



2017/18 Council and Wellbeing Annual Action Plan
 Third Quarter 2017/18
 1 January 2018 to 31 March 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 2017/18 Annual Action Plan. The Action Plan contains 153 actions. Health and wellbeing is embedded throughout the Council and Wellbeing Plan, cutting through each theme, outcome, objective, strategy and indicator. The areas with a stronger link to health and wellbeing are displayed with a heart icon ♥. Completion dates for all actions are 30 June 2018 unless specified differently. A summary of the status at the end of the 2017/18 financial year first quarter is as follows:

Status	Symbol	Number of Actions	% of Actions
Achieved	✓	22	14.4%
On Track	●	123	80.4%
Not On Track	●	7	4.6%
Postponed	●	1	0.7%
Total		153	100.0%

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








Strategies:

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
1	1.1.1	Support the development of Interfaith relationships and initiatives	●	The Melton Interfaith Strategy was presented and adopted by Council at the February 26, 2018, Ordinary Meeting. Community tours to visit and learn about various Places of Worship Bus occurred on March 20, 2018. The 2018 Intercultural/Interfaith Calendar developed and promoted. Support and promotion of the Melton Interfaith Network's Community Dinner which was held on February 28, 2018.	Community Planning	
2	1.1.1	Deliver a publication to celebrate the 150 years of Library history as a local government body	●	Discussion about book design has commenced. The Steering Group will meet in April to review images selected for the book and samples for book design.	Libraries	
3	1.1.2	Delivery of the Youth Advisory Council (YAC)	●	1 Meeting for the quarter. Currently attracting new members. "We all Belong project" delivered in Jan 2018	Recreation & Youth	
4	1.1.3	Deliver Harmony Day, Refugee Week and other cultural events throughout the year	●	Harmony Day Event held on March 17, 2018. Taste of Harmony Staff Lunch March 14, 2018. Community leaders Forum March 28, 2018.	Community Planning	
5	1.1.4	Deliver community development initiatives for residents in small townships and new developments	●	Community development work continues in the Eynesbury, Rockbank and Diggers Rest Townships. 18 programs or events (YTD 66) were delivered with 483 (YTD 1,632) people attending.	Community Planning	

6	1.1.4	Develop an 'All Life Stages Strategy' incorporating Ageing Well, Disability, Early Years and Youth▼	✓	Melton: A City for All People is an integrated plan that combines four individual Council strategies, specifically the Disability Action Plan (recognising disability can be present at any age), the Municipal Early Years Plan (0-12 years), Youth Strategy (12-25 years), and the Ageing Well Strategy (50+ years) into one, all encompassing document. The Plan was adopted by Council on November 13, 2017.	Community Planning	31-Dec-17
7	1.1.4	Deliver actions from the 'All Life Stages Strategy' relative to Ageing Well▼	●	40 actions identified, 39 on track with 1 action completed	Community Care	
8	1.1.4	Deliver actions from the 'All Life Stages Strategy' relative to Disability▼	●	32 actions identified, 31 on track with 1 action completed	Community Care	
9	1.1.4	Deliver actions from the 'All Life Stages Strategy' relative to Early Years▼	●	The first year action plan is currently being implemented.	Families & Children	
10	1.1.4	Deliver actions from the 'All Life Stages Strategy' relative to Youth▼	●	"Melton a City for All People" action plan completed 3rd quarter. 32 actions are On track	Recreation & Youth	
11	1.1.4	Deliver children's events and activities that celebrate the diversity of children and families▼	●	Participated in Harmony Day activities in the January to March quarter	Families & Children	

- Objective 1.2: A safe and equitable community**
- Strategies:**
- 1.2.1 Promote a sense of safety in all settings and among all people
 - 1.2.2 Advocate for increased police numbers including within the Family Violence Response Unit
 - 1.2.3 Support and promote safety and environment through education and the protection of the amenity of the municipality
 - 1.2.4 Contribute to a gender equitable community to prevent violence against women
 - 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 No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
12	1.2.1	Develop the Safer City Plan		On hold due to other work commitments. Background Report to be completed by December 2018 with Council adoption in first half 2019	Community Planning	
13	1.2.1	Advocate to State Government regarding urgent need for increased police numbers		Council met with the Chief of Staff of the Minister for Police to discuss community safety issues and advocate for increased police numbers and other initiatives to address both short and longer term solutions to youth offending and aggravated crime.	Engagement & Advocacy	
14	1.2.3	Continue to roll out the "Responsible Pet Ownership" program to the community		All documents have been presented to Council and are scheduled for the Panel Review committee in April 2018	Compliance	
15	1.2.3	Continue to roll out a community education program for Domestic Swimming Pool Safety Barriers to the community		177 Properties have been visited so far this year, with 30 properties finalised during this period.	Compliance	
16	1.2.4	Develop the Preventing Violence Against Women Through Gender Equity Strategy		The draft Strategy has been prepared. It will be considered for adoption at the Ordinary Meeting of Council on 30 April 2018	Community Planning	
17	1.2.4	Provide Maternal & Child Health Family Violence support to identified women at risk		Currently more than 10 visits have been recorded. Of those 10 consultations, 9 required referral to Family Violence services	Families & Children	
18	1.2.5	Advocate and increase opportunities for marginalised community to access affordable and sustainable accommodation		Housing Services has successfully secured 26 long-term tenancies for clients in this quarter.	Families & Children	

