



2017/18 Council and Wellbeing Annual Action Plan
 Second Quarter 2017/18
 1 October 2017 to 31 December 2017

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

Status	Symbol	Number of Actions	% of Actions
Achieved	✓	15	9.8%
On Track	●	137	89.5%
Not On Track	●	0	0.0%
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	●	Intercultural Development Officer attends monthly meetings and provides support to the Interfaith Network initiatives including the Bus Tour of Places of Worship (28 people attended) and Free Interfaith Community Dinner (140 attended). An interfaith Strategy has been drafted and will be presented to Council in early 2018.	Community Planning	
2	1.1.1	Deliver a publication to celebrate the 150 years of Library history as a local government body	●	A draft in confidence manuscript has been provided to Councillors and Heritage Advisory Committee for review. Design conceptualisation will commence in March. Final files expected by May/June 2018.	Libraries	
3	1.1.2	Delivery of the Youth Advisory Council (YAC)	●	6 YAC Meetings delivered for the Quarter	Recreation & Youth	
4	1.1.3	Deliver Harmony Day, Refugee Week and other cultural events throughout the year	●	Intercultural Stage at Djerrivarrh Festival organised with many cultural performances. Planning and preparatory work underway for the Harmony Day event in March 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. 26 programs were delivered with 652 people enrolled to participate	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▼	●	<p>Melton: A City For All People was adopted by Council on 13 November 2017. An organisational wide Ageing Well action planning workshop was conducted in November. The action plan incorporating ageing well is scheduled for February 2018.</p> <p>Melton: A City For All People was adopted by Council on 13 November 2017. An Action Plan workshop was undertaken with the Disability Advisory Committee at it's December meeting. The action plan incorporating disability is scheduled for February 2018.</p> <p>Melton: A City For All People is an integrated plan that combines four individual Council strategies, including Early Years and was endorsed by Council on 13 November 2017. A Draft first year action plan has been developed.</p> <p>Melton: A City For All People is an integrated plan that combines four individual Council strategies, including Youth and was endorsed by Council on 13 November 2017. A Draft first year action plan has been developed.</p>	Community Care
8	1.1.4	Deliver actions from the 'All Life Stages Strategy' relative to Disability▼	●	<p>Melton: A City For All People was adopted by Council on 13 November 2017. An Action Plan workshop was undertaken with the Disability Advisory Committee at it's December meeting. The action plan incorporating disability is scheduled for February 2018.</p>	Community Care
9	1.1.4	Deliver actions from the 'All Life Stages Strategy' relative to Early Years▼	●	<p>Melton: A City For All People is an integrated plan that combines four individual Council strategies, including Early Years and was endorsed by Council on 13 November 2017. A Draft first year action plan has been developed.</p>	Families & Children
10	1.1.4	Deliver actions from the 'All Life Stages Strategy' relative to Youth▼	●	<p>Melton: A City For All People is an integrated plan that combines four individual Council strategies, including Youth and was endorsed by Council on 13 November 2017. A Draft first year action plan has been developed.</p>	Recreation & Youth
11	1.1.4	Deliver children's events and activities that celebrate the diversity of children and families▼	●	<p>Children's Week 2017 has been delivered incorporating two family fun days which included a number of activities from outdoor play to yoga, jumping castle and petting zoo. Planning has commenced for Children's Week events for October 2018. Involvement in DJ Festival November 2017 through the provision of children's activities which included beading. Australia Day activities are planned for 26 January 2018</p>	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 track to commence the project in early 2018.	Community Planning	
