



2018/19 Council and Wellbeing Annual Action Plan
 Third Quarter 2018/19
 1 January 2019 to 31 March 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 2018/19 Annual Action Plan. The Action Plan contains 151 actions. Health and wellbeing is embedded throughout the Council and Wellbeing Plan, cutting through each theme, outcome, objective, strategy and indicator. The areas with a stronger link to health and wellbeing are displayed with a heart icon ♥

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

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

| Status | Symbol | Number of Actions | % of Actions |
|---|--------|-------------------|---------------|
| Achieved The Action is completed. | ✓ | 23 | 15.2% |
| On Track The action is on track and expected to be completed by the current timeline | ● | 119 | 78.8% |
| 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 | ● | 6 | 4.0% |
| Postponed The Action has been deferred for the financial year. An explanation is provided in the 'progress comments' column. | ● | 3 | 2.0% |
| Total | | 151 | 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 No. | CP Strategy | Action | Status Symbol | Progress Comments | Service Unit | Timeline |
|--------|-------------|--|---------------|---|---------------------|------------|
| 1 | 1.1.1 | Deliver a publication to celebrate the history of the City of Melton | ✓ | The book has been published and a launch event was held on 17 October. Books are now available for loan and purchase from both libraries. | Libraries | 31/10/2018 |
| 2 | 1.1.1 | Support the development of Interfaith relationships and initiatives | ● | Melton Interfaith Network supported. Interfaith Project Officer position - recruitment process is completed pending final status | Community Planning | |
| 3 | 1.1.2 | Deliver the My City, My Say program and events | ● | My City My Say events at Eynesbury, Diggers Rest & Harmony Day in Taylor Hill (Easter Corridor) completed. | Community Planning | |
| 4 | 1.1.2 | Deliver the City of Melton Careers Expo | ● | Careers Expo confirmed to occur on 28 May 2019. Planning well advanced | Recreation & Youth | |
| 5 | 1.1.3 | Deliver a range of cultural events throughout the year | ● | Harmony Day event delivered. Preparations for DJ Festival Intercultural Stage, and Refugee Week events are in progress. | Community Planning | |
| 6 | 1.1.4 | Melton: A City for All People - complete quarter 4 of year 1 action plan and deliver quarters 1 to 3 of the year 2 action plan relating to Early Years | ● | Quarter 2 second year action plan has been delivered and 9 actions have been achieved and the remaining 26 actions are on track for completion. | Families & Children | |
| 7 | 1.1.4 | Deliver children's events and activities that celebrate the diversity of children and families | ● | Parent information sessions and Kindergarten Open days were conducted in March as part of Kindergarten Readiness Month. Two community events were delivered in March to celebrate National Playgroups Week. | Families & Children | |
| 8 | 1.1.4 | Melton: A City for All People - complete quarter 4 of year 1 action plan and deliver quarters 1 to 3 of the year 2 action plan relating to older people and people with disabilities | ● | Year 2 Action Plan consists of 66 actions which includes both individual and partnership actions. Thirteen actions are complete and 53 actions are on track for completion by end of September 2019. | Community Care | |

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|----|-------|--|---|--|--------------------|--|
| 9 | 1.1.4 | Melton: A City for All People - complete quarter 4 of year 1 action plan and deliver quarters 1 to 3 of the year 2 action plan relating to Youth | ● | Quarter 2 of the Year 2 Action Plan completed and actions are on track for completion. | Recreation & Youth | |
| 10 | 1.1.4 | Deliver the City of Melton Youth Awards and Grants Program recognising the contribution made by young people in the community | ● | City of Melton Youth Grants and Awards to be delivered on 12 April 2019. Planning is well advanced, incorporating recommendations. | Recreation & Youth | |
| 11 | 1.1.4 | Facilitate the Western Bulldogs Leadership program for young people in the community | ● | 2019 Western Bulldogs Leadership Program participants selected and all 10 places filled. | Recreation & Youth | |
| 12 | 1.1.4 | Facilitate a Youth Forum in partnership with key stakeholders | ● | Youth Forum will occur in June 2019, planning is underway. | 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 Strategy | Action | Status Symbol | Progress Comments | Service Unit | Timeline |
|-------------|---|---|---|--------------------|----------|
| 13 | Develop the Safer City Plan |  | Funding has been received from the TAC which will extend the development timelines until 2019-20. | Community Planning | |
| 14 | Utilise Council's Family Violence Advisory Committee as a vehicle for ongoing advocacy |  | The Preventing Family Violence Advisory Committee has sent invitations to Ministers and local members to advocate for a Support and Safety Hub to be located in the City of Melton. | Community Planning | |
| 15 | Implement the "Responsible Pet Ownership" program to the community |  | Proactive animal patrols in Council parks and public areas completed in February. | Compliance | |
| 16 | Implement the community education program for Domestic Swimming Pool Safety Barriers to the community |  | Recent legislation passed by the State Government will now require all pool owners to register with their local Council and to obtain a Compliance Report from a registered private building inspector/surveyor on a regular basis. Further details regarding these timeframes are yet to be released. These changes were approved in the recent " Building Amendment (Registration of Building Trades & Other Matters) Bill 2018 which was assented to on the 25th September 2018. The new Bill supersedes Council's Water Audit Program making this action obsolete. As a result, the program can be considered completed | Compliance | |
| 17 | Support the implementation of the Preventing Violence Against Women Through Gender Equity Strategy |  | The draft action plan has been sent to internal stakeholders for feedback. | Community Planning | |