19	1.2.6	Facilitate African Communities Working Group	●	The African Communities Working Group (ACWG) continues to meet on a bimonthly basis. Two new members have recently been appointed. The ACWG has been submitted for the Keep Victoria Beautiful Awards	Community Planning	
20	1.2.6	Deliver projects to the community with the focus on preventing incidences of homelessness	●	Housing Services has continued to deliver the two existing projects in this quarter to the community.	Families & Children	
21	1.2.7	Deliver Seniors Festival Week activities	✓	Delivered 9 events during Seniors Festival Week in October.	Community Care	
22	1.2.7	Deliver Citizenship Ceremonies for City of Melton residents	●	One ceremony was held in the 3rd quarter of 2017/18 (on Australia Day) conferring citizenship to 161 residents of the City of Melton.	Legal & Governance	

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

Strategies:

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
23	1.3.1	Advocate for the provision of a purpose-built community health facility	●	In this quarter, Council launched the Advocacy Priorities Booklet, detailing the need for significant investment in a state of the art health precinct within the municipality. This booklet is publically available on line and has been distributed to several Government and Opposition parliamentarians. Council also approved the recommendation at the Ordinary Council meeting in March to begin a community based Public Hospital campaign in conjunction with advocacy communications specialist, the Civic Group. An amount of \$350,000 has been approved for expenditure for this purpose.	Engagement & Advocacy	
24	1.3.1	Advocate to State government to promote improved health facilities including day procedure facility and general hospital	●	In this quarter, Council launched the Advocacy Priorities Booklet, detailing the need for significant investment in a state of the art health precinct within the municipality. This booklet is publically available on line and has been distributed to several Government and Opposition parliamentarians. Council also approved the recommendation at the Ordinary Council in March to begin a community based Public Hospital campaign in conjunction with advocacy communications specialist, the Civic Group. An amount of \$350,000 has been approved for expenditure for this purpose.	Engagement & Advocacy	
25	1.3.2	Develop Neighbourhood Centres Strategy	●	The Discussion Paper has been finalised. The draft Strategy will be completed by 30 June 2018. Finalisation of the strategy will occur in conjunction with, or just after finalisation of the Community Planning service review which will be post 30 June 2018.	Community Planning	

26	1.3.2	Develop and roll out a "School Crossing Education" program	●	Staff training now completed and session trialled at a primary school.	Compliance
27	1.3.2	Review Council's Playgroups Program ▼	●	Review of the program is scheduled to be completed by 30 June 2018.	Families & Children
28	1.3.3	Support delivery of the Adolescent, Young Adult and Family Counselling services ▼	●	9 Referrals to Djerriwarh Health Counselling Service in the Jan to March Quarter 2018	Recreation & Youth
29	1.3.3	Provide project management services for construction of Hope Street Youth Refuge	●	Council continues to provide project management services for the project.	Capital Projects
30	1.3.3	Advocate for aged and disability service providers to be locally based in the municipality ▼	●	Invitation to the February 2018 Service Provider meeting distributed to 180 aged and disability industry staff resulting in 40 attendees. 9 new Service Providers added to internal database including Plan Management Partners, Catholic Care, Ability2 Drive, Alpha Services, Spectrum Vic, United - Spanish Latin American Welfare Centre Inc., genU Kairingal St Laurence, Brotherhood of St Laurence. Proposed sale of Pinnacle facility to Autism Plus approved at March Ordinary Council meeting.	Community Care
31	1.3.4	Identify service needs within the municipality ▼	●	On track for summary of service needs. Some of this work has been done by other service areas. Work needs to be done to bring this information together which will be completed by due date.	Community Planning
32	1.3.5	Implement the Intercultural Action Plan 2017-2021	●	The First year Action Plan is being implemented and is on track.	Community Planning
33	1.3.5	Deliver the Adult Literacy Innovation Project in partnership with Djerriwarh Community & Education Services	✓	The project is now complete. Training for library staff to engage adult learners has taken place.	Libraries
34	1.3.5	Deliver the Integrated Family Support Program to vulnerable families as referred through the Brimbank Melton Child FIRST Alliance ▼	●	Council delivered 1,356.04 hours this quarter with 3,402.03 hours for the year to date.	Families & Children
35	1.3.5	Deliver Breastfeeding support services to families ▼	●	In the January to March quarter 488 clients were assisted through home visits, drop in service, phone calls and centre visits.	Families & Children
36	1.3.5	Review Maternal & Child Health Positive Parenting Program ▼	●	The Positive Parenting Program review is currently underway by an external consultant and is expected to be finalised before June 2018.	Families & Children

Objective 1.4: A resilient community promoting social cohesion

Strategies:

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

CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
37	1.4.1 Implement a program to enhance and strengthen community leadership skills and networks	●	The 2018 Community Leadership Program is starting on 21 April and 26 participants have been short listed for the program.	Community Planning	
38	1.4.2 Assist our Emergency Management partner organisations in the promotion of Emergency Management volunteerism	●	Council assisted the Country Fire Authority at the Toolern Vale PS Fair promoting Community Fire Guard and Neighbourhood Watch. Ongoing planning for Melton Police and Melton City Council are seeking volunteers to join us to help rebuild and repair fences in the Cobden area. Transport and meals will be provided by Council for the 24th April and 1st May 2018. Planning continues for the Safer City Day Event to be held Saturday 21 April 2018	Risk & Performance	
39	1.4.3 Deliver Pop Culture events as a community gathering opportunity	●	The next 12 months of PopCulture curation and programming was presented and approved in March for delivery beginning April.	Engagement & Advocacy	
40	1.4.4 Administer Council's Annual Grant Program	●	The second round of Semi-Annual Grants has closed and the assessment panel will meet in early April. The outcomes will be presented to Council in April 2018.	Community Planning	
41	1.4.6 Facilitate neighbourhood networks in Rockbank and Diggers Rest townships	●	The Diggers Rest Neighbours Network meets monthly. The Rockbank Community Network meets quarterly.	Community Planning	

42	1.4.7	Deliver a range of artistic & cultural events and exhibitions at Caroline Springs Gallery incorporating professional and amateur practice	●	<p>Over 900 community members have taken part in arts participation workshops and exhibitions this quarter. Arts participation workshops relate directly to exhibitions and residencies delivered as part of our programming. In January and February, Melton print artist, Linda Abbitt, exhibited her series of portraits 'Who is your Neighbour' at both the Melton Library and Learning Hub and the Caroline Springs Gallery. In February, local weaver, Mary Anwar, began her Residency at Raglan's Cottage and will continue until the end of April. Our Summer of Street Art series finished at the end of the month with a Street Party. The series delivered learning opportunities for young artists, the installation of the Town Centre mural by Phibbs and laneway murals. This project was supported by a Department of Justice Graffiti Prevention Grant.</p>	Libraries	
43	1.4.7	Deliver the 'Active through the Arts: Everyone Belongs' project	●	<p>The youth element of the project has commenced. We are in the second stages of delivering Bollywood and Inclusive Dance programs. Participants are preparing their community performances.</p>	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
44	1.5.1	Develop an Alcohol Management Framework informed by harm minimisation and health promotion principles ▼	✓	Framework complete and endorsed by Council on 18 December 2017. Preparation of Guidance material to assist in use of Policy has now commenced. Currently in consultation phase with community and stakeholders.	Community Planning	
45	1.5.1	Provide education and training for community organisations in the areas of gambling, alcohol, tobacco and other drugs ▼	●	A number of training and education programs have been provided in the January to March quarter with a Responsible Serving of Alcohol course held on 21 March 2018.	Recreation & Youth	
46	1.5.1	Conduct annual sale of tobacco to minors testing program in accordance with the Municipal Association of Victoria (MAV) funding agreement	●	The final round of the test purchasing program is scheduled for April 2018	Compliance	
47	1.5.2	Coordinate Heart Foundation Walking Groups ▼	●	Total number of walking groups is 15, which includes 1 new group since October 2017.	Community Planning	
48	1.5.2	Actively participate in the 'Action for Equity' partnership ▼	●	Coordinator has attended all relevant Steering Group meetings. Health Promotion Officer and Coordinator provided input into draft Strategy, in consultation with Neighbourhood Capacity and Youth. Attending launch of draft Strategy on 26 April 2018. Council specific actions will be finalised after the Strategy launch.	Community Planning	
49	1.5.3	Support the development of the Melton Botanic Gardens via the Masterplan review	●	Consultation completed. Background report completed. Awaiting draft report.	Recreation & Youth	
50	1.5.4	Finalise and roll out the "Building Site Amenity" program	✓	The final version of the program has been completed and implemented as of December 2017. Actions will be ongoing from now.	Compliance	
51	1.5.5	Develop and roll out a "Domestic Animals Adoption" program	●	Staff training has been completed and the program will commence in the April to June quarter	Compliance	

52	1.5.5	Deliver vaccinations in accordance with the Australian Immunisation Schedule for children up to 18 years of age▼	●	Infants sessions have been carried out as scheduled, and the 2018 school immunisation program commenced in February 2018	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



CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
53	1.6.1	Facilitate the Reconciliation Advisory Committee	●	The committee continues to meet and has increased frequency to 6 times per year. Enhanced Terms of Reference have been recommended to Council for it's April meeting.	Community Planning	
54	1.6.2	Support the activation of the Kirrip Aboriginal Community Hub	●	The Kirrip board is well into having the strategic plan completed by the Victorian Aboriginal Community Services Association Ltd with a start from July 2018. Kirrip currently has a number of users that lease space on a regular basis. These include Campbell Page Employment services, First Steps, Djerrivarrh Health Services and currently has 2 volunteer Councilors working on a weekly basis.	Community Planning	
55	1.6.2	Develop Reconciliation Roadmap 2018-21	●	The Draft Plan was endorsed by the Reconciliation Advisory Committee at it's last meeting and will be presented to Council at the April meeting.	Community Planning	
56	1.6.2	Collaborate with Djerrivarrh Health Services to deliver the Koolin Bait project to enhance the health and development outcomes for Aboriginal children and their families	●	Three steering committee meetings have been attended. Maternal & Child Health and playgroups are currently involved in a Cultural Safety Project/Audit at Botanica Springs, Bridge Road and Brookfield centres.	Families & Children	
57	1.6.2	Explore professional development opportunities for early years educators to develop education programs that are inclusive of Indigenous residents	●	Options explored, working with Koolin Bait Project to deliver cultural awareness sessions to educators.	Families & Children	
58	1.6.3	Recognise and celebrate Reconciliation Week, NAIDOC Week and other key cultural events	●	On track for several programs and events in May and June 2018.	Community Planning	
59	1.6.4	Engage with local Aboriginal communities to consider opportunities for meaningful recognition of historical events in the City	●	Ongoing discussions are continuing with the Reconciliation Advisory Committee and with Kirrip Aboriginal Corporation	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
60	2.1.1	Develop an Integrated Water Management Plan		The draft plan was presented to Council on the 13th March 2018 and is currently out for public consultation. The consultation period ends on the 20th April 2018.	City Design, Strategy & Environment	
61	2.1.4	Develop a Waste Strategy for the municipality that will guide waste and resource management into the future		The development of the Strategy will not progress until the new financial year due to resource challenges.	Operations	
62	2.1.4	Review the operation of the Melton Recycling Facility		Review completed and presented to Executive	Operations	31-Dec-17

