

2018/19 Council and Wellbeing Annual Action Plan



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 ♥. Completion dates for all actions are 30 June 2019 unless specified differently.

Status	Symbol	Number of Actions	% of Actions
<b>Achieved</b> The Action is completed.	✔	0	
<b>On Track</b> The action is on track and expected to be completed by the current timeline	●	0	
<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	●	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>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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
1	1.1.1	Deliver a publication to celebrate the history of the City of Melton			Libraries	31/10/2018
2	1.1.1	Support the development of Interfaith relationships and initiatives			Community Planning	
3	1.1.2	Deliver the My City, My Say program and events			Community Planning	
4	1.1.2	Deliver the City of Melton Careers Expo			Recreation & Youth	
5	1.1.3	Deliver a range of cultural events throughout the year			Community Planning	
6	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 Early Years			Families & Children	
7	1.1.4	Deliver children's events and activities that celebrate the diversity of children and families			Families & Children	
8	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 older people and people with disabilities			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			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			Recreation & Youth	
11	1.1.4	Facilitate the Western Bulldogs Leadership program for young people in the community			Recreation & Youth	
12	1.1.4	Facilitate a Youth Forum in partnership with key stakeholders			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 ▼
- 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 ▼
- 1.2.5 Enhance the capacity of communities experiencing challenges to develop effective solutions ▼
- 1.2.6 Provide, promote and support initiatives and programs that encourage people to build personal identity, wellbeing, confidence and a sense of belonging to the community ▼
- 1.2.7

CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
13	1.2.1 Develop the Safer City Plan ▼			Community Planning	
14	1.2.2 Utilise Council's Family Violence Advisory Committee as a vehicle for ongoing advocacy ▼			Community Planning	
15	1.2.3 Implement the "Responsible Pet Ownership" program to the community ▼			Compliance	
16	1.2.3 Implement the community education program for Domestic Swimming Pool Safety Barriers to the community ▼			Compliance	
17	1.2.4 Support the implementation of the Preventing Violence Against Women Through Gender Equity Strategy ▼			Community Planning	
18	1.2.4 Provide Maternal & Child Health Family Violence support to identified women at risk ▼			Families & Children	
19	1.2.5 Advocate and increase opportunities for marginalised community to access affordable and sustainable accommodation ▼			Families & Children	
20	1.2.6 Facilitate African Communities Working Group ▼			Community Planning	
21	1.2.7 Deliver Seniors Festival activities ▼			Community Care	31/10/2018
22	1.2.7 Deliver Citizenship Ceremonies for City of Melton residents ▼			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 No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
23	1.3.2	Finalise and implement a Neighbourhood Centres Strategy			Community Planning	
24	1.3.2	Implement the "School Crossing Education" program			Compliance	
25	1.3.4	Provide project management services for the construction of Hope Street Youth Refuge			Capital Projects	
26	1.3.5	Implement year 2 of the Intercultural Action Plan 2017-2021			Community Planning	
27	1.3.5	Deliver the Integrated Family Support Program to vulnerable families as referred through the Brimbank Melton Child FIRST Alliance			Families & Children	
28	1.3.5	Deliver Breastfeeding support services to 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			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 No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
30	1.4.1	Deliver the Community Leadership program ▼			Community Planning	
31	1.4.3	Deliver Pop Culture events as a community gathering opportunity ▼			Engagement & Advocacy	
32	1.4.5	Implement the Community Partnership program ▼			Community Planning	
33	1.4.5	Deliver an expanded Community Playgroup program ▼			Families & Children	
34	1.4.6	Facilitate neighbourhood networks in Rockbank and Diggers Rest townships and within new developments ▼			Community Planning	
35	1.4.7	Deliver the year one actions of the 'Home Sewn: Makers of Melton' arts project			Libraries	
36	1.4.7	Develop an Arts Strategy document to guide arts and cultural services from 2019 to 2025			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