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|----|-------|---|---|--|---------------------|------------|
| 18 | 1.2.4 | Provide Maternal & Child Health Family Violence support to identified women at risk ▼ | ● | This quarter there have been 18 Family Violence consultations completed. There has also been approval from executive to employ a Family Violence Social Worker in a full time capacity to work within the Enhanced team. | Families & Children | |
| 19 | 1.2.5 | Advocate and increase opportunities for marginalised community to access affordable and sustainable accommodation ▼ | ● | Housing Services has successfully secured 13 long-term tenancies for clients in the 3rd quarter. | Families & Children | |
| 20 | 1.2.6 | Facilitate African Communities Working Group ▼ | ● | Meetings of the African Communities Working Group have been held in this quarter. | Community Planning | |
| 21 | 1.2.7 | Deliver Seniors Festival activities ▼ | ✓ | Program successfully delivered with approximately 1,400 seniors participating across 19 events. | Community Care | 31/10/2018 |
| 22 | 1.2.7 | Deliver Citizenship Ceremonies for City of Melton residents ▼ | ● | In the third quarter of 2018/19, citizenship ceremonies were conducted on 26 Jan 2019 (Australia Day), 13 Feb 2019, 14 Feb 2019, 13 Mar 2019 and 14 Mar 2019. This brings the total of ceremonies conducted in the 2018/19 financial year to 10. | 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 | 1.3.2 | Finalise and implement a Neighbourhood Centres Strategy ▼ | ● | A Discussion Paper and a draft Strategy are completed, however due to the restructure of the Community Planning department this Strategy will now need to be incorporated with the new learning strategy due for completion in September 2019 | Community Planning | |
| 24 | 1.3.2 | Implement the "School Crossing Education" program ▼ | ● | Completion of the program has been delayed and as a result the date for the implementation has not been set at this time | Compliance | |
| 25 | 1.3.4 | Provide project management services for the construction of Hope Street Youth Refuge ▼ | ● | Construction is progressing and Council continues to provide project management services as required. | Capital Projects | |
| 26 | 1.3.5 | Implement year 2 of the Intercultural Action Plan 2017-2021 ▼ | ● | All actions of the year three action plan have been commenced and are on track. | Community Planning | |
| 27 | 1.3.5 | Deliver the Integrated Family Support Program to vulnerable families as referred through the Brimbank Melton Child FIRST Alliance ▼ | ● | We have delivered 4039.43 hours of family support. | Families & Children | |
| 28 | 1.3.5 | Deliver Breastfeeding support services to families ▼ | ● | The Breastfeeding support service has seen a total of 152 clients over the last quarter and have provided 294 phone consultations. They are also working together with Djerriwarrh health to continue the breast pump scheme. | Families & Children | |
| 29 | 1.3.5 | Deliver the Pierre Gorman Award project to develop a program of shared reading for adults with learning disabilities ▼ | ● | Project Working Group members have all signed up as affiliates of the American program, Next Chapter Book Club, which provides members with online training and a community of practice to support running a shared reading book club. In February, Nicola Grove from UK organisation, OpenStorytellers was sponsored to come to Melbourne to provide training in disability engagement and ways to make literature more accessible for people with learning disabilities. | Libraries | |

Objective 1.4: A resilient community promoting social cohesion

Strategies:

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

| CAP No. | CP Strategy | Action | Status Symbol | Progress Comments | Service Unit | Timeline |
|---------|-------------|---|---------------|--|-----------------------|----------|
| 30 | 1.4.1 | Deliver the Community Leadership program ▼ | ● | The Community Leadership program will commence on 29 May. It is currently open for Expressions of Interest | Community Planning | |
| 31 | 1.4.3 | Deliver Pop Culture events as a community gathering opportunity ▼ | ● | Two events delivered in February and March. February - Outdoor Movie held at Moreton Homestead - attracting 100+ community members. March event - Kitchen Revolution held at Melton Civic Hall - attracted approx 80 community members. An additional event is being planned for May 2019. | Engagement & Advocacy | |
| 32 | 1.4.5 | Implement the Community Partnership program ▼ | ● | The 2019 Community Partnership has been reviewed and rebranding for the program has commenced. The plan is to launch the revitalised program by end of June. | Community Planning | |
| 33 | 1.4.5 | Deliver an expanded Community Playgroup program ▼ | ● | Three activation playgroups commenced in February, one playgroup has transitioned to a parent lead community playgroup, and will be replaced with a new playgroup in April. The playgroups at Bunnings Warehouse and Arnolds Creek Playgroup will continue. | Families & Children | |


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| 34 | 1.4.6 | Facilitate neighbourhood networks in Rockbank and Diggers Rest townships and within new developments▼ | ● | <p>The Rockbank Community Network met once during this quarter in February with 10 members attending. The Network will complement the summer market organised by Woodlea in early December. Neighbours Network at Diggers Rest met twice during this quarter with an additional inner group meeting for Diggers Rest Multicultural Day. The Network members played a great role in organising the Diggers Rest Multicultural Day which had an attendance of over 80 people. A new Network Diggers Rest Think Tank has been formed with 17 members consisting of organisations and main groups of the area ranging from church groups, developers, schools etc. 14 members attended the March meeting where they shared information and tossed ideas about what they could work on together. The Network will meet every three months.</p> | Community Planning |
| 35 | 1.4.7 | Deliver the year one actions of the 'Home Sewn: Makers of Melton' arts project | ● | <p>Plans are in place for the third and final residency and accompanying public workshops, which will begin 1 May. 'Home: an exhibition of textile arts' will follow at CS Gallery, opening on 28 June. A brief for the public art piece to be delivered as part of the program has been prepared, and sites scoped. The 4 leading artists will be invited to submit. The artwork will be completed by December 2019.</p> | Libraries |
| 36 | 1.4.7 | Develop an Arts Strategy document to guide arts and cultural services from 2019 to 2025 | ● | <p>A staff engagement workshop was held in March. A community engagement workshop on arts engagement and development in the City is scheduled for 6 May. The leadership team is working on a combined Libraries and Arts strategy. Expect to complete strategy by October 2019.</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 |
|---------|-------------|--|---------------|--|--------------------|------------|
| 37 | 1.5.1 | Conduct an "Annual sale of tobacco to minors" testing program in accordance with the Municipal Association of Victoria (MAV) funding agreement ▼ | ● | Next round of test purchasing scheduled for April 2019. | Compliance | |
| 38 | 1.5.1 | Provide education and training for community organisations in the areas of gambling, alcohol, tobacco and other drugs ▼ | ● | Training program has commenced in February with 4 courses currently delivered. | Recreation & Youth | |
| 39 | 1.5.2 | Actively promote healthy choice options throughout the community ▼ | ● | Two out of three sites have met targets for healthy (green category) drinks and have made great progress toward reaching targets for unhealthy (red category) drinks. The project has also been extended to Council's two Libraries. | Community Planning | |
| 40 | 1.5.2 | Deliver the Annual Melton City Council Sports Awards recognising the contribution made by local sporting clubs and volunteers ▼ | ✓ | Completed. Approximately 150 people attended. | Recreation & Youth | 30/09/2018 |
| 41 | 1.5.3 | Design and construct a fitness circuit around Lake Caroline with distance marker signage and footpath decals to encourage physical activity ▼ | ✓ | The action has been completed | Operations | 31/12/2018 |
| 42 | 1.5.3 | Support the development of the Melton Botanic Gardens via the Masterplan review and development of future management model ▼ | ✓ | Final Draft document completed. Review currently underway from the Project Control Group | Recreation & Youth | 31/10/2018 |
| 43 | 1.5.3 | Deliver an Active Participation Survey that measures the recreational activities that the community participates in ▼ | ● | Project is running behind the projected schedule however on track for delivery. | Recreation & Youth | 31/12/2018 |
| 44 | 1.5.4 | Deliver a Health Forum ▼ | ● | A youth mental health forum will be held on 9 May 2019 in 2 parts - a workshop for school students during the day and a community forum for students and parents in the evening. | Community Planning | |
| 45 | 1.5.4 | Implement the "Building Site Amenity" program ▼ | ✓ | Program implemented and on going. | Compliance | |
| 46 | 1.5.5 | Implement the "Domestic Animals Adoption" program ▼ | ● | The adoption fee for Cats has been permanently reduced to encourage adoptions of cats from the pound. | Compliance | |

