



2019/20 Council and Wellbeing Annual Action Plan
 First Quarter Progress Report
 1 July 2019 to 30 September 2019

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 2019/20 Annual Action Plan. The Action Plan contains 134 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 2020 unless specified differently.

Status	Symbol	Number of Actions	% of Actions
Achieved The Action is completed.	✓	6	4.5%
On Track The action is on track and expected to be completed by the current timeline	●	126	94.0%
Not On Track The Action has been delayed impacting on the current timeline. An explanation and any remedial action and revised due date, where appropriate, is provided in the 'progress comments' column	●	2	1.5%
Postponed The Action has been deferred for the financial year. An explanation is provided in the 'progress comments' column.	●	0	
Total		134	100.0%

Outcome 1: A City of people leading happy and healthy lives

Objective 1.1: A community where all people feel welcome, valued and proud

Strategies:

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

CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
1	1.1.1 Implement the Melton City Council Interfaith Strategy 2018-21 ▼	●	Delivery of commitments in the Action Plan is on track.	Community Planning	
2	1.1.2 Deliver the City of Melton Careers Expo	●	The Expo is planned for delivery in April 2020. Planning is ongoing.	Recreation & Youth	
3	1.1.3 Visually represent Council's diverse community in public spaces ▼	●	Planning for a significant representation of culturally diverse community at Djerriwarrah Festival is advanced.	Community Planning	
4	1.1.4 Melton: A City for All People - complete quarter 4 of year 2 action plan and deliver quarters 1 to 3 of the year 3 action plan relating to older people and people with disabilities ▼	●	Quarter 4 actions completed. A final year two action plan report together with the new MACFAP year 3 will be presented to Council in November 2019. Quarter 1 activities for year 3 are currently underway.	Community Care	
5	1.1.4 Deliver the City of Melton Youth Awards and Grants Program recognising the contribution made by young people in the community ▼	●	The Youth Awards and Grants program is planned for delivery in April 2020. Planning is ongoing.	Recreation & Youth	
6	1.1.4 Facilitate the Western Bulldogs Leadership program for young people in the community ▼	✓	The program was delivered with 12 young people graduating on the 25 September at a ceremony hosted by the Western Bulldogs at the Witten Oval.	Recreation & Youth	
7	1.1.4 Facilitate a Youth Forum in partnership with key stakeholders ▼	●	The Youth Forum is planned for delivery in April 2020. Planning is ongoing.	Recreation & Youth	

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

CP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
8	1.2.1	Develop the Safer City Plan ▼	●	A draft of the plan is well progressed with the intention of presenting to Executive in December 2019.	Community Planning	
9	1.2.3	Implement the "Responsible Pet Ownership" program to the community ▼	●	Program implemented and ongoing through community engagement i.e. Pet Shows/Expos/Pro-active park patrols.	Community Safety	
10	1.2.3	Implement the community education program for Domestic Swimming Pool Safety Barriers to the community ▼	●	Submission provided for draft Swimming Pool and Spa regulations.	Community Safety	
11	1.2.4	Provide Maternal & Child Health Family Violence support to identified women at risk ▼	●	A family violence social worker will commence on Monday 14th October. This will increase the support we can offer families. The worker will be full time.	Families & Children	
12	1.2.4	Implement Equality and Respect 2030 ▼	●	Delivery of the actions in the Action Plan has commenced. Strong focus on 16 Days of Activism Campaign in the October to December quarter.	Community Planning	
13	1.2.7	Deliver Seniors Festival activities ▼	●	Nineteen events are planned for the 2019 Seniors Festival in October.	Community Care	
14	1.2.7	Deliver Citizenship Ceremonies for City of Melton residents ▼	●	Five citizenship ceremonies were conducted in the 1st quarter of the 2019-20 financial year conferring citizenship to 445 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
15	1.3.2	Provision of early years services at Fraser Rise and Timbertop Children's and Community Centres	●	A tender process has been completed and operators appointed to provide Kindergarten and Occasional Care at Fraser Rise and Kindergarten and Long Day Care at Timbertop.	Families & Children	
16	1.3.2	Implement the "School Crossing Education" program	●	An external provider to conduct service review by March 2020.	Community Safety	
17	1.3.2	Finalise and implement a Neighbourhood Centres Strategy	●	The Neighbourhood Centres Strategy is to be combined with the Community Learning Plan development.	Community Planning	
18	1.3.5	Deliver year 2 actions of Pierre Gorman Award project: partner with community groups and service providers to implement Next Chapter Book Clubs for adults with learning disabilities	●	Work with the project working group made up of representatives from 14 library services across the state continues. Each service is actively pursuing volunteers and partners to progress the program for implementation in 2020.	Libraries	
19	1.3.5	Implement year three of the Intercultural Action Plan 2017-2021	●	Deliver of commitments in the Action Plan are on track. One example is the research project partnership with Victoria University, State government, and Victoria Police.	Community Planning	