CP 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			Compliance	
38	1.5.1	Provide education and training for community organisations in the areas of gambling, alcohol, tobacco and other drugs			Recreation & Youth	
39	1.5.2	Actively promote healthy choice options throughout the community			Community Planning	
40	1.5.2	Deliver the Annual Melton City Council Sports Awards recognising the contribution made by local sporting clubs and volunteers			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			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			Recreation & Youth	31/10/2018
43	1.5.3	Deliver an Active Participation Survey that measures the recreational activities that the community participates in			Recreation & Youth	31/12/2018
44	1.5.4	Deliver a Health Forum			Community Planning	
45	1.5.4	Implement the "Building Site Amenity" program			Compliance	
46	1.5.5	Implement the "Domestic Animals Adoption" program			Compliance	
47	1.5.5	Deliver vaccinations in accordance with the Australian Immunisation Schedule for children up to 18 years of age			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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
48	1.6.1	Support the Intercultural Advisory Committee and Melton Interfaith Network			Community Planning	
49	1.6.2	Collaborate with Djerrivarrh Health Services to deliver the Koolin Ballit project to enhance the health and development outcomes for Aboriginal children and their families ▼			Families & Children	
50	1.6.2	Implement Cultural Safety Action Plans for Maternal & Child Health and Supported Playgroups ▼			Families & Children	
51	1.6.2	Support the activation of the Kirrip Aboriginal Community Hub ▼			Community Planning	
52	1.6.2	Implement the Reconciliation Roadmap 2018-21 ▼			Community Planning	
53	1.6.3	Recognise and celebrate Reconciliation Week, NAIDOC Week and other key cultural events			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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
54	2.1.1	Implement the Integrated Water Management Plan			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.			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)			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)			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)			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			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).			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 ▼			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 ▼			Operations	
63	2.2.2	Develop a community education program around sustainability and climate change adaptation ▼			City Design, Strategy & Environment	31/12/2018
64	2.2.2	Prepare a Climate Change Adaptation Plan ▼			City Design, Strategy & Environment	31/03/2019
65	2.2.3	Embed the 'Climate Resilient Infrastructure Checklist' into the asset management process ▼			City Design, Strategy & Environment	
66	2.2.4	Complete the Street Tree Strategy ▼			City Design, Strategy & Environment	31/12/2018
67	2.2.4	Review Councils tree planting and removal policy to further protect our tree assets ▼			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	Action	Status Symbol	Progress Comments	Service Unit	Timeline
68	2.3.1 Write a conservation management plan for the Council owned land at Mount Cottrell volcano			City Design, Strategy & Environment	31/12/2018
69	2.3.2 Progress the development of the Western Plains South Green Wedge Management Plan (2 year project)			City Design, Strategy & Environment	
70	2.3.2 Undertake condition audits of Council environmental reserves			Operations	
71	2.3.3 Work with the relevant state government departments to review and update strategies, plans and guidelines in respect of improved waterway health.			City Design, Strategy & Environment	
72	2.3.4 Support the planning and delivery of the 'Arnolds Creek Reimagined' project in collaboration with Melbourne Water			Engineering Services	
73	2.3.4 Deliver the Water Sensitive Urban Design Construction program			Engineering Services	31/03/2019
74	2.3.5 Deliver the Environment Enhancement Program 2018			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			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			City Design, Strategy & Environment	
77	2.5.3	Progress the finalisation of the Significant Landscape Features Strategy			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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
78	3.1.1	Develop the Toolern Town Centre Urban Design Framework.			City Design, Strategy & Environment	
79	3.1.2	Plan, deliver and advocate for open spaces consistent with the Parks Development Program			Recreation & Youth	
80	3.1.3	Develop the Rockbank Town Centre Urban Design Framework (2 year project)			City Design, Strategy & Environment	31/05/2019
81	3.1.4	Implement the Housing Diversity Strategy			City Design, Strategy & Environment	
82	3.1.4	Development of a research paper on Affordable Housing and Homelessness within the City of Melton			Families & Children	
83	3.1.4	Implement an annual inspection program of the quality and liveability of new developments			Planning Services	
84	3.1.5	Contribute to State Government processes in the Identified Precinct Structure Plans (PSPs) and Infrastructure Contributions Plans			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
85	3.2.2	Construction of the City Vista sports precinct			Recreation & Youth	
86	3.2.2	Commence the construction of the Stage 1 Macpherson Park Redevelopment Project			Recreation & Youth	
87	3.2.2	Construction of the Caroline Springs sub regional tennis facility			Recreation & Youth	
88	3.2.2	Delivery of at least 75% of the 2018/19 Capital Works Program			Capital Projects	
89	3.2.3	Plan and deliver outcomes of the Female Friendly Facility Change rooms program			Recreation & Youth	
90	3.2.4	Undertake a condition audit of all Council buildings to guide the production of maintenance and renewal programs			Operations	
91	3.2.5	Review all fencing assets to ensure DDA compliance			Operations	
92	3.2.6	Review service model for Property Services and undertake a competitive tender process for operational activities			Operations	
93	3.2.6	Implement the Domestic Animal Management Plan			Compliance	