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

Strategies:

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
63	2.2.3	Deliver a project to provide Tree seedlings for four year olds attending Kindergarten	✓	Completed. Project successfully delivered in Term 1 2018.	Families & Children	
64	2.2.3	Embed the 'Climate Resilient Infrastructure Checklist' into the asset management process	●	Work continues to progress through discussions with internal departments. The Checklists will also be included in an Environmental Sustainable Development Policy currently under preparation.	City Design, Strategy & Environment	
65	2.2.4	Deliver the annual Street Tree Planting and Beautification Program across the municipality	●	Delivery of plants is in progress.	Operations	
66	2.2.4	Develop a Melton Municipal Street Tree Strategy (2 year project)	●	A draft of the Melton Municipal Street Tree Strategy is under preparation.	City Design, Strategy & Environment	

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

Strategies:

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
67	2.3.2	Undertake condition audits of Council environmental reserves and complete maintenance work as required	●	Auditing of the environmental reserves is being completed as required.	Operations	
68	2.3.2	Develop Western Plains South Green Wedge Management Plan (2 year project)	●	The draft background report has been completed and Council is scheduled to be briefed 16th April. Stakeholder consultation will follow the Council Briefing with drop-in sessions currently in the process of being scheduled.	City Design, Strategy & Environment	30-Dec-19
69	2.3.4	Deliver the Water Sensitive Urban Design Construction program	●	Designs are complete. Works are to be advertised in April and construction completed in September 2018. Delayed due to Capital Projects work load.	Engineering Services	
70	2.3.5	Deliver the Environment Enhancement Program	✓	88% Pass Rate. Reported to Council March 2018	City Design, Strategy & Environment	

Objective 2.4: A City growing and developing sustainably

Strategies:

2.4.1 Employ the principles of ecologically sustainable development in Council infrastructure

2.4.2 Advocate against noxious industries that adversely affect the wellbeing of the community or environment

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
71	2.4.1	Development Environmentally Sustainable Design Guidelines	●	The scope of the project was changed to ensure alignment with the environment plan and emerging state government documents. This resulted in a delay to the project to ensure that the guidelines were consistent with local and state policy. Work has now recommenced and it is anticipated it will be completed in January 2019	City Design, Strategy & Environment	

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

Strategies:

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
72	2.5.1	Support local environment groups and school based programs	●	Community contacts included 2,688 children across 51 kindergartens who received an indigenous plant seedling "One Tree Per Child". A total of 20 contacts with community-based environment groups offering advice on administrative matters and environmental grants. 20 contacts at Harmony Day event.	City Design, Strategy & Environment	
73	2.5.2	Continue to deliver the Environmental Education Programs	●	School contacts with 12 school parents at Toolern Vale Primary School. 51 teachers were engaged for "One Tree One Child".	City Design, Strategy & Environment	
74	2.5.3	Implement the Significant Landscape Features Strategy	●	A panel hearing for Amendment C173 to implement the Significant Landscape Features Strategy was conducted on the 8th March 2018. It is anticipated that the Panel Report will be received during April.	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
75	3.1.2	Plan and deliver open spaces as per the Parks Development Program	●	Projected budget for 2018/19 has been re-prioritised which has impacted on planned program. Projects re-prioritised with Stewart Crescent Reserve to be delivered and Kirkton Park rescheduled to 2019/20, subject to funding.	Recreation & Youth	
76	3.1.3	Develop the Rockbank Town Centre Urban Design Framework (2 year project)	●	The background report has been finalised and was presented to Councilors in March 2018. The design phase of the project has commenced.	City Design, Strategy & Environment	30-Jun-19
77	3.1.4	Develop an annual inspection program of the quality and liveability of new developments	●	Inspection has been conducted with areas for improvement identified. An implementation plan still needs to be finalised.	Planning Services	
78	3.1.4	Implement the Housing Diversity Strategy	●	The Planning Scheme Amendment to implement the Housing Character Study and Design Guidelines into the planning scheme has been submitted to the Department of Environment, Land, Water and Planning for their authorisation. It is anticipated that authorisation will be received during April.	City Design, Strategy & Environment	
79	3.1.5	Contribute to State Government processes in the identified Precinct Structure Plans (PSPs) and Infrastructure Contributions Plans	●	Mt Atkinson and Tarnait Plains PSP was approved in September 2017. Kororoit and Plumpton PSPs have been finalised and approved by the Victorian Planning Authority to be submitted to the Minister for Planning for approval. Officers continue to advocate to all levels of government to resolve the issues raised by Council in respect of the Infrastructure Contributions Plans.	City Design, Strategy & Environment	
80	3.1.6	Undertake assessments of Conservation Desirable sites to implement key action from the Adoption Heritage Strategy	●	The project was tendered and a consultant appointed in December 2017. The assessment of all 13 properties are currently under preparation.	City Design, Strategy & Environment	