13	1.2.1	Advocate to State Government regarding urgent need for increased police numbers	●	Over the last quarter, Council has not advocated on this subject as a result of the Government's budget announcement of more police being sent to the municipality. However, with recent media reports of youth crime, the advocacy unit will engage with State Government and candidates to further increase police numbers across the municipality.	Engagement & Advocacy	
14	1.2.3	Continue to roll out the "Responsible Pet Ownership" program to the community	●	Dog attack policy, guideline, fact sheet and investigation work instruction have been completed and will be presented to Council in February 2018.	Compliance	
15	1.2.3	Continue to roll out a community education program for Domestic Swimming Pool Safety Barriers to the community	●	123 Properties have been visited so far this year, with 61 properties finalised during this period.	Compliance	
16	1.2.4	Develop the Preventing Violence Against Women Through Gender Equity Strategy	●	The Background paper is complete. The Strategy is on track to be presented to Council in early-mid 2018.	Community Planning	
17	1.2.4	Provide Maternal & Child Health Family Violence support to identified women at risk	●	In December, 1 visit had been recorded - only started using the extra visits as of 15 December	Families & Children	
18	1.2.5	Advocate and increase opportunities for marginalised community to access affordable and sustainable accommodation	●	Housing Services has successfully secured 19 long-term tenancies for clients in this quarter.	Families & Children	
19	1.2.6	Facilitate African Communities Working Group	●	One meeting of the group occurred in the quarter.	Community Planning	
20	1.2.6	Deliver projects to the community with the focus on preventing incidences of homelessness	●	Housing Services has delivered 2 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	●	1 ceremony held conferring citizenship on 82 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 adopted the Melton Advocacy Priorities booklet and Council's Public Hospital campaign. As a result, Council's advocacy unit and Council's Executive have engaged with Cesar Melham MLC, Ros Spence MP and Ryan Farrow (candidate for Melton-Liberal) to discuss health issues and the Melton Advocacy Priorities booklet.	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 adopted the Melton Advocacy Priorities booklet and Council's Public Hospital campaign. As a result, Council's advocacy unit and Council's Executive have engaged with Cesar Melham MLC, Ros Spence MP and Ryan Farrow (candidate for Melton-Liberal) to discuss health issues and the Melton Advocacy Priorities booklet.	Engagement & Advocacy	
25	1.3.2	Develop Neighbourhood Centres Strategy	●	Consultation is complete and the Strategy is in draft stage, with the aim of presenting to Council in mid-2018.	Community Planning	
26	1.3.2	Develop and roll out a "School Crossing Education" program	●	The Program is currently being developed for an anticipated rollout in the third quarter of the financial year.	Compliance	
27	1.3.2	Review Council's Playgroups Program	●	The Program is scheduled to be finalised by June 2018.	Families & Children	
28	1.3.3	Support delivery of the Adolescent, Young Adult and Family Counselling services	●	12 Referrals to Djeriwarth Health Counselling Service in the October to December Quarter 2017	Recreation & Youth	
29	1.3.3	Provide project management services for construction of Hope Street Youth Refuge	●	Council continues to provide project management services for the project.	Capital Projects	
30	1.3.3	Advocate for aged and disability service providers to be locally based in the municipality	●	Attracted 62 service providers who participated in the Melton Expo providing information and referrals for approximately 650 visitors.	Community Care	