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
20	1.4.1 Deliver the Community Leadership Program ▼	●	A review of the 2019 program has been completed. Preparation for the 2020 program has commenced.	Community Planning	
21	1.4.2 Deliver the annual Community Achievement Awards ▼	●	Multiple candidates for each of five categories were received during the expression of interest stage. An award ceremony is to be held in November 2019. Recipients to be acknowledged at Australia Day.	Community Planning	
22	1.4.3 Deliver Pop Culture events as a community gathering opportunity ▼	●	Two events have been successfully delivered (Box Wars - Diggers Rest; Aromatherapy Masterclass - Hillside). Lakeside Alive is on track to be delivered 13 October.	Engagement & Advocacy	
23	1.4.4 Deliver the Melton City Council annual Community Grants program ▼	●	Round one of the Semi-Annual grants program has been delivered and preparation for the second round has commenced. Bi-monthly grants continue to be well subscribed.	Community Planning	
24	1.4.5 Implement the Community Partnership Program ▼	●	The 2019/2020 program commenced in the July to September quarter.	Community Planning	
25	1.4.6 Facilitate neighbourhood networks in Kurunjang and Frasers Rise Community Centres ▼	●	The Kurunjang centre is now open and operating, with an Expression of Interest for the network to be advertised in the October to December quarter.	Community Planning	
26	1.4.7 Deliver two 6-monthly exhibition programs across Caroline Springs Gallery, Melton Library and Learning Hub and Civic Centre	●	The first planned 6 month exhibition program has been printed. It covers July-December 2019. Two significant exhibitions have attracted diverse audiences this quarter. The first was 'Horne: an exhibition of textile art' showcasing the Creative Victoria supported program, Home Sewn: Makers of Melton. The second was 'Are we there yet: a journey around Australia' featuring original illustrations from Alison Lester's book, 'Are We There Yet? This was a successful partnership across the Libraries and Arts teams.	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
27	1.5.1	Conduct an "Annual sale of tobacco to minors" testing program in accordance with the Municipal Association of Victoria (MAV) funding agreement ▼	●	The Sales to Minors testing program is scheduled for early October 2019.	Community Safety	
28	1.5.1	Review the Gambling Harm Minimisation Policy ▼	●	The draft policy was endorsed by Council for 21 days public exhibition. A report back to Council is scheduled for the October to December quarter.	Community Planning	
29	1.5.2	Deliver the Annual Melton City Council Sports Awards recognising the contribution made by local sporting clubs and volunteers ▼	✓	The Melton City Council Sports Awards event was delivered with approximately 150 people in attendance.	Recreation & Youth	31/10/2019
30	1.5.3	Deliver an Active Participation Survey that measures the recreational activities that the community participates in ▼	●	The Survey is due to close on 16 October 2019. A high number of responses have been received to date. Analysis of the responses will be conducted once the survey closes.	Recreation & Youth	30-Nov-19
31	1.5.4	Implement the "Building Site Amenity" program ▼	●	The program has been implemented for the year and is ongoing.	Community Safety	
32	1.5.5	Implement the "Domestic Animals Adoption" program ▼	●	The program has been implemented for the year and is ongoing.	Community Safety	
33	1.5.5	Deliver vaccinations in accordance with the Australian Immunisation Schedule for children up to 18 years of age ▼	●	Infants and school immunisation programs have been carried out as scheduled.	Community Safety	
34	1.5.5	Deliver Sons of the West men's health program and Daughters of the West women's health program in partnership with the Western Bulldogs Community Foundation ▼	●	The Daughters of the West program ran in this quarter with a high participation rate.	Community Planning	

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
35	1.6.2	Implement the Reconciliation Roadmap 2018-21 ▼	●	Work continues supporting Kirip to deliver services and programs to the community.	Community Planning	
36	1.6.3	Recognise and celebrate Reconciliation Week, NAIDOC Week and other key cultural events	●	NAIDOC week celebrations were held in July 2019. Planning for Reconciliation Week celebrations in May 2020 will commence in the January to March quarter.	Community Planning	

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

Objective 2.1: A resource efficient City

Strategies:

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

CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
37	2.1.1 Implement the Integrated Water Management Plan	●	A number of projects are underway which will address a range of actions in the adopted Integrated Water Management Plan. Work has commenced on a project which will provide solutions for Council to implement integrated water management options within approved Precinct Structure Plan areas. A number of projects including Western Irrigation Network and Werthebe Catchment Plan are currently underway as part of the work of the Integrated Water Management Forum. Council continues to work with developers to implement passive street tree irrigation projects.	City Design, Strategy & Environment	
38	2.1.2 Advocated to water retailers to consider the reuse of wastewater as an alternative supply	●	Officers have had initial discussions with all water corporations and Melbourne Water on the use of wastewater in the context of a number of integrated water management projects currently under development.	City Design, Strategy & Environment	
39	2.1.4 Engage and educate residents in line with Councils strategies, policies and state-wide direction, to encourage waste avoidance and reduce waste to landfill.	●	Council has engaged a Waste Education service provider to deliver education in schools, community groups, sports clubs etc. To date there have been three education sessions conducted and we have four planned for the second quarter. The team are also participating in Sustainability Lane at Djerriwarh Festival and we expect to have two booths dedicated to waste education and face to face community engagement.	Operations	
40	2.1.4 Develop a Waste & Litter Prevention Strategy for the municipality that will guide waste and resource management into the future (aligning with Environment Plan objective 3.2.1)	●	The project is on track and Officers are scheduled to present the community engagement component of the plan at the 28 October Council briefing.	Operations	
41	2.1.4 Plan and undertake capital upgrade works to the Melton Recycling Facility in line with the adopted Master Plan	●	The design for stage 2 will commence in January 2020.	Operations	30/06/2021

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
42	2.2.1	Continue to implement the Environment Plan 2017-2027 ▼	●	Council continues to work with Western Alliance for Green House action on the How Well are We Adapting project. The Climate Change Adaptation Plan and Environmental Sustainable Design guidelines are also key actions from the Environment Plan.	City Design, Strategy & Environment	
43	2.2.1	Deliver services that reduce waste to landfill (and therefore greenhouse gas emissions) through sustained waste diversion ▼	●	Council provides a range of programs and services to assist the community in managing their waste and diverting waste from landfill (such as recycling and organics collection services, hard waste collection services and free disposal options at the Melton Recycling Facility). Our statistics indicate that our residents recycle approximately 45% of their kerbside waste, however with the introduction of Food Organics and Green Organics (FOGO) service from 1 July 2020, Council will be looking to divert an additional 20% from landfill (via the removal of food waste from the kerbside garbage bin). Officers are currently working on the FOGO implementation and engagement strategy and have commenced community surveys to prepare for the roll out of this service.	Operations	
44	2.2.3	Prepare and implement a Climate Change Adaptation Plan ▼	●	The draft Climate Change Adaptation Plan has been prepared and a briefing of Council has been scheduled for the 21 October 2019.	City Design, Strategy & Environment	
45	2.2.3	Embed the 'Climate Resilient Infrastructure Checklist' into the asset management process ▼	●	This checklist has been integrated into the Environmentally Sustainable Design Guidelines which are currently being finalised.	City Design, Strategy & Environment	
46	2.2.4	Complete the Street Tree Strategy ▼	●	A Draft Street Tree Strategy has been reviewed and is currently being finalised.	City Design, Strategy & Environment	31/12/2019
47	2.2.4	Review Councils tree planting and removal policy to further protect our tree assets ▼	●	The review is on track to be completed by the end of the calendar year.	Operations	31/12/2019

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

Strategies:

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
48	2.3.2	Progress the development of the Western Plains South Green Wedge Management Plan (2 year project)	●	A Request for Quote for a facilitator to assist with landowner and stakeholder workshops was released by Council. The submissions have now been evaluated and a consultant appointed. A briefing of Council has been scheduled for the 21 October 2019 and the landowner workshops are being scheduled for November 2019.	City Design, Strategy & Environment	
49	2.3.2	Undertake condition audits of Council environmental reserves	●	This is on track and will be ongoing for the remainder of the financial year.	Operations	
50	2.3.3	Work with the relevant state government departments to review and update strategies, plans and guidelines in respect of improved waterway health.	●	Officers, through the Werribee Integrated Water Management Forum continue to work with all relevant agencies to update and/or prepare plans and projects that will contribute to improved waterway health.	City Design, Strategy & Environment	
51	2.3.4	Deliver the Water Sensitive Urban Design Construction program	●	Construction works will commence by Christmas, with works scheduled for completion by February 2020.	Engineering Services	