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

Strategies:

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
81	3.2.1	Develop Macpherson Park Future Directions Plan	✓	The Plan has been adopted at the Council Meeting in December 2017	Recreation & Youth	
82	3.2.2	Construction of the Taylor's Hill West sports precinct▼	●	Construction works commenced in February 2018.	Recreation & Youth	
83	3.2.2	Construction of the Caroline Springs sub regional tennis facility▼	●	Construction is slightly behind due to large amount of rock. The North wall is now in place and light poles for the tennis have been installed. Still some ground work in progress.	Recreation & Youth	
84	3.2.2	Delivery of the 2017/18 Capital Works Program	●	The Capital Works Program is currently being delivered in accordance with budget and time expectations.	Capital Projects	
85	3.2.2	Develop a Strategic Telecommunications Infrastructure Strategy	✓	Policy was presented to Council in October 2017 and the Policy Framework was adopted by Council at the Ordinary Meeting of Council.	City Design, Strategy & Environment	
86	3.2.3	Plan and deliver outcomes of the Female Friendly Facility Change rooms program▼	●	Stakeholder consultation is complete with quoting of projects well advanced. Projects will be procured by the due date with construction works underway.	Recreation & Youth	
87	3.2.4	Undertake a condition audit of all Council buildings to guide the production of maintenance and renewal programs	●	Audits are well underway and will be completed by 30 June 2018	Operations	

88	3.2.5	Design the Kurunjang Community Hub	●	Design is on track. Final comments being provided by the Project Working Group and Project Control Group. The Project is meeting expected timeframes in accordance with Project Management Plan and agreed funding timeframes.	Community Planning
89	3.2.6	Develop the Domestic Animal Management Plan	✓	The Domestic Animal Plan was adopted by Council at the December 2017 meeting.	Compliance
90	3.2.6	Review service model and undertake a competitive tender process for operational activities	●	Operations has a number of contracts that have already expired, or are expiring on 30 June 2018. There are two expiring contracts in Waste Services and four in Property Services. The Waste Services (new) contract preparations are 'on track'. The Public Place Collections Contract (13/003) and the Operation and Management of Melton Recycling Facility (11/017) will now expire on 30/6/19 following a successful application to extend these contracts to the Minister in December 2017. New contracts for the Hard Waste and Dumped Rubbish collection service (contract 18/011) and Street, Footpath Sweeping and Litter Collection Services (contract 18/012) have been prepared. These will be advertised for public tender and will commence 1 July 2018. Specifications for the new Property Services contracts (Facility Cleaning, Public Convenience & BBQ Cleaning, Sanitary and Hygiene & Security Services) are now out to public tender.	Operations

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

Strategies:

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
91	3.3.1	Develop a site and costing analysis for an Amphitheatre at the Caroline Springs Civic Centre	●	The development of a design and costing for an amphitheatre is progressing and will be presented to Council in June 2018.	City Design, Strategy & Environment	
92	3.3.2	Deliver Stage Three of the Pride of Melton project	✓	Stage Three Works are now complete and in the maintenance period.	Engineering Services	
93	3.3.3	Deliver improvements to Council's passive recreation reserves via the Passive Parks Development Program	●	Projected budget for 2018/19 reprioritised which has impacted on planned program. Projects reprioritised with Stewart Crescent Reserve to be delivered and Kirkton Park rescheduled to 2019/20, subject to funding.	Recreation & Youth	
94	3.3.4	Develop a new Public Art Strategy and Policy	●	A Public Art Policy has been drafted. It will be presented to the Policy Review Panel on the 6th of June.	Libraries	

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

Strategies:

- 3.4.1 Advocate for public transport which creates a better developed network within and outside the municipality
- 3.4.2 Promote active transport options in the road and open space network
- 3.4.3 Ensure road networks are adequate, safe and contribute to the wellbeing of the community
- 3.4.4 Support creation of a connected and active community through the design and delivery of walking and cycling networks