31	1.3.4	Identify service needs within the municipality ▼	●	On track to be completed by due date.	Community Planning
32	1.3.5	Implement the Intercultural Action Plan 2017-2021	●	The first year Action Plan is being implemented and is on track.	Community Planning
33	1.3.5	Deliver the Adult Literacy Innovation Project in partnership with Djerrivarrh Community & Education Services	●	The adult reader and teacher resource was completed and successfully launched at MLLH in October 2017, and was showcased to the Victorian public library sector at State Library Victoria in November. Grant has been acquitted. The final stage of the project, consisting of a training program to equip library staff with tools for engaging adult learners is underway and on track for delivery in early 2018.	Libraries
34	1.3.5	Deliver the Integrated Family Support Program to vulnerable families as referred through the Brimbank Melton Child FIRST Alliance ▼	●	Targets will be met by June 2018	Families & Children
35	1.3.5	Deliver Breastfeeding support services to families ▼	●	At least 360 families have been seen by Lactation consultants in the last 6 months. One Lactation consultant reaccredited. 5 Workplace Instructions (procedures) have been developed.	Families & Children
36	1.3.5	Review Maternal & Child Health Positive Parenting Program ▼	●	The Program is scheduled to be finalised by 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

CAP No.	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	●	Applications for the Community Leadership Program are now open and dates for the program have been set.	Community Planning	
38	1.4.2	Assist our Emergency Management partner organisations in the promotion of Emergency Management volunteerism	●	Ongoing planning 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	●	Pop Culture Lakeside Alive was delivered on October 15 with an estimated attendance of 1000 residents.	Engagement & Advocacy	
40	1.4.4	Administer Council's Annual Grant Program	●	A total of \$65,500 was awarded across 14 projects in the first round of the Semi-Annual Grants program.	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	<p>Deliver a range of artistic & cultural events and exhibitions at Caroline Springs Gallery incorporating professional and amateur practice</p>	●	<p>A Wildlife photography exhibition by local artist, Nora Peters was launched at Melton Library and Learning Hub (MLLH) on 9 October. This was followed by arts engagement programs to highlight Council's commitment to the prevention of violence against women in partnership with Health Promotion and Partnership. This featured a display by the Zonta Club called "Walk in her Shoes" and "The Art of Gender Equity" exhibition at MLLH, which was also supported by Djerriwarrh Health Services. Caroline Springs Gallery hosted Ha Ha's 700 Cuts Exhibition. This artist was in residence in Raglan's Cottage and ran stencilling workshops for youth from MLLH, and in schools with the support of Outlines Workshops. This program was funded by a Department of Justice Graffiti Prevention Grant. The "Community Power Project" was completed. This involved youth and artistic mentors bringing street art to power boxes in partnership with Woodlea Estate and Powercor. HaHa's 700 Cuts exhibition at CS Gallery was followed by "Encore" by Lakeview SC showcasing VCE artwork. The first participatory arts workshops were held in December, featuring local artists instructing community in batik and origami jewellery techniques.</p>	Libraries	
43	1.4.7	<p>Deliver the 'Active through the Arts: Everyone Belongs' project</p>	●	<p>The first progress report has been submitted to VicHealth. The project successfully established ongoing inclusive movement classes and women's dance classes between October and December 2017, with regular attendance from hard-to-reach target groups including people of different abilities, and socially isolated women from diverse backgrounds. The project has received positive feedback from participants, as well as further interest from community members for future classes. The project has been highly effective at reaching the anticipated target groups, evidenced by full or near-full capacity enrolments in both Bollywood and Inclusive movement classes. The youth element of the project will begin in Term 1 2018. Planning for this is underway.</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.	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 October to December quarter including Responsible Serving of Alcohol courses.	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	●	Test purchasing was conducted in October 2017, 44 premises where inspected with no sales.	Compliance	
47	1.5.2	Coordinate Heart Foundation Walking Groups	●	Total number of walking groups is 15 with 2 new groups since September 2017.	Community Planning	
48	1.5.2	Actively participate in the 'Action for Equity' partnership	●	Officers have provided written feedback on the review of 2013 - 2017 Action for Equity strategy and attended two meetings. Officers also participated in a planning workshop to prepare the next Action for Equity strategy. Condom vending machine project continues.	Community Planning	
49	1.5.3	Support the development of the Melton Botanic Gardens via the Masterplan review	●	The review of contractor submissions has been completed. A Contractor has been appointed to undertake the project in partnership with Officers.	Recreation & Youth	
50	1.5.4	Finalise and roll out the "Building Site Amenity" program	✓	Final version 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	●	The Program is currently being developed for an anticipated roll out in last quarter of the financial year	Compliance	
52	1.5.5	Deliver vaccinations in accordance with the Australian Immunisation Schedule for children up to 18 years of age	●	Infants sessions have been carried out as scheduled, and the 2017 school immunisation program was completed in Dec 2017.	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
53	1.6.1	Facilitate the Reconciliation Advisory Committee▼	●	The Reconciliation Advisory Committee meets quarterly.	Community Planning	
54	1.6.2	Support the activation of the Kirrip Aboriginal Community Hub	●	The Kirrip Board is in process of finalising business plan and future opportunities with the Victorian Aboriginal Health Service are continuing.	Community Planning	
55	1.6.2	Develop Reconciliation Roadmap 2018-21	●	Draft developed and waiting for the Reconciliation Advisory Committee to review the draft in February 2018.	Community Planning	
56	1.6.2	Collaborate with Djerriwarrh Health Services to deliver the Koolin Bailit project to enhance the health and development outcomes for Aboriginal children and their families▼	●	Attended steering group meeting on 21 November.	Families & Children	
57	1.6.2	Explore professional development opportunities for early years educators to develop education programs that are inclusive of Indigenous residents▼	●	Investigating opportunities for development of 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	●	Discussions are continuing with the Reconciliation Advisory Committee	Community Planning	