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
52	2.4.1	Develop Environmentally Sustainable Design guidelines	●	Final draft of the Environmentally Sustainable Design Guidelines have been received and are being finalised by officers for approval.	City Design, Strategy & Environment	30/09/2019

53	2.4.2	Ensure that the Municipal Strategic Statement protects sensitive uses and residential uses from the adverse impacts of noxious industries ♥	✓	The adopted Municipal Strategic Statement includes a number of strategies that seeks to ensure land use conflicts between industry and sensitive land uses are appropriately managed and considered in the assessment of planning permit applications.	City Design, Strategy & Environment	31/12/2019
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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
54	2.5.1	Support local environment groups and school based programs	●	Officers have provided support to a number of Environment Groups in the preparation of grant and funding applications.	City Design, Strategy & Environment	
55	2.5.2	Continue to deliver environmental education programs	●	Council continues to work with Outdoors Victoria to deliver the Nature Stewards Program which provides a training and education course focussed around the natural environment of the City of Melton.	City Design, Strategy & Environment	
56	2.5.3	Coordinate and deliver Heritage Week	●	Planning for Heritage week is underway. The event is scheduled for April/May 2020.	City Design, Strategy & Environment	

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

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

Strategies:

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

CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
57	3.1.1 Develop the Toolern Town Centre Urban Design Framework (2 year project).	●	The Toolern Town Centre Urban Design Framework was out for public comment during August and September. Officers have considered all submissions received and a briefing to present the final draft document to Council is scheduled for the 21 October 2019.	City Design, Strategy & Environment	31/12/2019
58	3.1.1 Develop the Rockbank Town Centre Urban Design Framework (2 year project)	●	The Rockbank Urban Design Framework has been completed and will be presented to Council for adoption at the October 2019 Ordinary Meeting of Council.	City Design, Strategy & Environment	31/10/2019
59	3.1.2 Plan, deliver and advocate for open spaces consistent with the Parks Development Program	●	A number of parks identified in the Parks Development Program are currently under construction including Morton Homestead, Bloomsbury Reserve and Stan Payne Reserve.	City Design, Strategy & Environment	
60	3.1.2 Deliver the City of Melton Sports Facility Demand Strategy	●	The Draft Strategy is to be submitted 21/10/2019.	Recreation & Youth	
61	3.1.2 Deliver the City of Melton Soccer Strategy	●	A Consultant has been appointed to deliver the soccer strategy and community stakeholders have been informed of the upcoming engagement process.	Recreation & Youth	
62	3.1.4 Implement the Housing Diversity Strategy	●	Work is continuing on the development of an affordable housing policy.	City Design, Strategy & Environment	
63	3.1.4 Implement an annual inspection program of the quality and liveability of new developments	●	The inspection program will be organised with input from other relevant areas of Council. Visits to a number of new residential estates will be undertaken to evaluate where improvements can be made	Planning Services	
64	3.1.5 Contribute to State Government processes in the Identified Precinct Structure Plans (PSPs) and Infrastructure Contributions Plans	●	Officers have attended meetings and provided feedback to the Victorian Planning Authority on a discussion paper on proposed amendments to the Infrastructure Contributions guidelines and Ministerial Direction.	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
65	3.2.1	Community Infrastructure Plan updated and endorsed by Executive	●	The Community Infrastructure Plan Guidelines were endorsed by Executive. The review of the Community Infrastructure Plan has commenced.	Community Planning	
66	3.2.2	Delivery of at least 75% of the 2019/20 Capital Works Program	●	Delivery of the 2019/20 Capital Works Program is currently on track to achieve the 75% target.	Capital Projects	
67	3.2.2	Commence the construction of the Stage 2 Macpherson Park Redevelopment Project	●	Planning for Stage 2 is underway and ongoing.	Recreation & Youth	
68	3.2.2	Commence construction of the Eynesbury Active Open Space precinct	●	Stage 1a works have commenced and the project is on track for completion by December 2020. Stage 1b works are scheduled to go to tender in the next 6 weeks.	Recreation & Youth	
69	3.2.2	Plan and development of the Cobblebank Indoor Sport Stadium	●	Detailed and design and documentation nearing completion for sign off. The Tender is planned to be released by the end of October 2019.	Recreation & Youth	
70	3.2.2	Construction of the City Vista sports precinct	●	Partial handover of site has been completed. Works are ongoing with full handover scheduled for October 2019.	Recreation & Youth	
71	3.2.4	Undertake a condition audit of all Council buildings to guide the production of maintenance and renewal programs	●	Planning for the next Facility Condition Audits is underway. The next audit is scheduled for 2021.	Operations	1/07/2021
72	3.2.5	Review all fencing assets to ensure DDA compliance ▼	✓	All fences have been inspected and this action is now complete.	Operations	
73	3.2.5	Deliver services that provide sustained levels of cleanliness and hygiene in council facilities ▼	●	Councils cleaning contractor is currently achieving an average of 95% compliance for quality and met all service Key Performance Indicators in the first quarter.	Operations	