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
95	3.4.1	Advocate for public transport networks	●	Council launched the Advocacy Priorities Booklet, detailing the need for significant investment in a range of public transport options including rail and bus networks. This booklet is publicly available on line and has been distributed to several Government and Opposition parliamentarians. In addition, Council has worked productively with the Ballarat Rail Action Committee (BRAC) to advance the upgrade of the Ballarat rail line in order to meet growing local need.	Engagement & Advocacy	
96	3.4.1	Advocate for inclusion of pedestrian rail crossings in the Melton rail duplication project	✓	An Agreement has been signed with the Melbourne Metro Rail Authority for the inclusion of pedestrian rail crossings in the Ballarat Line Upgrade Project	Engineering Services	
97	3.4.2	Support the planning and implementation of active sustainable transport initiatives	●	8 schools re-engaged in Term 1 2018 in Council's active transport 'Walk to School Program'	Community Planning	
98	3.4.3	Implement the Road 2 Zero Action Plan	●	29 road safety initiatives have been delivered in the in the January to March quarter, making a total of 68 programs delivered overall.	Community Planning	
99	3.4.3	Implement Moving Melton, Council's integrated transport strategy	●	The first meeting of the Transport Community Reference Group was held on the 27th February. Officers continue to work with the Melbourne Metro Rail Authority on the duplication project and the Toolern Station.	City Design, Strategy & Environment	
100	3.4.3	Complete the Abey Road bridge construction to provide a vital link between Melton South and the Toolern Growth area	✓	Works have been completed	Engineering Services	30-Sep-17
101	3.4.4	Construction of walking and cycling networks	●	Council has added 55,376 metres of new footpaths to the asset register as at 31/03/2018.	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 & Revise the Toolern Town Centre Urban Design Framework (2 year project)	●	The background report has been finalised and provided to Councillors in March 2018. The design phase of the project has commenced.	City Design, Strategy & Environment	30-Jun-19
103	3.5.3	Develop Public Realm Design Guidelines	●	A draft of the Public Realm Design Guidelines is progressing and still. The draft expected to be completed for July 2018 with the final document completed by December 2018. This project was delayed so that appropriate resources could be allocated the Growing Suburbs Fund Projects.	City Design, Strategy & Environment	31-Mar-18
104	3.5.4	Graffiti education program delivered in Schools across the municipality	●	56 education workshops have been delivered 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
105	4.1.2	Develop and implement an annual Economic Development and Tourism Action Plan	●	The Plan is developed and has been approved for presentation to Council's Executive.	Engagement & Advocacy	
106	4.1.4	Deliver actions within the Digital Business Strategy 2016 - 2019	●	Of the 19 actions due to be completed by the 2nd year of the Strategy 18 have been completed with 1 abandoned. No date has been set yet to present findings to Council.	Engagement & Advocacy	

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

Strategies:

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
107	4.2.1	Deliver actions defined within Theme 4: Future Growth & Enabling Assets of the 2016-19 Investment Attraction Strategy	●	Of the 21 actions in Theme 4, 14 (67%) have been completed, 1 has been abandoned and 6 are still in progress	Engagement & Advocacy	
108	4.2.2	Deliver actions defined within Theme 2: Investment Facilitation & Business Development of the 2016-19 Investment Attraction Strategy	●	Of the 19 actions in Theme 2, 12 (63%) have been completed, 2 have been abandoned and 5 (42%) are still in progress	Engagement & Advocacy	

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

Strategies:

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
109	4.3.1	Review and deliver an incentive based Buy Local program	●	The revised buy local campaign is still being rolled out, with the 2nd phase commencing in Autumn 2018. Phase 1 (Summer) was well received and many lessons were learnt to help develop phase 2 of the ongoing campaign.	Engagement & Advocacy	
110	4.3.3	Run community events including Djerriwarrh & Summersault Festival	✓	Summersault Festival was held on 10 February, 2018, attracting large crowds in the evening after exceptionally adverse weather conditions affected the event significantly during the day. A large and highly visible police presence was a factor in preventing any anti-social behaviour throughout the event. 92% of 123 attendees surveyed would recommend the event to a friend.	Engagement & Advocacy	

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

Strategies:

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
111	4.4.1	Advocate for Primary and Secondary school provision	●	Council launched the Advocacy Priorities Booklet, detailing the need for significant investment for both public and primary school provision. This booklet is publicly available on line and has been distributed to several Government and Opposition parliamentarians. In March, the State Government announced land purchases for proposed schools in Rockbank, Cobblebank and Deanside.	Engagement & Advocacy	
112	4.4.2	Promote and support programs that bring a tertiary experience to the community via a blended learning mode	●	Four new programs in Hospitality, Child Care, Disability and Business are running in Melton in partnership between Victoria University, Djerriwarrah, Merrimu and Vic Polytechnic.	Community Planning	
113	4.4.3	Advocate for ongoing funding for the provision of 15 hours of universal access to kindergarten for 4 year olds	✓	Completed. An Advocacy plan has been developed and funding has been secured until the end of 2019	Families & Children	
114	4.4.4	Promote and provide activities and programs that support pathways and enable employability skill development	●	A Matrix of skills development programs on offer from all Learning Partners in Melton is being developed. A Future skills and employability workshop is to be held in partnership with Foundation for Young Australians (FYA) and Brimbank Melton Local Learning and Employment Network (BMLLEN). Further events will be undertaken in 18/19 period	Community Planning	
115	4.4.5	Provide support opportunities to Grandparents who are providing kinship care	●	Four group meetings have been held this quarter. Attendees learned that changes in Child Protection legislation include increased benefits to carers when a child's first placement has been legalised (as on a Child Protection Order.)	Families & Children	

116	4.4.6	Design and implement a Lifelong Learning Festival to increase opportunities for learning and education	●	Festival planning is underway. A Project Working Group has been established and dates set for the festival. Program matrix, Brand, App & Webpage are all being developed	Community Planning	
117	4.4.6	Participate in the Committee of Management meetings of Brimbank Melton Local Learning and Employment Network (BMLLEN)	●	1 meeting attended for the quarter. A New CEO was appointed with work commencing on a new strategy.	Recreation & Youth	