**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 ▼			Engineering Services	
95	3.3.3	Deliver improvements to Council's passive recreation reserves via the Passive Parks Development Program			Recreation & Youth	
96	3.3.4	Commission one minor public art piece and four street art power boxes			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			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 ▼			Engineering Services	
99	3.4.3	Implement the Road 2 Zero Action Plan			Community Planning	
100	3.4.3	Implement Moving Melton, Council's integrated transport strategy			City Design, Strategy & Environment	
101	3.4.4	Construction of walking and cycling networks ▼			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 (2 year project)			City Design, Strategy & Environment	
103	3.5.2	Deliver place making initiatives in the Melton Town Centre			Engagement & Advocacy	
104	3.5.3	Develop Public Realm Design Guidelines			City Design, Strategy & Environment	31/12/2018
105	3.5.4	Deliver graffiti education programs in schools to minimise graffiti in the community			Operations	
106	3.5.4	Undertake proactive graffiti removal works in the community to improve and maintain levels of community pride			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			Engagement & Advocacy	
108	4.1.2	Deliver the Launch Vic Funded 'Hot House Project' to support the start-up ecosystem.			Engagement & Advocacy	
109	4.1.3	Deliver the Venture Melton Business Network program of networking events.			Engagement & Advocacy	
110	4.1.4	Deliver actions in the Digital Business Strategy 2016-2019			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.			Engagement & Advocacy	
112	4.2.3	Liaise with local businesses to advocate for improved public transport to employment areas in the City of Melton ▼			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			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.			Engagement & Advocacy	
115	4.3.3	Host community events including Djerriwarrh & Summersault Festival			Engagement & Advocacy	
116	4.3.4	Support community groups and others to deliver culturally specific intercultural festivals and celebrations			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			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 & Children	
119	4.4.5	Provide support opportunities to Grandparents who are providing kinship care			Families & Children	
120	4.4.6	Implement the online Learning Directory and promote active use with both Community Learning Providers and learners			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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
121	4.5.1	Support and implement learning activities, events and projects that enhance current and future skills and employment pathways			Community Planning	
122	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			Community Planning	
123	4.5.2	Deliver a Lifelong Learning Festival			Community Planning	
124	4.5.3	Develop a Libraries Strategy document to guide library services and infrastructure from 2019 to 2029			Libraries	
125	4.5.3	Deliver learning, literacy and social connection programs through library outreach sessions at community facilities			Libraries	
126	4.5.4	Promote the 1,000 books before school program in partnership with the State Library of Victoria			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			Community Planning	
128	5.1.2	Deliver the annual Community Engagement Calendar			Community Planning	
129	5.1.3	Participate in the Linking Melton South Pop-Up Services Hub			Families & Children	
130	5.1.3	Review and strengthen the engagement tool kit to increase the reach of Council's community engagement			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 ▼			Community Planning	
132	5.1.5	Implement a standard on line survey tool and support its use across Council			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, 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
133	5.2.1	Investigate and implement improved online application forms			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			Risk & Performance	
135	5.2.2	Implement Year 3 of 2016 - 2019 Occupational Health and Safety Strategy			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.			Operations	
137	5.2.3	Coordinate the annual testing, review and evaluation of Council's Business Continuity Plans			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)			Recreation & Youth	
139	5.2.5	Develop an 'Introduction to Local Government' training program			Legal & Governance	
140	5.2.5	Develop Service Unit Workforce Plans			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			Legal & Governance	
142	5.3.3	Advocate with relevant Water Authorities to include unsewered areas in sewer backlog programs			Compliance	
143	5.3.3	Collaborate with the Early Years Partnership to develop an Early Years Advocacy Strategy			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			Risk & Performance	
145	5.3.6	Undertake the annual review of the 2017 – 2021 Council and Wellbeing Plan and where required, update the Plan			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.			Operations	
147	5.4.1	Develop an inspection program of new developments to ensure compliance with planning permits			Planning Services	
148	5.4.1	Prepare and publish Council's Annual Report			Risk & Performance	31/10/2018
149	5.4.2	Deliver the annual community budget engagement sessions			Finance	
150	5.4.3	Continue to prosecute the priorities listed in the Melton Advocacy Priorities Booklet with key stakeholders.			Engagement & Advocacy	
151	5.4.4	Implement the 2018/19 actions from the 2018 - 2021 Enterprise Risk Management Strategy			Risk & Performance	