74	3.2.6	Implement the Domestic Animal Management Plan	●	The Domestic Animal Management Plan 2017-21 has been implemented and is ongoing.	Community Safety
75	3.2.6	Review the service model for Property Services and undertake a competitive tender process for operational activities	●	The review of Service model is currently a work in progress. The tender process for operational activities is to follow.	Operations
76	3.2.7	Advocate to resource providers to ensure access to essential services	●	Meetings with four organisations providing migrant and refugee settlement support services were held in the July to September quarter.	Community Planning

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
77	3.3.3	Deliver improvements to Council's passive recreation reserves via the Passive Parks Development Program	●	A number of parks identified in the Parks Development Program are currently under construction including Morton Homestead, Bloomsbury Reserve and Stan Payne Reserve.	City Design, Strategy & Environment	
78	3.3.4	Deliver the year two actions of the 'Home Sewn: Makers of Melton' arts project: commission a public art piece responding to the theme Everyone Belongs, with a focus on textile arts	●	Home: an exhibition of textile art featured in the Caroline Springs Gallery from 28 June to 11 August. It brought together textile artists, crafters and makers across our city and showcased their collective contributions to the Home Sewn program. Community engagement sessions and workshops have been delivered to determine and develop the public art piece due for completion by December.	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
79	3.4.1	Advocate for improved public transport networks to relevant departments and elected representatives.	●	A review of Council's advocacy priorities has been conducted following state and federal elections and budgets. The priorities have been updated and presented to Councillors which were agreed. A new Advocacy Priorities booklet and budget submissions are being prepared for government relations engagement in the second quarter of 2019/20.	Engagement & Advocacy	
80	3.4.2	Implement Moving Melton, Council's integrated transport strategy ▼	●	Officers continue to work with Rail Projects Victoria on the Western Rail Plan including attendance at meetings. Officers have been involved in the development of the recently released Strategic Cycling Corridor to ensure that a strategic cycling network connecting Melton through to Brimbank and beyond is included in state government future planning of these routes.	City Design, Strategy & Environment	
81	3.4.4	Undertake an assessment of the existing walking and cycling networks to inform future improvements ▼	●	The development of a project brief is currently underway.	Engineering Services	31/03/2020
82	3.4.4	Construction of walking and cycling networks ▼	●	Council has seen 26,250 metres of pathways constructed this quarter.	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
83	3.5.1	Develop Toolern Employment Area Urban Design Framework (2 year project)	●	The Toolern Employment Area Urban Design Framework was out for public comment during August and September. Officers have considered all submissions received and a briefing to present the final draft document to Council is scheduled for the 21 October 2019.	City Design, Strategy & Environment	31/12/2019
84	3.5.2	Deliver placed based engagement targeted to key business precincts, identifying business needs, opportunities and develop action plans to support business success	●	The 'Live @ the Horse' program of live music performers has commenced in the Melton Town Centre. The ongoing Place Engagement & Activation Officer role has been advertised which will oversee ongoing activations and engagement with business precincts that will aim to improve the economic viability of key precincts.	Engagement & Advocacy	
85	3.5.3	Develop Public Realm Design Guidelines ▼	●	Draft Public Realm Design Guidelines are currently being finalised.	City Design, Strategy & Environment	31/12/2019
86	3.5.4	Monitor and implement footpath sweeping services in public realm areas where they are high use or high profile	●	Footpath sweeping is conducted in high profile areas on a daily basis. To date the contractor has achieved an average 95% compliance for quality and has met all Key Performance Indicators.	Operations	
87	3.5.4	Undertake proactive graffiti works and implement appropriate graffiti prevention strategies to maintain levels of community satisfaction and pride.	●	Council's in house graffiti crew has removed 1,962.58 sqm of graffiti so far this year. The team are currently monitoring hot spots and will be looking to implement prevention strategies by the end of the 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

CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
88 4.1.1	Deliver the annual Business Excellence Awards program including finalist event and Gala Dinner.	✓	The 2019 Business Excellence Awards were held on 30 August. Record numbers of applications were received and the gala dinner was attended by over 400 guests.	Engagement & Advocacy	30/09/2019
89 4.1.1	Implement and support a Council-wide business permit concierge process through the Better Approvals project.	✓	The Business Concierge Service commenced in the last week of September 2019 and is available for the public to access. The performance of the service will be monitored and adjusted as required.	Engagement & Advocacy	
90 4.1.2	Deliver the Hot House Project targeted at start-up businesses	●	Season 2 of the Hot House Project is open to the public for expressions of interest and the 'master class' component of the program will commence in February 2020.	Engagement & Advocacy	
91 4.1.3	Deliver the annual Venture Melton Network program.	●	The first network event was held on 21 August with 72 people in attendance. The second event is planned for 20 November. Current network membership is sitting on 216 members.	Engagement & Advocacy	
92 4.1.4	Deliver an integrated digital engagement and communication plan that facilitates business to business engagement, proactively promotes Council programs and supports Venture Melton growth and value.	●	Initial planning has commenced.	Engagement & Advocacy	31/12/2019

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

Strategies:

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
93	4.2.1	Identify and promote opportunities and programs to support the creation of local job pathways	●	Meetings have been held with 'Head Start' which is a new program designed to support high school students enter into traineeships and apprenticeships earlier.	Engagement & Advocacy	
94	4.2.2	Develop an Economic Development Position Paper and action plan that clearly defines the key job/sector opportunities and a targeted action plan for investment ▼	●	A brief for the paper has been completed and endorsed by Executive. Meetings have been held with third parties who could have the capacity to deliver the project. The project is expected to go to market in the October to December quarter.	Engagement & Advocacy	
95	4.2.3	Advocate for improved public transport networks to relevant departments and elected representatives and include priorities and State Budget submission ▼	●	Improved public transport networks has been included in the Advocacy Priorities booklet and Budget Submissions.	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
96	4.3.1	Implement the next phase of the Melton City Much More APP	●	The current version of the app is being tested with a focus on increasing usage. Ideas for the next iteration of the app have been discussed with the supplier. The total cumulative number of app downloads is currently over 7100.	Engagement & Advocacy	
97	4.3.2	Leverage major events and activities to benefit the visitor economy.	●	Discussions have been held with the organisers of 'Street Eatz' with a view to bring the festival to Melton in 2020. Council's major festivals are being promoted through Melton City Much More channels. A new major event is being planned which will provide opportunities for local visitor economy businesses to be involved.	Engagement & Advocacy	
98	4.3.2	Identify and leverage strategic relationships and opportunities through Western Melbourne Tourism Inc.	●	A meeting was held with the Western Melbourne Tourism Executive Officer in September to get further clarity on the opportunities and direction of Western Melbourne Tourism. The "What's On" platform is being launched which will provide a platform to promote events to a broader audience.	Engagement & Advocacy	
99	4.3.3	Host community events including Djerriwarth, a major community event in Caroline Springs, Carols by Candlelight and the activation of event spaces in the Melton Town Centre	●	The Djerriwarth Festival and Carols are on track to be delivered on 9 Nov and 7 Dec respectively. Planning is underway for the Caroline Springs event - with a confirmed date of 5 April 2020.	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
100	4.4.1	Advocate for Primary and Secondary school provision ensuring Fact Sheets are updated and priorities are included in the State Budget submission.	●	Primary and Secondary school provision has been included in the Advocacy Priorities booklet and Budget Submissions.	Engagement & Advocacy	
101	4.4.2	Establish an evidence base to support advocacy for the delivery of tertiary opportunities in Melton and include in State and Federal Budget submissions.	●	An Evidence Base was established and included in factisheets and budget submissions.	Engagement & Advocacy	
102	4.4.3	Advocate for ongoing funding for the provision of 15 hours of universal access to kindergarten for 4 year olds	●	Advocacy for ongoing funding has been identified as a Council advocacy priority as reflected in the updated Advocacy priorities booklet.	Families & Children	
103	4.4.6	Implement the online Learning Directory and promote active use with both Community Learning Providers and learners	●	The online Learning Directory is being used to implement the 2019 Melton Learning Festival, which involves events delivered by Council, community education providers, and private entities.	Community Planning	

Objective 4.5: Lifelong learning opportunities are available and promoted

Strategies:

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

CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
104 4.5.1	Support and increase learning activities and events in Council facilities	●	The 2019 Melton Learning Festival is delivering over 180 events utilising Council facilities as venues.	Community Planning	
105 4.5.2	Develop a Libraries and Arts strategy	●	The draft strategy has been presented to the Executive, Council, and the Arts and Culture Advisory Committee. Community engagement on the strategy has been sought through displays in the libraries, online, and at a morning tea.	Libraries	
106 4.5.2	Promote library services, learning programs and arts participation through a quarterly library 'What's On' brochure and monthly e-newsletter	●	5,500 What's On brochures have been printed and distributed this quarter. 21,045 people received the eNewsletter each month.	Libraries	
107 4.5.3	Deliver libraries and arts programs that respond to measurable outcomes of cultural engagement per the Cultural Development Network's outcomes scheme	●	946 library programs and 24 arts programs have been delivered this quarter. A pilot to evaluate the impact of our programs in the community, in partnership with the Cultural Development Network, is planned for November to January.	Libraries	
108 4.5.4	Deliver the Read Sing Chat program in partnership with Maternal and Child Health New Parents' Group program to promote the importance of early years literacy to families	●	Two iterations of the program were delivered. 59 Book Bags were distributed to new families.	Libraries	

Outcome 5: A organisation operating with innovation, transparency, accountability and sustainability
Objective 5.1: Deliberative engagement and effective communication with the community that informs planning and decision making
Strategies:
 5.1.1 Explore opportunities for deliberative community engagement
 5.1.2 Develop and deliver meaningful community engagement initiatives
 5.1.3 Provide meaningful engagement opportunities with under-represented and disengaged groups
 5.1.4 Deliver early engagement with new communities including newly arrived and settled communities and communities in growth precincts ▼
 5.1.5 Explore new and emerging technologies to promote and provide accessible communication and engagement opportunities

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
109	5.1.1	Provide targeted opportunities for engagement as per the Community Engagement Guidelines	●	A targeted engagement with the Kurunjang community in partnership with the Department of Justice is planned for the October to December quarter. The annual community budget engagement events are also planned for October to December quarter.	Community Planning	
110	5.1.2	Deliver the annual Community Engagement Calendar	●	The 2019/2020 My City My Say program schedule is being implemented.	Community Planning	
111	5.1.4	Partner with community representatives, services and networks to reach new and establishing communities ▼	●	Council partners with developers and other agencies in the broader Rockbank/Aintree area to deliver community development initiatives.	Community Planning	
112	5.1.5	Deliver an improved online engagement platform	●	The current online engagement platform is facilitated via Council's website. Options are being considered in preparation for the engagement process for the next Council and Wellbeing Plan.	Community Planning	

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

Strategies:

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
113	5.2.1	Investigate and implement improved online application forms	●	A new approach to customer request management (online request/application forms) commenced in July 2019 with ongoing phased deployment of forms through the 2019/20 Financial Year delivered during the July to September quarter. This will provide improvements in: - customer experience through the convenience of online service channels, - quicker response times to requests and - a reduction in back office application form document scanning and data entry.	Information Technology	
114	5.2.2	Implement the 2019/20 actions from 'Healthier Choices', Melton City Council's 2018 - 2021 Workplace Health & Wellbeing (WHWB) Strategy ▼	●	The Dry July team raised \$1441,73 to support cancer patients and their families. PT sessions for employees commenced on the 27/08/19 with 12 sessions over a 6 week period. WHWB Intranet page has been updated with 71 employees setting page alerts. Participating in the Diabetes Victoria Life Program has been organised and will commence next quarter with a duration of 12 months.	Risk & Performance	
115	5.2.2	Develop, and implement Year 1, of 2019 - 2022 Occupational Health and Safety Strategy ▼	●	The 2019-2022 Occupational Health & Safety Strategy is in draft and yet to be endorsed by Executive.	Risk & Performance	
116	5.2.3	Coordinate the annual testing, review and evaluation of Council's Business Continuity Plans	●	Meetings have been ongoing with Critical Business Function (CBF) plan coordinators individually to outline a range of testing options and methods of delivery for CBF plan coordinators that would satisfy the requirements of the policy for 2019. Meetings have been held with managers of Community Care and Engagement and Advocacy to update plans.	Risk & Performance	

117	5.2.3	In conjunction with the Service review of Property Maintenance, include review of current Facility Management practices, Roles & Responsibilities and levels of service currently provided and further determine the Communities appetite for increase or decrease of levels of service provided.	●	Consultants have presented findings and recommendations to Council's Executive. Property Services are currently preparing a response inclusive of proposed structure based on Consultants recommendations.	Operations	
118	5.2.4	Advocate to the State Government for funding to support increased participation in sport (including a focus on female participation)	●	As of the end of September, the State Government have not released any details of funding available.	Recreation & Youth	
119	5.2.5	Develop Service Unit Workforce Plans	●	Preparation for workforce plan model is underway and will be implemented following service planning.	People & Culture	