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|----|-------|---|---|--|------------|--|
| 47 | 1.5.5 | Deliver vaccinations in accordance with the Australian Immunisation Schedule for children up to 18 years of age |  | Immunisation sessions for babies and parents have been conducted as scheduled and the 2019 School immunisation program has commenced with first round of vaccinations for Year 7 Students. | 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

| CP Strategy | Action | Status Symbol | Progress Comments | Service Unit | Timeline |
|-------------|---|---------------|--|---------------------|----------|
| 48 | 1.6.1 Support the Intercultural Advisory Committee and Melton Interfaith Network | ● | Meetings of the Intercultural Advisory Committee held in first three quarters. Melton Interfaith Network meetings attended by officers. | Community Planning | |
| 49 | 1.6.2 Collaborate with Djerriwarth Health Services to deliver the Koolin Bailit project to enhance the health and development outcomes for Aboriginal children and their families ▼ | ● | Partnerships with the Koolin Bailit project remains strong, the project reports an overall increase in clients engagement with services and positive qualitative comments from individual clients. | Families & Children | |
| 50 | 1.6.2 Implement Cultural Safety Action Plans for Maternal & Child Health and Supported Playgroups ▼ | ● | Multi-agency working groups are working through action plan indicators. | Families & Children | |
| 51 | 1.6.2 Support the activation of the Kirrip Aboriginal Community Hub ▼ | ● | Kirrip activities undertaken and supported. | Community Planning | |
| 52 | 1.6.2 Implement the Reconciliation Roadmap 2018-21 ▼ | ● | Reconciliation Roadmap 2018-19 actions are being implemented under the guidance of the Reconciliation Advisory Committee. | Community Planning | |
| 53 | 1.6.3 Recognise and celebrate Reconciliation Week, NAIDOC Week and other key cultural events | ● | Reconciliation Week and NAIDOC week events were held, with positive participation from community, staff and residents. Council also participated in a six-council photographic exhibition titled "Because of Her, We Can". This exhibit was displayed in Melton between October and December 2018 and has now closed.. | Community Planning | |

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

Objective 2.1: A resource efficient City

Strategies:

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

| CP Strategy | Action | Status Symbol | Progress Comments | Service Unit | Timeline |
|-------------|---|---------------|--|-------------------------------------|----------|
| 54 | 2.1.1 Implement the Integrated Water Management Plan | ● | Implementation stage of the Passive Street Tree Irrigation pilot project is now underway. Phase 1 of the Integrated Water Management Plan for the Werribee Catchment completed in collaboration with western region Councils, water authorities and state government. Completed draft background document for Designing for Alternative Water Opportunities with Wyndham City Council and the Department of Environment Land water & Planning. | City Design, Strategy & Environment | |
| 55 | 2.1.3 Engage and educate residents on waste related matters and the impacts of waste to landfill, encouraging waste avoidance and promoting change in behaviour through a range of events, programs and activities. | ● | Councils Waste Team participated in three external engagement events and one internal engagement event. In addition, our education partner (Envirocom) attended 5 schools and 4 shopping centres within the municipality, and a total of 14 bin inspections were completed this quarter. These combined activities aim to educate community, inform them of services, assist them with any challenges and promote resource recovery. | Operations | |
| 56 | 2.1.3 Develop and implement behaviour change initiatives for staff to encourage waste minimisation in Council buildings (in line with Environment Plan Objective 3.2.2) | ● | This initiative will be considered and prioritised in line with all others actions that arise from the strategy (on track to be adopted by May 2020). | Operations | |
| 57 | 2.1.3 Establish a minimum standard for waste infrastructure in facilities based on building type and ensure standards are applied in Capital Projects (in line with Environment Plan Objective 3.2.2) | ● | The project to establish the minimum standards for waste infrastructure in Council Buildings will not commence until Councils new Waste Strategy is adopted. | Operations | |