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

Objective 2.1: A resource efficient City

Strategies:

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

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 has been completed following preparation of technical reports and input from internal and external consultation sessions. An Officer review of the Draft Plan is underway.	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	●	A Project brief has been developed and approved. On track for project delivery 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	●	Plants have been ordered. Planting will commence when the weather breaks and conditions are suitable. A contractor has been appointed as our service provider. 2,570 trees are programmed to be planted.	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	●	Currently focusing on reserves with summer active weeds. On track to be completed by June 30.	Operations	
68	2.3.2	Develop Western Plains South Green Wedge Management Plan (2 year project)	●	The Tender for Background Report has been awarded and inception meeting held on 7th December 2017. Council is scheduled for a briefing on a draft Background Report in April 2018.	City Design, Strategy & Environment	
69	2.3.4	Deliver the Water Sensitive Urban Design Construction program	●	Designs are in the final phase. A Grant has been received for design. Will re-apply for construction funding in 2018.	Engineering Services	
70	2.3.5	Deliver the Environment Enhancement Program	●	This is reported annually in April at the end of the program	City Design, Strategy & Environment	

Objective 2.4: A City growing and developing sustainably

Strategies:

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
71	2.4.1	Development Environmentally Sustainable Design Guidelines	●	The Project has commenced and is currently in the planning stage of the Project Management Framework. Three meetings have been held with the Council Alliance for a Sustainable Built Environment which has informed the project approach.	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	●	A total of 31 contacts with community groups have been made that involved 833 community members. This included Djerriwarrh Festival, Wildflower Walk, Bird Week and Platypus Festival.	City Design, Strategy & Environment	
73	2.5.2	Continue to deliver the Environmental Education Programs	●	There have been 19 school contacts involving 430 students, 76 teachers and 21 parents. Has included 130 students at Kororoit Creek Primary using the Volcano Dreaming exhibition for a 6 week project.	City Design, Strategy & Environment	
74	2.5.3	Implement the Significant Landscape Features Strategy	●	Planning Scheme Amendment C173 to implement a number of key actions from the Strategy is progressing. The statutory public exhibition was completed and Council resolved at the Ordinary Meeting 18 December 2017 to refer the submissions received during exhibition to an independent planning panel. Officers have completed the required documentation to commence panel and the Directions hearing is scheduled for January 2018.	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	●	Community engagement occurred for each reserve and development is ongoing.	Recreation & Youth	
76	3.1.3	Develop the Rockbank Town Centre Urban Design Framework (2 year project)	●	Councillors were briefed on the draft background report and associated technical reports on 30 October 2017. The consultation period for the draft Background Report ran from 13 November – 13 December 2017. The consultation process included workshops and information sessions with landowners, businesses, government agencies and the community which were held on the 21 and 22 November 2017. Following the consultation period the Background Report was finalised and is currently being reviewed by Council officers.	City Design, Strategy & Environment	
77	3.1.4	Develop an annual inspection program of the quality and liveability of new developments	●	A date has been set for the annual inspection tour of new areas on 14 February. The tour will be attended by officers from the Planning Services and Engineering Services areas. Thereafter an internal evaluation report will be prepared to identify areas where improvements can be made.	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 is progressing. The documentation has been submitted to state government and now being finalised based on feedback.	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 Tarnet 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 awarded in Nov/Dec 2017 and a consultant appointed in December 2017. The assessments 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	●	A building contractor has been appointed with work due to commence in early 2018	Recreation & Youth	
83	3.2.2	Construction of the Caroline Springs sub regional tennis facility	●	The construction process is ongoing. Works to the north wall and roofing have commenced.	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	●	A Council report, including a schedule of implementation, was presented to the December 2017 Ordinary Meeting of Council. The report was adopted by Council and implementation has commenced.	Recreation & Youth	
87	3.2.4	Undertake a condition audit of all Council buildings to guide the production of maintenance and renewal programs	●	Request for Tender document reviewed by Legal. RFT advertised with planned Contractor commencement during February 2018. (DG)	Operations	