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

Strategies:

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
120	5.3.2	Ensure Councillors are supported in undertaking professional development opportunities relevant to their responsibilities to Council and kept apprised of their legislative responsibilities	●	All professional development activities that Council staff are aware of via various networks are advised to each Councillor for his/her consideration.	Legal & Governance	
121	5.3.3	Actively participate in regional advocacy groups including Interface Councils, LEAD West and National Growth Areas Alliance.	●	Attending and participating in meetings and activities as required. The Mayor and CEO engaged with relevant State Ministers and Shadow Ministers as part of Interface Week in September. Active participation in planning for City Deal with Lead West.	Engagement & Advocacy	
122	5.3.4	Test and assess Emergency Response and Recovery Preparedness in accordance with the Emergency Management Acts 1986 and 2013 through annual desktop and event exercises	●	Banyule and Whittlesea City Council will be hosting the North West Metro Regional Exercise – Exercise PAEN (rescheduled) Oct 30, 2019. This is a functional exercise involving the activation of a mock Incident Control Centre, a Municipal Emergency Operation Centre, and an Emergency Relief Centre. A Recovery Partners Exercise and Wellbeing session (of particular relevance to Emergency Management volunteer staff who may be involved in recovery/case management) will be held on Tuesday 26/11/2019 at Caroline Springs.	Risk & Performance	
123	5.3.6	Undertake the annual review of the 2017 – 2021 Council and Wellbeing Plan and where required, update the Plan	●	The review of the 2017-21 Council and Wellbeing Plan is not scheduled to commence until February 2020.	Risk & Performance	

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

Strategies:

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
124	5.4.1	Implement an inspection program of new developments to ensure compliance with planning permits	●	Planning Enforcement Officers are carrying out inspections of new subdivisions to ensure compliance with permit conditions before the issue of Statements of Compliance.	Planning Services	
125	5.4.1	Prepare and publish Council's Annual Report	●	The City of Melton Annual Report 18/19 has been completed and forwarded to the Minister for Local Government pursuant to legislative requirements. It will be presented for adoption by Council at the October Council meeting.	Risk & Performance	31/10/2019
126	5.4.1	Ensure Annual reporting of Essential Services maintenance for Council facilities referenced in the Victorian Building Regulations is completed.	●	System provided and implemented by Statcom systems. Property Services are providing an overview.	Operations	
127	5.4.2	Deliver the annual community budget engagement sessions	●	Sessions for Community Budget submitters to present to Councillors has been scheduled for October 8 & 9.	Finance	
128	5.4.3	Planning for the provision of funded 3 year old Kindergarten reform.	●	Council has received State Government funding to assist with planning for three year old Funded Kindergarten and appointed a staff member to commence planning for this reform.	Families & Children	
129	5.4.3	If a New Local Government Act is passed by Parliament, develop and deliver on an implementation plan for any provisions commencing in the 19/20 year (and beyond, where relevant)	●	Still awaiting introduction of the Bill into parliament. 4 sitting weeks remain in this year.	Legal & Governance	
130	5.4.3	Review and update Council's advocacy priorities and update Council's Advocacy Priorities booklet and supporting Fact Sheets	●	The Advocacy Priorities booklet and fact sheets have progressed to a final draft and are awaiting final approval to be printed in October. This was not delivered in quarter one due to the need to clarify and establish an evidence base for the fact sheets.	Engagement & Advocacy	30/09/2019
131	5.4.3	Prepare and lodge a formal submission for the 2020/21 State and Federal Budgets to seek investment in Melton's advisory priorities	●	Budget submissions are nearing completion, awaiting feedback from internal departments. They are set for completion by 15 October.	Engagement & Advocacy	30/09/2019
132	5.4.3	Enact an engagement program with local members and relevant State and Federal politicians to prosecute Council's advocacy priorities.	●	The engagement program is due to be commenced by 30 October 2019.	Engagement & Advocacy	

133	5.4.4	Implement the 2019/20 actions from the 2018 - 2021 Enterprise Risk Management Strategy	●	Completion of actions in the Risk Management Strategy continue to be implemented as scheduled.	Risk & Performance	
134	5.4.5	Commence the Customer Relationship Management project and implement Year 1 actions	●	The Customer Relationship Management (tool) project (CRM) commenced in September 2019. The CRM tool is under investigation with project in start up phase.	Engagement & Advocacy	