Objective 4.5: Lifelong learning opportunities are available and promoted

Strategies:

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
118	4.5.1	Support and implement learning activities, events and projects that enhance current and future skills and employment pathways	●	A Future Skills and Employment (FSE) Project Working Group has been established. An FSE strategy development has commenced. A Future skills and employability workshop is to be held in partnership with the Foundation for Young Australians (FYA) and Brimbank Melton Local Learning and Employment Network (BMLLEN).	Community Planning	
119	4.5.1	Participate in the Western Youth Employment Network	●	3 Meetings attended.	Recreation & Youth	
120	4.5.2	Promote and provide a learner-centred programme of relevant, accessible, equitable and inclusive lifelong learning initiatives, events and activities that is responsive to local needs	●	Melton Learning has expanded providers and the number of programs on offer. A Melton Lifelong Learning Festival is also planned for Oct 18 to promote Lifelong Learning in Melton. Data from the Melton Learning Directory is now being used to develop new programs for Term 4. Additional presentations to community groups, organisations and program have been undertaken	Community Planning	
121	4.5.2	Promote library services and learning programs through a quarterly library 'What's On' brochure	●	The seasonal 'What's On' brochure continues to have great reach, and subscriptions to our e-newsletter are growing. Promotion is actively supported by social media.	Libraries	
122	4.5.3	Implement the online Learning Directory and promote active use with both Community Learning Providers and learners	●	Melton Learning has over 600 active programs, has received over 12,500 unique visitors, has over 800 registered users, and has had over 800 program bookings since launch.	Community Planning	

123	4.5.3	Deliver learning, literacy and social connection programs through libraries and library outreach sessions at community facilities	●	492 library and arts programs were run, with 10,301 attendees. Outreach was undertaken at the Willows, Woodlea Estate, Diggers Rest, Eynesbury and Hannah Watts Park	Libraries	
124	4.5.3	Enhance access to online library services by updating the library catalogue mobile app	●	Design of the app is complete. Testing of the app continues with an expected launch date in June.	Libraries	
125	4.5.4	Implement the 1000 Books Before School program in partnership with State Library of Victoria	●	171 new enrolments and 42 milestones reached. The total number of registrations now stands at 1,111.	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

CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
126	Provide target opportunities for engagement as per the Community Engagement Guidelines	●	Opportunities to date include engagement at Harmony Day and Toolern Vale Twilight Night events.	Community Planning	
127	Deliver the annual Community Engagement Calendar	●	The 2018 draft calendar is almost complete with the exception of Rockbank with a date still TBD	Community Planning	
128	Maintain our current social media presence and continually assess emerging communication channels to better engage with and inform the community	●	The corporate Facebook page, City of Melton, continues to grow with an additional 824 likes between 1 January and 31 March. A number of posts encouraging stakeholders to have their input have been published including feedback to the Victorian School building authority in regards to new schools, feedback on the draft Council budget, reminder of upcoming Council meetings, Time for the West campaign, The Liveability project and Melton City Council's Environment Plan, Heritage Strategy information session. Events are currently managing three Facebook Pages. Between 1 January and 31 March the Djerriwarrh Festival page has had an increase of 10 followers, Summersault has had an increase of 259 followers and Pop Culture by 5. Economic Development are currently managing two pages. Venture Melton has an additional 14 likes and Melton Town Centre has increased by 70.	Engagement & Advocacy	

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

Strategies:

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
129	5.2.1	Implement Year One actions from the Business Transformation Program	●	Endorsement of the business case for current year projects as well as the business engagement phase of the project has now been completed. Implementation of year 1 projects has commenced with ten of the fourteen projects completed to date.	Information Technology	
130	5.2.2	Implement the 2017/18 actions from the 'Healthier Us', Melton City Council 2015/18 Workplace Health & Wellbeing (WHWB) Strategy ▼	●	The Global Corporate Challenge is currently being offered to employees and commences on the 23 May 2018 for 100 days. Health Assessments are also being offered (limited bookings available) for 30 April to 8 May 2018.	Risk & Performance	
131	5.2.2	Implement Year 2 of 2016 - 2019 Occupational Health and Safety Strategy ▼	●	The Working groups are progressing well with only two more groups to be formed during the final year of the strategy. The micro experiments for this year has two teams working on two team specific initiatives. The Sherlock program is progressing well leading up the June 30 deadline.	Risk & Performance	
132	5.2.3	Review internal processes for Planning Applications	●	An On-line pre-application form has been developed and recently tested. It is expected that a new pre-application process will be operational in the coming weeks.	Planning Services	
133	5.2.3	Coordinate the annual testing, review and evaluation of Council's Business Continuity Plans	●	Request for quotes sent to three Business Continuity Training providers to deliver both Training and a Functional Desktop exercise later in 2018.	Risk & Performance	