88	3.2.5	Design the Kurunjang Community Hub	●	Architect appointed and design process is underway.	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 30/6/18. There are four 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) expire on 30/6/18. An application to extend these contracts until 30/6/19 was submitted 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 in January 2018 (new contracts will commence 1/7/18). Specifications for the new Property Services contracts (Facility Cleaning, Public Convenience & BBQ Cleaning, Sanitary and Hygiene & Security Services) are currently being prepared.	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	●	A design and costing for an amphitheatre is in development.	City Design, Strategy & Environment	
92	3.3.2	Deliver Stage Three of the Pride of Melton project	✓	Stage Three Works are now complete and is in the maintenance period.	Engineering Services	
93	3.3.3	Deliver improvements to Council's passive recreation reserves via the Passive Parks Development Program	●	Detailed design work is underway	Recreation & Youth	
94	3.3.4	Develop a new Public Art Strategy and Policy	●	Research continues on developing a strategic direction for public art in the form of a public art policy.	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	●	In this quarter, the State Government announced that Growth Areas Infrastructure Contribution (GAIC) will be used to fund the construction of Toolem Station. The completion of the station is set for late 2019. Representations in this quarter include meeting with Parliamentary Secretary for Public Transport and Parliamentary Secretary for Roads, Ms Ros Spence MP. Council also met with Cesar Melham MLC at the opening of the Botanical Trail.	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	●	Walk2School Month campaign engaged 4,378 students across 15 schools.	Community Planning	
98	3.4.3	Implement the Road 2 Zero Action Plan	●	39 road safety initiatives delivered since July 2017.	Community Planning	

99	3.4.3	Implement Moving Melton, Council's integrated transport strategy ▼	●	<p>The Transport Community Reference Group has been established following Council endorsement of the members at the Ordinary Meeting of Council 18 December 2017. An internal engagement session was held in November to inform the draft Road Network Plan and work on this project continues. Officers continue to work with the Melbourne Metro Rail Authority on the duplication project and more recently the new Toolern Station. Several meetings have been held with Ministers, VicRoads, Victorian Planning Authority and Transport Victoria to advocate for the upgrade and delivery of key transport infrastructure as part of Council's advocacy program.</p>	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 43,558 metres of footpath to the asset register as at 31/12/2017.	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)	●	Councillors were briefed on the draft background report and associated technical reports on 30 October 2017. The consultation period for the draft Background Report ran from 13 November – 13 December 2017. As part of this consultation process a Stakeholder Summit, involving workshops and information sessions with landowners, businesses, government agencies and the community was held on the 21st November 2017. Following the consultation period the Background Report was finalised and is currently being reviewed by Council officers	City Design, Strategy & Environment	
103	3.5.3	Develop Public Realm Design Guidelines	●	A draft of the Public Realm Design Guidelines are currently under preparation.	City Design, Strategy & Environment	31-Mar-18
104	3.5.4	Graffiti education program delivered in Schools across the municipality	●	51 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 has been developed and is to be presented to the Executive in the near future.	Engagement & Advocacy	
106	4.1.4	Deliver actions within the Digital Business Strategy 2016 - 2019	●	Council is continuing to deliver actions through the partnership with the Western BACE. Council has also launched an App to promote the Visitor Economy under the "Melton City Much More Brand".	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	●	Actions are being delivered in accordance with the Economic Development & Tourism Action Plan. Most notably there has been some progress on the adaptation of Council's procurement policy to place stronger emphasis on local content.	Engagement & Advocacy	
108	4.2.2	Deliver actions defined within Theme 2: Investment Facilitation & Business Development of the 2016-19 Investment Attraction Strategy	●	Actions are being delivered in accordance with the Economic Development & Tourism Action Plan. There have been some significant new investment enquiries in this quarter with planning applications facilitated through Council's Statutory Planning department.	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 has commenced and is being delivered across the municipality through the Visitor Servicing Pop-ups occurring at various events. Almost 900 Buy Local coupons have been distributed and claimed coupons are being received. The campaign will roll out at the start of each season.	Engagement & Advocacy	
110	4.3.3	Run community events including Djerriwarrh & Summersault Festival	●	The Djerriwarrh Festival was delivered on the 18th of November with an estimated attendance of 20,000 throughout the course of the day. From the community survey, there were 89% who reported high levels of satisfaction.	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 ▼	●	Actions are being delivered under the revised Melton Advocacy Priorities booklet.	Engagement & Advocacy	

