotations obtained and preferred contractor shortlisted.	Operations	

93	3.2.6	Implement the Domestic Animal Management Plan		Work instructions for Dangerous and Menacing dogs has been developed.	Compliance	
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**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
94	3.3.2	Deliver Stages Four and Five of the Pride of Melton project ▼	●	Stages Four and Five Works are in progress, with completion scheduled in December 2018.	Engineering Services	
95	3.3.3	Deliver improvements to Council's passive recreation reserves via the Passive Parks Development Program	●	Allenby Road Reserve has been completed. Arnolds Creek Playspace and Bill Cahill Reserve construction to commence during October.	Recreation & Youth	
96	3.3.4	Commission one minor public art piece and four street art power boxes	●	Plans have been developed to roll out the Summer of Street Art Season Two, which will deliver eight cabinet artworks in partnership with community groups and one wall mural.	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
97	3.4.1	Advocate for improved public transport networks	●	Continuing to work with external agencies including LEAD WEST and Public Transport Victoria to progress improvements to the network.	Engagement & Advocacy	
98	3.4.2	Complete the Westwood Drive road and bridge construction to provide an alternative north-south link between Western Highway and Taylors Road	●	Works are scheduled for completion in December 2018.	Engineering Services	
99	3.4.3	Implement the Road 2 Zero Action Plan	●	22 road safety initiatives have been implemented that include community and school based programs.	Community Planning	
100	3.4.3	Implement Moving Melton, Council's integrated transport strategy	●	The Transport Community Reference Group continues to meet every 2 months. The community reference group started a community campaign through 'Time for the West' advocating for improved bus services in Melton.	City Design, Strategy & Environment	
101	3.4.4	Construction of walking and cycling networks	●	Various walking and cycling networks within the municipality are scheduled for completion this financial year.	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 Toolern Employment Area Urban Design Framework (2 year project)		The background report has been finalised and provided to Councillors. The design phase of the project is not underway. Further work has been undertaken by consultants to consider the impacts of the buffers of the existing land uses on the design of the precinct.	City Design, Strategy & Environment	
103	3.5.2	Deliver place making initiatives in the Melton Town Centre		A series of place making events and activities are being planned to be delivered from mid-November until January. A "Shop Front Improvement" project was delivered in September where shop keepers were given kits to help keep their shop fronts clean and well presented.	Engagement & Advocacy	
104	3.5.3	Develop Public Realm Design Guidelines		The draft Public Realm Design Guidelines are being completed in order to undertake community consultation in November 2018. There has been a slight delay to this project due to the success with Growing Suburbs Funds and it is anticipated this will not be completed until March 2019.	City Design, Strategy & Environment	31/12/2018
105	3.5.4	Deliver graffiti education programs in schools to minimise graffiti in the community		Council provides graffiti education in primary schools across the municipality. So far we have conducted 1 education session however more are scheduled in the remaining quarters this financial year	Operations	
106	3.5.4	Undertake proactive graffiti removal works in the community to improve and maintain levels of community pride		Councils in house graffiti crew has proactively removed 3141.75m2 of graffiti so far this financial year.	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
107	4.1.1	Deliver actions in the Economic Development & Action Plan 2018/19	●	Actions are being delivered as planned.	Engagement & Advocacy	
108	4.1.2	Deliver the Launch Vic Funded 'Hot House Project' to support the start-up ecosystem.	●	Planning and promotional phase underway including finalising educational program and appointment of a provider. Launch planned for early December with program to commence early 2019. First milestone payment received.	Engagement & Advocacy	
109	4.1.3	Deliver the Venture Melton Business Network program of networking events.	●	First networking event delivered on 16 August with around 50 participants. The next event is planned for delivery on 28 November.	Engagement & Advocacy	
110	4.1.4	Deliver actions in the Digital Business Strategy 2016-2019	●	Actions are being delivered as planned.	Engagement & Advocacy	31/12/2019



**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
111	4.2.1	Support the Atherstone Exchange project with other key partners and stakeholders.	●	Attending meetings and providing support as required. An Atherstone Exchange drop-in event is being planned for 18 October.	Engagement & Advocacy	
112	4.2.3	Liaise with local businesses to advocate for improved public transport to employment areas in the City of Melton ▼	●	Awaiting for appointment of Advocacy officer to coordinate this work. A cross organisation working group involving advocacy, economic development and Engineering Services to be established to plan and deliver this action.	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
113	4.3.1	Continue development and promotion of the Melton City Much More App	●	Promotion of the app is progressing well. A social media campaign was conducted from July - September which generated 1839 App downloads. Total downloads as at 1 October is sitting at 3741. Next phase of app upgrade development is underway.	Engagement & Advocacy	
114	4.3.2	Deliver a range of visitor servicing and visitor economy promotional activations at a range of locations across the municipality.	●	Promotion activity being delivered in various locations, with a focus on utilising digital marketing opportunities. (E.g., digital screens at shopping centres)	Engagement & Advocacy	
115	4.3.3	Host community events including Djerriwarrh & Summersault Festival	●	Planning for these events are on track. Djerriwarrh to be delivered in November at Melton Recreation Reserve and Summersault to be held in February at Caroline Springs.	Engagement & Advocacy	
116	4.3.4	Support community groups and others to deliver culturally specific intercultural festivals and celebrations	●	Groups from diverse backgrounds have been supported to celebrate cultural events through access to Council's community grants program and community facilities.	Community Planning	