134	5.2.4	Apply for State Government funding opportunities to support female participation in sport	✓	Council has been advised of \$100k secured via a funding application to Sport and Recreation Victoria to support the Female Friendly change room construction at the Blackwood Drive Recreation Reserve Pavilion.	Recreation & Youth
135	5.2.4	Participate in the National Growth Areas Alliance	●	Council participated in the launch of the Transformational Infrastructure Projects Report at Wyndham City Council. The Mayor Bob Turner, CEO Kel Tori and staff from City Strategy attended on behalf of Melton Council.	Engagement & Advocacy
136	5.2.5	Develop an 'Introduction to Local Government' training program	●	The action has been put on hold pending the Bill for the New Local Government Act going through Parliament in the next month or so. Proposed changes to the Bill may affect the content of the training program. A new timeline of 31 December 2018 is proposed for development of the program	Legal & Governance
137	5.2.5	Develop Service Unit Workforce Plans	●	This action is expected to be underway this financial year and completed in the next financial year. It was scheduled to start in the latter half of this financial year but has been slightly delayed due to the Child Safe Project being a higher priority.	People & Culture
138	5.2.6	Review "Naming of Council Community Facilities and Open Space Policy"	●	It is proposed that the policy is withdrawn and use of the Naming Rules for Places in Victoria is implemented. Draft memo prepared. Awaiting briefing or advice from Executive group.	Recreation & Youth

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

Strategies:

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
139	5.3.1	Convene the Family Violence Advisory Committee	●	A total of five meetings have been held up until the end of March 2018.	Community Planning	
140	5.3.2	Ensure Councillors are informed and supported in undertaking professional development opportunities relevant to their responsibilities to Council and in their service to the community	●	All professional development activities that Council staff are aware of via its various networks are advised to each Councillors for his/her consideration.	Legal & Governance	
141	5.3.3	Advocate with relevant Water Authorities to include unsewered areas in sewer backlog programs	●	Action now scheduled for April-June 2018	Compliance	
142	5.3.4	Test and assess Emergency Response and Recovery Preparedness in accordance with the Emergency Management Act 2013 through annual desktop and event exercises	●	North West Metro Region (NWMR) Emergency Management Exercise Planning for Exercise, "Iron Horse" - Exercise Writing Team and Exercise Planning Team in place. There will be a significant Council staff presence and community groups to participate in the exercise as role players.	Risk & Performance	
143	5.3.5	Advocate for government road transport infrastructure funding	●	Council launched the Advocacy Priorities Booklet, detailing the need for significant investment in road infrastructure, including several initiatives such as the Western Freeway upgrade and an Arterial Roads Package. This booklet is publicly available on line and has been distributed to several Government and Opposition parliamentarians. Council continues to advocate to the State Government on both a political and bureaucratic level for the advancement of road priorities.	Engagement & Advocacy	

144	5.3.6	Undertake the annual review of the 2017 – 2021 Council and Wellbeing Plan and where required, update the Plan▼	✓	The first year of the 2017-2021 Council and Wellbeing Plan has been reviewed and a recommendation that no changes be made to the Plan going into year 2 has been presented to the Executive and subsequently endorsed.	Risk & Performance	
145	5.3.7	Ensure Councillors are appraised of their statutory responsibilities through training, briefings and dissemination of information	●	Briefings from staff (and guests) occur on a Monday night throughout the year and variously include information as to statutory responsibilities. All other opportunities for training that Council staff are aware of, via its various networks, are advised to each Councillor for his/her consideration.	Legal & Governance	

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

Strategies:

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
146	5.4.1	Publish Council's Annual Report	✓	The 2016/17 Annual Report has been produced and uploaded to Council's website.	Engagement & Advocacy	30-Nov-17
147	5.4.1	Develop an inspection program of new developments to ensure compliance with planning permits	●	Work is progressing on identifying areas of greatest risk to prioritise which areas and developments will be targeted for the future enforcement program.	Planning Services	
148	5.4.2	Deliver the annual community budget engagement sessions	✓	The annual Budget Engagement Sessions were held on 9 & 10 November 2017.	Finance	28-Feb-18
149	5.4.2	Manage the annual Budget process in accordance with legislation	●	The draft 2018/19 Budget and the Strategic Resource Plan was endorsed by Council on 26 March and is currently on display for public comments and submission until Friday 27 April. Submissions received will be deliberated by Council at the Section 223 Meeting of Council on 29 May. The Budget and Strategic Resource Plan are scheduled to be adopted on incorporating any amendments subject to the outcome of the Section 223, on Monday 25 June 2018	Finance	30-Jun-18
150	5.4.2	Review and update the Strategic Resource Plan and the Long Term Financial Plan	●	The Strategic Resource Plan covering the period from 2018/19 to 2021/22 will be adopted by Council on 25 June as noted above. The Long Term Financial Plan covering the 2018/19 Budget plus the 9 year forward look will also be finalised 25 June 2018.	Finance	30-Jun-18
151	5.4.2	Implementation of the Project Management Framework	✓	Implementation of the Project Management Framework is complete.	Capital Projects	30-Nov-17

152	5.4.4	Implement outstanding actions from Year 3 of the 2014 - 2017 Risk Management Strategy	●	The online survey to assess Council's risk management 'maturity' has been completed. The assessment was presented to the Risk Management Committee. The Committee endorsed maturity objectives in three years' time, and these will be incorporated into the new Risk Management Strategy.	Risk & Performance	
153	5.4.5	Development of the Portfolio Office Business Case	✓	The Business Case is complete and has been presented to Executive.	Capital Projects	