112	4.4.2	Promote and support programs that bring a tertiary experience to the community via a blended learning mode	●	Action has been included in new Community Learning Board Project - Future Skills & Employability. Working group will be established in early 2018 with two new tertiary programs planned.	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	●	Considering advocacy opportunities with Wyndham City Council. Working with Advocacy and Engagement to develop an advocacy plan. Council is also exploring opportunities for a combined advocacy effort with partners and interface councils	Families & Children
114	4.4.4	Promote and provide activities and programs that support pathways and enable employability skill development	●	Action has been included in new Community Learning Board Project - Future Skills & Employability.	Community Planning
115	4.4.5	Provide support opportunities to Grandparents who are providing kinship care	●	Five group meetings held this quarter	Families & Children
116	4.4.6	Design and implement a Lifelong Learning Festival to increase opportunities for learning and education	●	Festival has been approved by Community Learning Board and project group will be established in early 2018. Festival will be held in October 2018.	Community Planning
117	4.4.6	Participate in the Committee of Management meetings of Brimbank Melton Local Learning and Employment Network (BMLLEN)	●	3 meetings attended for the October to December quarter	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	●	Project overview completed and meeting schedule set to begin in February 2018. Expo is being planned for mid-2018.	Community Planning	
119	4.5.1	Participate in the Western Youth Employment Network	●	3 Meetings attended with a Social Procurement Conference initiative delivered in October	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 is now collecting current data on place based learning preferences including what, where and how learners want to learn. Over 100 people have voted and these are now being reviewed to guide future program options.	Community Planning	
121	4.5.2	Promote library services and learning programs through a quarterly library 'What's On' brochure	●	The summer What's On brochure was distributed in November. 4,500 copies have been printed. Library services and learning programs have also been promoted through a monthly e-newsletter distributed to over 15,000 members.	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 550 active programs, has received over 3,500 unique visitors, has over 400 registered users, and has had over 300 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	●	291 programs were run, with 8209 attendees. Programs were delivered across library sites, community centres and schools.	Libraries	
124	4.5.3	Enhance access to online library services by updating the library catalogue mobile app	●	The pilot testing stage of the app is complete. The app design is in progress and on schedule. The update of the library catalogue is in process.	Libraries	

125	4.5.4	Implement the 1000 Books Before School program in partnership with State Library of Victoria ▼	●	There were 204 new registrations for the 1000 Books Before School program, bringing the total number of registrations to 998 children	Libraries	
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Outcome 5: A organisation operating with innovation, transparency, accountability and sustainability
Objective 5.1: Deliberative engagement and effective communication with the community that informs planning and decision making

Strategies:

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
126	5.1.1	Provide target opportunities for engagement as per the Community Engagement Guidelines	●	Opportunities to date include the public Budget Engagement sessions, consultation at Djerrivarrh Festival, and the Audience with the Mayor event.	Community Planning	
127	5.1.2	Deliver the annual Community Engagement Calendar	●	The 2018 Engagement calendar is being finalised. Key events will be identified for listening post activities.	Community Planning	
128	5.1.5	Maintain our current social media presence and continually assess emerging communication channels to better engage with and inform the community	●	The corporate Facebook page, City of Melton, continues to grow with an additional 825 likes since 1 October. An Instagram account was created in March 2017 and currently has 439 followers. Events are currently managing three Facebook Pages (Pop Culture, Summersault and Djerrivarrh Festival). The Djerrivarrh Festival page has had an increase of 319 followers in the second quarter period. Similar growth is expected with Summersault in the lead up to this year's event.	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 three of the fourteen projects completed to date. The Community Care and Families & Children departments benefited from software improvements and mobility enablement.	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	●	Actions held in the second quarter include finishing the improvements to the Civic Centre Melton lunchroom, held lunchtime Yoga sessions (once a week for 6 weeks), Held RUOK activities in the Community Hall and a Mental Health session for employees.	Risk & Performance	
131	5.2.2	Implement Year 2 of 2016 - 2019 Occupational Health and Safety Strategy	●	Communicating Internal Working Group are supported by the OHS Committee to engage a Business Analyst to review our current systems, continuing with the Micro experiments and have met with 5 out of 6 teams with the last meeting due in February. The facilitated meetings, as part of The Sherlock Program, are on track to be completed by 30 June 2018.	Risk & Performance	
132	5.2.3	Review internal processes for Planning Applications	●	All existing processes have been mapped, and work has progressed in reviewing these processes and revising the mapping of them as required. Some significant initiatives are soon to be introduced around pre-application consultation and on-line lodgement of planning applications.	Planning Services	