**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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
117	4.4.1	Advocate for Primary and Secondary school provision	●	Commitment of \$6.2 million provided by the State Government for Exford Primary School if re-elected at the November State election.	Engagement & Advocacy	
118	4.4.3	Advocate for ongoing funding for the provision of 15 hours of universal access to kindergarten for 4 year olds	●	Families and Children have commenced planning with Communications to activate advocacy actions in February 2019.	Families & Children	
119	4.4.5	Provide support opportunities to Grandparents who are providing kinship care	●	Two group meetings held, and case support provided to attendees.	Families & Children	
120	4.4.6	Implement the online Learning Directory and promote active use with both Community Learning Providers and learners	●	Melton Learning is consistently receiving approximately 2,000 visitors each month, with over multiple programs available through the online directory.	Community Planning	

**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

CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
121	Support and implement learning activities, events and projects that enhance current and future skills and employment pathways	●	Three (3) specialist workshops have been delivered this quarter including New World of Work, and 21C Work Skills.	Community Planning	
122	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	●	Ongoing programs are provided in partnership with Libraries, Neighbourhood Houses and External Providers. Approximately 200 programs delivered by internal and external providers in the first quarter	Community Planning	
123	Deliver a Lifelong Learning Festival	●	Festival is scheduled for 5-7 October 2018. Over 130 free events included in the program at over 35 venues across the City of Melton.	Community Planning	
124	Develop a Libraries Strategy document to guide library services and infrastructure from 2019 to 2029	●	Libraries community satisfaction completed September and benchmarking underway.	Libraries	
125	Deliver learning, literacy and social connection programs through library outreach sessions at community facilities	●	Regular outreach sessions have been held at Diggers Rest, Eynesbury and Atherstone. The Atherstone Library Access Point was launched in July. Outreach activities this quarter have attracted 1252 participants.	Libraries	
126	Promote the 1,000 books before school program in partnership with the State Library of Victoria	●	134 new enrolments this quarter and 137 milestones reached.	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
127	5.1.1	Provide target opportunities for engagement as per the Community Engagement Guidelines	●	Target opportunities identified and completed for this quarter. These include advice and support around engagement for Children's Week, Maternal & Child Health continuous improvement project, and engagement plan for Libraries and Arts and Culture. Also delivered the Budget Engagement sessions on 19 & 20 September.	Community Planning	
128	5.1.2	Deliver the annual Community Engagement Calendar	●	One event delivered as scheduled for this quarter - My City My Say at Rockbank on 23 August.	Community Planning	
129	5.1.3	Participate in the Linking Melton South Pop-Up Services Hub	●	Families & Children staff has attended 11 sessions at the Melton South Pop-Up Services Hub in the 1st Quarter.	Families & Children	
130	5.1.3	Review and strengthen the engagement tool kit to increase the reach of Council's community engagement	●	Toolkit is currently being revised as part of the Engagement Framework review process. Internal workshops to provide input to the Framework facilitated by MosaicLab are scheduled for second quarter.	Community Planning	
131	5.1.4	Utilise service specific services and network with developers and the Intercultural Advisory Committee to reach new and emerging communities ▼	●	A network of community development professionals in the Aintree, Rockbank and Mt Atkinson areas has established with the aim of cooperative engagement with the communities in the broader area.	Community Planning	
132	5.1.5	Implement a standard on line survey tool and support its use across Council	●	Survey and analysis tools presented to Engagement Advisory committee, to be followed up with presentation to managers on 26 October.	Community Planning	