133	5.2.3	Coordinate the annual testing, review and evaluation of Council's Business Continuity Plans	●	Oakton Consulting full report completed: actions arising are now being implemented in partnership with Information Services.	Risk & Performance
134	5.2.4	Apply for State Government funding opportunities to support female participation in sport	●	A grant application has been submitted. The outcome remains pending.	Recreation & Youth
135	5.2.4	Participate in the National Growth Areas Alliance	●	In this quarter, Council's advocacy unit participated in the National Growth Areas Alliance (NGAA) conference held in Melbourne. The conference outlined the NGAA approach for the next year and provided member Council's with key terms to use with politicians including "Transformational Projects". The Executive Director of the NGAA informed member Council's that she was stepping down after 5 years in the role.	Engagement & Advocacy
136	5.2.5	Develop an 'Introduction to Local Government' training program	●	A project plan has been established and the development of the training materials is proceeding however there is an acknowledgement that there is a Draft Bill out for public comment in relation to a new Local Government Act. Depending upon the Government's actions in relation to this Bill, these materials may need to be significantly amended which would mean the timeline would not be met.	Legal & Governance
137	5.2.5	Develop Service Unit Workforce Plans	●	This action is expected to be complete by end of this financial year.	People & Culture
138	5.2.6	Review "Naming of Council Community Facilities and Open Space Policy"	●	It is proposed that the policy is withdrawn and use of the Naming rules for places in Victoria is implemented.	Recreation & Youth

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

Strategies:

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
139	5.3.1	Convene the Family Violence Advisory Committee	●	Three meetings have been held year to date. Terms of Reference for the Committee have been finalised.	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 is scheduled for January - March 2018	Compliance	
142	5.3.4	Test and assess Emergency Response and Recovery Preparedness in accordance with the Emergency Management Act 2013 through annual desktop and event exercises	●	Exercise: Bargoonga – Yarra City Council – Friday 24 November 9am-3pm – North Fitzroy Library Exercise: Jamboree – Moonee Valley City Council – Wednesday 22 November Arts House Refuge – City of Melbourne – Saturday 11 November	Risk & Performance	
143	5.3.5	Advocate for government road transport infrastructure funding	●	In this quarter, Council was informed by the State Government through multiple sources, including Mr Harrington, that funding for Toolem Station would be announced shortly. In the same quarter, the State announced that GAIC will be used to fund the construction of Toolem Station. The completion of the station is set for late 2019. Other representations include, meeting with Parliamentary Secretary for Public Transport and Parliamentary Secretary for Roads, Ms Ros Spence. Council also met with Cesar Melham at the opening of the Botanical Trail.	Engagement & Advocacy	

144	5.3.6	Undertake the annual review of the 2017 – 2021 Council and Wellbeing Plan and where required, update the Plan▼	●	The annual review of the Council and Wellbeing Plan is not due until later in the year. The working group met in December and discussed items such as raising the profile of the Council Annual Action Plan across the organisation and the potential for something to be included in the Induction course for staff. The next meeting is scheduled for February.	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	●	A new Planning Compliance Officer has recently commenced with Council. Work has started on preparing an inspection and compliance program for the approval of Executive.	Planning Services	
148	5.4.2	Deliver the annual community budget engagement sessions	✓	Budget Engagement Sessions held for 9 & 10 November.	Finance	28-Feb-18
149	5.4.2	Manage the annual Budget process in accordance with legislation	●	The first cut of the draft budget has been completed and reviewed by the Executive	Finance	30-Jun-18
150	5.4.2	Review and update the Strategic Resource Plan and the Long Term Financial Plan	●	Templates have been set up. Work on the first draft of both Plans is progressing	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	●	Commissioning of the new Risk Register is now complete. An Online Survey has been developed to: assess Council's risk management 'maturity' against the previous Maturity Model; and provide data for the development of the new 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	