**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, Councilors, 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
133	5.2.1	Investigate and implement improved online application forms	●	To date, Application for seasonal allocation (annual) forms for recreation facilities and Stormwater legal point of discharge online forms are available to the public to help streamline the way the community engages with Council services. Asset protection application forms and application for seasonal allocation (winter) for recreation facilities will be available to the community by January 2019.	Information Technology	
134	5.2.2	Implement the 2018/19 actions from 'Healthier Choices', Melton City Council's 2018 - 2021 Workplace Health & Wellbeing (WHWB) Strategy	●	The 100 Global Challenge has come to a close with 168 employees participating. Employees have been offered Health Assessments that are being held late October early November.	Risk & Performance	
135	5.2.2	Implement Year 3 of 2016 - 2019 Occupational Health and Safety Strategy	●	The Appreciative Investigations (The Sherlock Program) is currently on track with reviews of the actions identified from the sessions held with teams. An IT Project Manager and Business Analyst has been allocated to undertake more investigation into a system relating to the Communicating Internally Working Group.	Risk & Performance	
136	5.2.3	In conjunction with the Service review of Property Maintenance, include review of current Facility Management practices, Roles & Responsibilities and levels of service currently provided and further determine the Communities appetite for increase or decrease of levels of service provided.	●	Quotations obtained and preferred contractor shortlisted.	Operations	
137	5.2.3	Coordinate the annual testing, review and evaluation of Council's Business Continuity Plans	●	A Crisis Management exercise was conducted on 4 September 2018. The exercise focussed on the management of a disruptive business continuity event by the Melton City Council Crisis Management Team (CMT) and support staff. Issues have been documented in an exercise report for implementation as part of the Melton City Council ongoing improvement process.	Risk & Performance	

138	5.2.4	Advocate to the State Government for funding to support increased participation in sport (including a focus on female participation)	●	Applications have been completed and submitted.	Recreation & Youth	
139	5.2.5	Develop an "Introduction to Local Government" training program	●	This action is designed to follow the introduction of the Bill for the Local Government Act going through parliament as proposed changes to the Bill will affect the content of the training program. The Bill wasn't carried before the State Parliament ceased sitting in the lead-up to the state election on 24 November. This action is therefore scheduled for the first half of 2019 when the new government is expected to consider the Bill.	Legal & Governance	
140	5.2.5	Develop Service Unit Workforce Plans	●	Planning has commenced	People & Culture	

**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
141	5.3.2	Ensure Councillors are supported in undertaking professional development opportunities relevant to their responsibilities to Council and kept apprised of their legislative responsibilities	●	All professional development activities that Council staff are aware of via various networks are advised to each Councillor for his/her consideration.	Legal & Governance	
142	5.3.3	Advocate with relevant Water Authorities to include unsewered areas in sewer backlog programs	●	A meeting between Environmental Health and City West Water is scheduled for mid October 2018	Compliance	
143	5.3.3	Collaborate with the Early Years Partnership to develop an Early Years Advocacy Strategy	●	A draft document has been developed and shared with the Early Years Partnership Committee for further input and feedback.	Families & Children	
144	5.3.4	Test and assess Emergency Response and Recovery Preparedness in accordance with the Emergency Management Acts 1986 and 2013 through annual desktop and event exercises	●	The Crisis Management exercise conducted on 4 September 2018 also activated Councils Emergency Response and Recovery Preparedness. Council's Municipal Emergency Response Officer was activated as part of the exercise scenario. A future desktop exercise is scheduled for Thursday 25 October 2018. This exercise will be carried out in two parts, comprising: a. Case studies of mid-range incidents presented from council's and agencies' perspectives; and b. Interactive discussion session where participants will be facilitated in responding to a series of questions pertaining to mid-range emergencies.	Risk & Performance	
145	5.3.6	Undertake the annual review of the 2017 – 2021 Council and Wellbeing Plan and where required, update the Plan	●	The review of the second year of the Council and Wellbeing Plan is scheduled for February 2019	Risk & Performance	



**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	Ensure Annual reporting of Essential Services maintenance for Council facilities referenced in the Victorian Building Regulations is completed.	●	Inspection review audit undertaken by external consultant.	Operations	
147	5.4.1	Develop an inspection program of new developments to ensure compliance with planning permits	●	Planning Enforcement Officers are carrying out inspections of new subdivisions to ensure compliance with permit conditions prior to issue of Statement of Compliance	Planning Services	
148	5.4.1	Prepare and publish Council's Annual Report	●	The City of Melton Annual Report 2017/2018 has been prepared, delivered to the Minister for Local Government, made available for inspection at various sites across the Municipality in accordance with the Local Government Act	Risk & Performance	31/10/2018
149	5.4.2	Deliver the annual community budget engagement sessions	✓	The pre-budget community engagement sessions (CES) for 2019/20 were completed in two sessions on 19 and 20 September in Melton and Caroline Springs. The CES proposals received will be dealt through the initiative process coordinated by the Finance and Risk & Performance business units by mid-December and will be presented for final Council approval at the Councillor budget briefing event scheduled for Saturday, 2 March 2018	Finance	
150	5.4.3	Continue to prosecute the priorities listed in the Melton Advocacy Priorities Booklet with key stakeholders.	●	The Build Melton Hospital campaign has been the major focus of first quarter. The Campaign launch was enacted with comprehensive community engagement, media, government relations and advertising activity. More than 14,000 community members have so far supported the campaign, which has received widespread media and government recognition.	Engagement & Advocacy	
151	5.4.4	Implement the 2018/19 actions from the 2018 - 2021 Enterprise Risk Management Strategy	●	Target group for risk management 'refresher training' has been chosen and preparation conducted.	Risk & Performance	