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|----|-------|---|---|---|------------|------------|
| 58 | 2.1.4 | Develop a Waste & Litter Prevention Strategy for the municipality that will guide waste and resource management into the future (aligning with Environment Plan objective 3.2.1) | ● | A revised project plan was approved by the Manager of Operations in March 2019. The revisions have included a more appropriate timeline for data collection and community engagement. As such, the current deadline for the new waste strategy is April 2020. | Operations | 31/12/2019 |
| 59 | 2.1.4 | Complete and commission upgrade works at Melton Recycling Facility in line with the Sustainability Victoria Funding Agreement | ● | Stage 1 works are currently on track. There is however a strong possibility that works will continue into the new financial year due to design errors and challenges with the current site operator (contract expires 30/6/19). Despite the potential delays, the final milestone is not due until August 2019 and if required an extension to the project timeline will be requested of the funding body, Sustainability Victoria. | Operations | |
| 60 | 2.1.4 | Arrange infrastructure and coordinate new collection arrangements to comply with legislative changes for the collection, storage and transport of E-waste (new legislation effective 1/7/19). | ✓ | Council's new Hard Waste collection contract has been updated to reflect the new legislation. Funding has been awarded by Sustainability Victoria (\$100k) to contribute to upgrades to infrastructure at the Melton Recycling Facility. These works will occur in 2020/2021. | Operations | |

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

Strategies:

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

| CAP No. | CP Strategy | Action | Status Symbol | Progress Comments | Service Unit | Timeline |
|---------|-------------|--|---------------|--|-------------------------------------|------------|
| 61 | 2.2.1 | Continue to implement the Environment Plan 2017-2027 ▼ | ● | Powercor have advised that streetlight replacement scheduled. Melton City Council joined Council Alliance for Sustainable Built Environment which provides access to a range of training and policy resources. Melton City Council continue to be actively involved in a wide range of projects with Western Alliance for Greenhouse Action including the role of a Control Council for a state funded climate change adaptation project. Operations have commenced the Waste Strategy. Reviewed Planet Footprint & moved to Carbonmatrix for recording and analysing our utilities usage. | City Design, Strategy & Environment | |
| 62 | 2.2.1 | Deliver programs and services that reduce waste to landfill (and therefore greenhouse gas emissions) through sustained waste diversion ▼ | ● | Residents are provided with a range of services to assist with landfill diversion. Our records show that our landfill diversion stats are sitting at 56% for residential material (kerbside recycling, organics and hard waste) and 51% for transfer station material (green waste, reusable house hold items, paints, batteries, e-waste, white goods, cardboard, fluorescent light tubes, commingled recycling, clean fill, c&d material and more). | Operations | |
| 63 | 2.2.2 | Develop a community education program around sustainability and climate change adaptation ▼ | ● | The implementation of a new education program with a different focus has commenced with Council's participation in, and support of, the pilot Nature Stewards program. | City Design, Strategy & Environment | 31/12/2018 |
| 64 | 2.2.2 | Prepare a Climate Change Adaptation Plan ▼ | ● | A facilitator has been appointed and briefed, and plans made for Council-wide workshops to collate content for the Climate Adaptation Plan. Material for draft to be available at the end of Q4. | City Design, Strategy & Environment | 31/03/2019 |
| 65 | 2.2.3 | Embed the 'Climate Resilient Infrastructure Checklist' into the asset management process ▼ | ● | Work is ongoing with relevant departments to embed this checklist in the asset management process. | City Design, Strategy & Environment | |

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|----|-------|---|---|--|-------------------------------------|------------|
| 66 | 2.2.4 | Complete the Street Tree Strategy ▼ | ● | Draft of the Street Tree Strategy has been prepared and currently under review. | City Design, Strategy & Environment | 31/12/2018 |
| 67 | 2.2.4 | Review Councils tree planting and removal policy to further protect our tree assets ▼ | ● | The policy is in draft format and will be submitted to the policy review panel prior to June 30. Pending any changes required adoption of policy will occur shortly after. | Operations | |

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

Strategies:

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

| CP Strategy | CP No. | Action | Status Symbol | Progress Comments | Service Unit | Timeline |
|-------------|--------|---|---------------|---|-------------------------------------|------------|
| 2.3.1 | 68 | Write a conservation management plan for the Council owned land at Mount Cottrell volcano | ✓ | The conservation management plan is completed. | City Design, Strategy & Environment | 31/12/2018 |
| 2.3.2 | 69 | Progress the development of the Western Plains South Green Wedge Management Plan (2 year project) | ● | Work is underway on the preparation of the Western Plains South Green Wedge Management Plan. | City Design, Strategy & Environment | |
| 2.3.2 | 70 | Undertake condition audits of Council environmental reserves | ✓ | Audits have been completed. | Operations | |
| 2.3.3 | 71 | Work with the relevant state government departments to review and update strategies, plans and guidelines in respect of improved waterway health. | ● | Attended co-design workshops on a range of strategies and projects that are currently being undertaken in the waterway health area. In-depth participation in state government led integrated water management forums and working groups. Reference group member for the Waterways of the West. | City Design, Strategy & Environment | |
| 2.3.4 | 72 | Support the planning and delivery of the 'Arnolds Creek Reimagined' project in collaboration with Melbourne Water | ● | Project has been designed and tendered. Melbourne Water currently value managing to get the project within budget. | Engineering Services | |
| 2.3.4 | 73 | Deliver the Water Sensitive Urban Design Construction program | ● | Delayed due to asbestos contamination. Works to be completed by September 2019. | Engineering Services | 31/03/2019 |
| 2.3.5 | 74 | Deliver the Environment Enhancement Program 2018 | ● | The 2018 cycle of the EEP has been completed. Letters informing participants of their rate rebate outcomes have been sent. Planning for the 2019 cycle is progressing in accordance with the program. | City Design, Strategy & Environment | 30/04/2019 |

Objective 2.4: A City growing and developing sustainably

Strategies:

2.4.1 Employ the principles of ecologically sustainable development in Council infrastructure

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

| CAP No. | CP Strategy | Action | Status Symbol | Progress Comments | Service Unit | Timeline |
|---------|-------------|---|---------------|---|-------------------------------------|----------|
| 75 | 2.4.1 | Develop Environmentally Sustainable Design guidelines | ● | A process of internal workshops has been completed; facilitated by consultants. Draft Guidelines received and being review and updated by officers. | 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

| CP Strategy | Action | Status Symbol | Progress Comments | Service Unit | Timeline |
|-------------|--|---------------|---|-------------------------------------|----------|
| 76 2.5.1 | Continue to deliver environmental education and engagement programs to the community | ● | Council has provided in-kind support and technical advice in a wide spectrum of community based environmental programs. We are hosting and supporting the Nature Stewards pilot with Outdoor Victoria and the City of Melbourne. We have received grant applications for the 2019 World Environment Day funding round. We hosted a forum for Melton's community environment groups with Council's City Environment & Sustainability team. | City Design, Strategy & Environment | |
| 77 2.5.3 | Progress the finalisation of the Significant Landscape Features Strategy | ✓ | Amendment C173 is with the Minister for Planning awaiting further approval. Melton City Council's component of this project is completed. | 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 | CP No. | Action | Status Symbol | Progress Comments | Service Unit | Timeline |
|-------------|--------|--|---------------|---|-------------------------------------|------------|
| | 78 | 3.1.1 Develop the Toolern Town Centre Urban Design Framework. | ● | Draft Urban Design Framework has been completed and Council briefing occurred on 6 May 2019. | City Design, Strategy & Environment | |
| | 79 | 3.1.2 Plan, deliver and advocate for open spaces consistent with the Parks Development Program | ● | Review of sites completed. Developing report to present to Council. | City Design, Strategy & Environment | |
| | 80 | 3.1.3 Develop the Rockbank Town Centre Urban Design Framework (2 year project) | ● | Urban Design Framework is finalised. There is a requirement that it is approved by the Victorian Planning Authority Board prior to being approved by Council. The UDF is now anticipated to be presented to the June/July meeting depending on Board approval. | City Design, Strategy & Environment | 31/05/2019 |
| | 81 | 3.1.4 Implement the Housing Diversity Strategy | ● | A number of actions are currently being implemented including research on affordable housing and development of a policy. The planning scheme amendment to implement another key action of the Strategy 'House Rules' the was lodged with the Department Environment, Land, Water and Planning (DELWP) in April. The implementation of Smart Planning has changed the advice from DELWP on the drafting of the amendment. Officers are currently liaising with DELWP to determine the direction of the amendment given the changes being made through Smart Planning. | City Design, Strategy & Environment | |
| | 82 | 3.1.4 Development of a research paper on Affordable Housing and Homelessness within the City of Melton | ✓ | The final version of the research paper has been completed. The research paper has been shared with key internal stakeholders. | Families & Children | |
| | 83 | 3.1.4 Implement an annual inspection program of the quality and liveability of new developments | ● | The program is proposed to be conducted in the first half of 2019 in collaboration with officers from Council's Engineering Services Department | Planning Services | |

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|----|-------|---|---|--|-------------------------------------|--|
| 84 | 3.1.5 | Contribute to State Government processes in the identified Precinct Structure Plans (PSPs) and Infrastructure Contributions Plans | ● | City Strategy are continuing to liaise with the VPA regarding the Benchmark Costings Project that will inform the preparation of the future Infrastructure Costings Plans. City Strategy are continuing to liaise with the VPA regarding the submission prepared for C201 Mt Atkinson and Tarnet Plains ICP. A directions hearing was held in December 2018, with the amendment scheduled for a hearing in May 2019. | City Design, Strategy & Environment | |
|----|-------|---|---|--|-------------------------------------|--|

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

Strategies:

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

| CAP No. | CP Strategy | Action | Status Symbol | Progress Comments | Service Unit | Timeline |
|---------|-------------|--|---------------|--|--------------------|----------|
| 85 | 3.2.2 | Construction of the City Vista sports precinct | ● | Project is on track to be handed over and completed by June 1, 2019. | Recreation & Youth | |
| 86 | 3.2.2 | Commence the construction of the Stage 1 Macpherson Park Redevelopment Project | ● | Works have commenced | Recreation & Youth | |
| 87 | 3.2.2 | Construction of the Caroline Springs sub regional tennis facility | ● | Launch of the site held, awaiting official Practical Completion Certificate to activate with community use. | Recreation & Youth | |
| 88 | 3.2.2 | Delivery of at least 75% of the 2018/19 Capital Works Program | ● | The program is currently on track to achieve 75% delivery in 2018/19. | Capital Projects | |
| 89 | 3.2.3 | Plan and deliver outcomes of the Female Friendly Facility Change rooms program | ● | Work at Blackwood Drive Recreation Reserve and Diggers Rest Recreation Reserve completed, Works ongoing at the Melton Recreation Reserve and commenced for the Hillside Recreation Reserve and Caroline Springs Town Centre Reserve. | Recreation & Youth | |
| 90 | 3.2.4 | Undertake a condition audit of all Council buildings to guide the production of maintenance and renewal programs | ✓ | Condition Audits completed, Handover documents received. | Operations | |
| 91 | 3.2.5 | Review all fencing assets to ensure DDA compliance | ✓ | Reviewed and necessary changes made. | Operations | |
| 92 | 3.2.6 | Review service model for Property Services and undertake a competitive tender process for operational activities | ● | Consultant has commenced works, stakeholder interviews completed and the first status report is now due | Operations | |
| 93 | 3.2.6 | Implement the Domestic Animal Management Plan | ● | New Animal Management Team commenced operations in March 2019 | Compliance | |

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

Strategies:

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

| CAP No. | CP Strategy | Action | Status Symbol | Progress Comments | Service Unit | Timeline |
|---------|-------------|---|---------------|--|-------------------------------------|----------|
| 94 | 3.3.2 | Deliver Stages Four and Five of the Pride of Melton project ♥ | ✓ | Construction works are now complete. | Engineering Services | |
| 95 | 3.3.3 | Deliver improvements to Council's passive recreation reserves via the Passive Parks Development Program | ● | Delivery and reporting by Capital Projects. Arnolds Creek Playspace, Bill Cahill Reserve and Hannah Watts Park construction has commenced and are on track for completion in accordance with the Growing Suburbs Fund requirements. | City Design, Strategy & Environment | |
| 96 | 3.3.4 | Commission one minor public art piece and four street art power boxes | ✓ | A mural on the rear facade of 8 Eucumbene Drive in Ravenhall, at the freeway entrance to Caroline Springs has been completed. Artist George Rose responded to the Council vision of "A thriving community where everyone belongs", focusing on the flora and fauna of the region. Power box commissions for the Summer of Street Art have also been completed. | Libraries | |

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

Strategies:

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

| CAP No. | CP Strategy | Action | Status Symbol | Progress Comments | Service Unit | Timeline |
|---------|-------------|--|---------------|---|-------------------------------------|----------|
| 97 | 3.4.1 | Advocate for improved public transport networks | ● | Included in Council's State Budget Submission and the Mayor and CEO have met with the Minister for Transport Infrastructure and have a meeting arranged with the Minister for Public Transport. Also met with a number of local members to request their assistance with advocacy on this issue. Officers are also working collaboratively with State Government departments. | Engagement & Advocacy | |
| 98 | 3.4.2 | Complete the Westwood Drive road and bridge construction to provide an alternative north-south link between Western Highway and Taylors Road | ✓ | Construction works are now complete. | Engineering Services | |
| 99 | 3.4.3 | Implement the Road 2 Zero Action Plan | ● | 51 road safety initiatives have been implemented that include community and school based programs. | Community Planning | |
| 100 | 3.4.3 | Implement Moving Melton, Council's integrated transport strategy | ● | The Transport Community Reference Group continues to meet. Advocacy campaigns ongoing for key infrastructure projects including the Western Highway. Working collaboratively with Rail Projects Victoria on the electrification of the rail corridor business case. | City Design, Strategy & Environment | |
| 101 | 3.4.4 | Construction of walking and cycling networks | ● | Council has added 49,045 metres of pathways to the asset register | Engineering Services | |

Objective 3.5: A City that encourages and enables people to work, shop and spend time locally

Strategies:

- 3.5.1 Encourage a mix of retail, industrial and commercial development locally
- 3.5.2 Support local place making initiatives
- 3.5.3 Facilitate the delivery of high quality public realm in all retail and commercial precincts
- 3.5.4 Maintain and enhance the amenity of the public realm through graffiti removal, public art, street sweeping and beautification initiatives

| CAP No. | CP Strategy | Action | Status Symbol | Progress Comments | Service Unit | Timeline |
|---------|-------------|---|---------------|---|-------------------------------------|------------|
| 102 | 3.5.1 | Develop Toolern Employment Area Urban Design Framework (2 year project) | ● | Draft Urban Design Framework has been completed and Council briefing occurred on 6 May 2019. | City Design, Strategy & Environment | |
| 103 | 3.5.2 | Deliver place making initiatives in the Melton Town Centre | ● | An additional 21 events and activations were delivered in the Melton Town Centre in the 3rd quarter. This again revolved around the lunch time live music performances. There was also an official 'Melton Town Centre' opening event in March to celebrate the completion of the Melton Town Centre Redevelopment Project. To complement this a series of videos of shop keepers were released which were shared across social media channels. | Engagement & Advocacy | |
| 104 | 3.5.3 | Develop Public Realm Design Guidelines | ● | Draft guidelines are finalised and currently under review by officers. | City Design, Strategy & Environment | 31/12/2018 |
| 105 | 3.5.4 | Deliver graffiti education programs in schools to minimise graffiti in the community | ● | Since the last quarter Council has undertaken 23 graffiti education sessions, 10 in primary schools and 13 in secondary schools across the municipality. A total of 36 education sessions completed this financial year. | Operations | |
| 106 | 3.5.4 | Undertake proactive graffiti removal works in the community to improve and maintain levels of community pride | ● | Since the last quarter, Councils in house graffiti crew has removed 3752sqm of graffiti. The total removed this financial year is 9082.83 sqm. | 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 |
|-------------|--|---------------|---|-----------------------|------------|
| 107 | 4.1.1 Deliver actions in the Economic Development & Action Plan 2018/19 | ● | Actions are being delivered as per plan. | Engagement & Advocacy | |
| 108 | 4.1.2 Deliver the Launch Vic Funded 'Hot House Project' to support the start-up ecosystem. | ● | The 2nd Phase of the Hot House Project is almost complete, with 1 master class remaining in the Stream#1 an all Stream#2 classes complete. The 2nd Milestone Funding Acquitall has been submitted which will trigger the next \$40,000 payment. | Engagement & Advocacy | |
| 109 | 4.1.3 Deliver the Venture Melton Business Network program of networking events. | ● | The third networking event was delivered on 20 February with 55 registered guests. Registered numbers for the network have now risen to 218 and planning for the fourth networking event in May are well under way. | Engagement & Advocacy | |
| 110 | 4.1.4 Deliver actions in the Digital Business Strategy 2016-2019 | ● | Actions are still being progressively delivered as part of the Economic Development program. 80% of actions are now complete with 14% pending and 6% abandoned. | Engagement & Advocacy | 31/12/2019 |

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

Strategies:

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

| CAP No. | CP Strategy | Action | Status Symbol | Progress Comments | Service Unit | Timeline |
|---------|-------------|--|---------------|--|-----------------------|----------|
| 111 | 4.2.1 | Support the Atherstone Exchange project with other key partners and stakeholders. | ● | Support has continued with a new event delivered on 28 March titled 'Atherstone Jobs Market'. This event was delivered at the Melton Civic Centre with extensive Council support and it attracted around 400 people. The event aimed to connect local people with local job opportunities. | Engagement & Advocacy | |
| 112 | 4.2.3 | Liaise with local businesses to advocate for improved public transport to employment areas in the City of Melton ▼ | ● | Advocating for additional train stations and increased bus services. | Engagement & Advocacy | |

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

Strategies:

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

| CAP No. | CP Strategy | Action | Status Symbol | Progress Comments | Service Unit | Timeline |
|---------|-------------|---|---------------|--|-----------------------|----------|
| 113 | 4.3.1 | Continue development and promotion of the Melton City Much More App | ● | Promotion and Development of the app has continued. App downloads have continued to rise with over 5300 app downloads now recorded. An upgrade to the app is in the process of testing and will be released to the public in the fourth quarter. | Engagement & Advocacy | |
| 114 | 4.3.2 | Deliver a range of visitor servicing and visitor economy promotional activations at a range of locations across the municipality. | ● | Promotion of the Melton City Much More brand has continued. The 'Appy' suit has proven to be a popular way of engaging with the public, and a social media promotion has been devised around the suit. 'Appy' had a presence at the Summersault Festival. A Melton City Much More Facebook page has been launched. | Engagement & Advocacy | |
| 115 | 4.3.3 | Host community events including Djerriwarrh & Summersault Festival | ● | Summersault Festival was held on the Saturday 9 February. Approximately 20,000 people attended. Attendance was down year on year due in part to weather conditions and rising community concerns regarding Youth issues (and the presence of large groups of youths at these events, that can at times be intimidating to the general public). In particular it was notable that the target audience of families with young children was down, particularly in the evening when the headline music acts were playing. A review of the event will be undertaken to identify opportunities to increase attendance by families and we will work with Vic Pol on future plans for any major event in Caroline Springs. | Engagement & Advocacy | |
| 116 | 4.3.4 | Support community groups and others to deliver culturally specific intercultural festivals and celebrations | ● | Many cultural groups have been funded through Council's community grants program to run festivals, events and celebrations | Community Planning | |

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

Strategies:

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

| CAP No. | CP Strategy | Action | Status Symbol | Progress Comments | Service Unit | Timeline |
|---------|-------------|--|---------------|---|-----------------------|----------|
| 117 | 4.4.1 | Advocate for Primary and Secondary school provision | ● | Meetings held with the Treasurer's and Caucus Advisors and local members. Additionally, working with the Department of Education for further planning for school provision. | Engagement & Advocacy | |
| 118 | 4.4.3 | Advocate for ongoing funding for the provision of 15 hours of universal access to kindergarten for 4 year olds | ✓ | The advocacy plan was implemented in March with 'I Love Kinder' Postcards and posters distributed to Kindergartens. A letter from the Mayor was sent to The Federal Education Minister – Hon Dan Tehan MP and the Federal Treasurer Hon Josh Frydenberg MP in February. | Families & Children | |
| 119 | 4.4.5 | Provide support opportunities to Grandparents who are providing kinship care | ● | Two meetings were held this quarter. (No meeting in January) Several families receive ongoing support. | Families & Children | |
| 120 | 4.4.6 | Implement the online Learning Directory and promote active use with both Community Learning Providers and learners | ● | Melton Learning continues to grow and expand its customer base. Over 10,000 visitors in the last six months have accessed hundreds of available learning programs. | Community Planning | |

Objective 4.5: Lifelong learning opportunities are available and promoted

Strategies:

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

| CP Strategy | Action | Status Symbol | Progress Comments | Service Unit | Timeline |
|-------------|---|---------------|---|--------------------|----------|
| 121 | 4.5.1 Support and implement learning activities, events and projects that enhance current and future skills and employment pathways | ● | Further work has been done on the Skills & Employability Charter. The first of the skills e-learning suites will be available online by the end of May. | Community Planning | |
| 122 | 4.5.2 Promote and provide a learner-centred programme of relevant, accessible, equitable and inclusive lifelong learning initiatives, events and activities that is responsive to local needs | ● | Responsive programming has been implemented with our ongoing programs for Term 1 in 2019 for many of our Neighbourhood Houses and community centres. Over 200 programs delivered by internal and external providers in the third quarter | Community Planning | |
| 123 | 4.5.2 Deliver a Lifelong Learning Festival | ✓ | Lifelong Learning Festival was successfully delivered in October 2018. Over 145 learning events offered by over 50 Event Hosts were held over 3 days, with more than 1450 people attending. | Community Planning | |
| 124 | 4.5.3 Develop a Libraries Strategy document to guide library services and infrastructure from 2019 to 2029 | ● | A staff engagement workshop took place in March. Community consultation for library services has been conducted via a survey. The leadership team is working on a combined Libraries and Arts strategy. Expect to complete strategy by October 2019. | Libraries | |
| 125 | 4.5.3 Deliver learning, literacy and social connection programs through library outreach sessions at community facilities | ● | Number of outreach programs this quarter: 17. Total attendance: 391. Regular outreach sessions have been held at Diggers Rest, Eynesbury and Atherstone. School holiday outreach has been taken to facilities across the municipality, and targeted programs conducted to reach newly arrived Burmese families. | Libraries | |
| 126 | 4.5.4 Promote the 1,000 books before school program in partnership with the State Library of Victoria | ● | 140 registrations and 140 Milestones reached. | Libraries | |

Outcome 5: A organisation operating with innovation, transparency, accountability and sustainability
Objective 5.1: Deliberative engagement and effective communication with the community that informs planning and decision making

Strategies:

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

| CAP No. | CP Strategy | Action | Status Symbol | Progress Comments | Service Unit | Timeline |
|---------|-------------|--|---------------|---|---------------------|----------|
| 127 | 5.1.1 | Provide target opportunities for engagement as per the Community Engagement Guidelines | ● | Targeted opportunities for engagement provided. - Diggers Rest, Eynesbury, & Harmony Day. Internal Engagement Expo delivered. | Community Planning | |
| 128 | 5.1.2 | Deliver the annual Community Engagement Calendar | ✓ | Annual Community Engagement Calendar delivered. | Community Planning | |
| 129 | 5.1.3 | Participate in the Linking Melton South Pop-Up Services Hub | ● | Families & Children staff attended 8 sessions at the Melton South Pop-Up Services Hub in the 3rd Quarter. | Families & Children | |
| 130 | 5.1.3 | Review and strengthen the engagement tool kit to increase the reach of Council's community engagement | ● | Toolkit is currently being revised as part of the Engagement Framework review process. Engagement with the community and staff delivered in third quarter. | Community Planning | |
| 131 | 5.1.4 | Utilise service specific services and network with developers and the Intercultural Advisory Committee to reach new and emerging communities ▼ | ● | The Rockbank/Aintree Community Developers decided in Dec 2018 that although they would meet only when required they would continue to support Intercultural and other activities to engage with the new and emerging communities. To this end Woodlea Developers set up a stall at Summersault Festival in 2019 to meet the community in two ways by an open stall and also by invite. The developers also participated in Job Expo 2019. | Community Planning | |
| 132 | 5.1.5 | Implement a standard on line survey tool and support its use across Council | ● | Standard online survey tool endorsed by Engagement Advisory Committee, and currently being rolled out across the organisation. | Community Planning | |

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

Strategies:

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

| CAP No. | CP Strategy | Action | Status Symbol | Progress Comments | Service Unit | Timeline |
|---------|-------------|---|---------------|---|------------------------|----------|
| 133 | 5.2.1 | Investigate and implement improved online application forms | ● | A total of twelve forms and registers have been completed. In addition to those reported last quarter the Lease and License register was delivered on March 15. Two additional forms are currently under development including Application for Demolition and Consent to work within Road Reserve. In addition, there are three registers in development including Application for Demolition Permits, Application for Information on Planning Controls and Consent to work within Road Reserve. | Information Technology | |
| 134 | 5.2.2 | Implement the 2018/19 actions from 'Healthier Choices', Melton City Council's 2018 - 2021 Workplace Health & Wellbeing (WHWB) Strategy | ● | Self Care Strategies to Build Resilience (Mental Health) sessions were held with 99 employees attending over 8 sessions. Employees participated in FebFast and raised \$881. | Risk & Performance | |
| 135 | 5.2.2 | Implement Year 3 of 2016 - 2019 Occupational Health and Safety Strategy | ● | The Sherlock Program is currently being reviewed with leaders. There are 109 tasks included that resulted in 452 actions. Currently 74 actions to be completed by 30 June 2019. CitySafe Checker program is progressing and outcomes reported at the end of the financial year. Communicating Internally Working Group has a BA managing the review of the organisational risk of community members presenting as an Occupational Violence Risk. Trial of how a system may look is planned to commence in the next quarter. | Risk & Performance | |
| 136 | 5.2.3 | In conjunction with the Service review of Property Maintenance, include review of current Facility Management practices, Roles & Responsibilities and levels of service currently provided and further determine the Communities appetite for increase or decrease of levels of service provided. | ● | Contractor has commenced the project works. Stakeholders have been confirmed and interviewed, workshops held with property Services staff. Benchmarking survey drafted and approved, currently with neighbouring Local Government Authorities for input. | Operations | |

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|-----|-------|--|---|--|--------------------|
| 137 | 5.2.3 | Coordinate the annual testing, review and evaluation of Council's Business Continuity Plans | ● | Requested to attend managers meetings for each of the three directorates within Council. Purpose: To discuss the new BC Policy; the annual test/exercise program and the responsibilities of Critical Business Function CBF plan coordinators Content: I would like 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 | Risk & Performance |
| 138 | 5.2.4 | Advocate to the State Government for funding to support increased participation in sport (including a focus on female participation) | ✓ | Applications have been completed and submitted. | Recreation & Youth |
| 139 | 5.2.5 | Develop an 'Introduction to Local Government' training program | ● | This action was designed to follow the introduction of the Bill for the Local Government Act going through parliament as proposed changes to the Bill will affect the content of the training program. The Bill wasn't carried before the State Parliament ceased sitting in the lead-up to the state election on 24 November. It is unknown when this Bill will be brought back to the parliament. This action is scheduled for completion prior to 30 June 2019. | Legal & Governance |
| 140 | 5.2.5 | Develop Service Unit Workforce Plans | ● | We have received a quote from an external provider to undertake this work in the next financial year. This work will be undertaken after the service planning process. | People & Culture |

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

Strategies:

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

| CAP No. | CP Strategy | Action | Status Symbol | Progress Comments | Service Unit | Timeline |
|---------|-------------|--|---------------|---|---------------------|----------|
| 141 | 5.3.2 | Ensure Councillors are supported in undertaking professional development opportunities relevant to their responsibilities to Council and kept apprised of their legislative responsibilities | ● | All professional development activities that Council staff are aware of via various networks are advised to each Councillor for his/her consideration. | Legal & Governance | |
| 142 | 5.3.3 | Advocate with relevant Water Authorities to include unsewered areas in sewer backlog programs | ● | Mapping provided by City West Water is forming the basis of a project to assess status of septic systems in unsewered areas. | Compliance | |
| 143 | 5.3.3 | Collaborate with the Early Years Partnership to develop an Early Years Advocacy Strategy | ● | A Community Wellbeing and Education working group has been established. Items identified by the Early Years Partnership Committee have been shared and opportunity to provide feedback in the development of Council's advocacy platform will follow. | Families & Children | |
| 144 | 5.3.4 | Test and assess Emergency Response and Recovery Preparedness in accordance with the Emergency Management Acts 1986 and 2013 through annual desktop and event exercises | ● | Banyule and Whittlesea City Council are hosting the North West Metro Regional Exercise – Exercise PAEN Exercise Overview: Wednesday 19 June 2019, 9.45am – 2.30pm; Where: Incident Control Centre – Sunshine ICC (multiple staff from Melton Council will participate) This is a functional exercise involving the activation of a mock Incident Control Centre; a Municipal Emergency Operation Centre, and an Emergency Relief Centre. | Risk & Performance | |
| 145 | 5.3.6 | Undertake the annual review of the 2017 – 2021 Council and Wellbeing Plan and where required, update the Plan | ● | The review of the Plan has been completed, been presented to the Council Executive and endorsed for presentation to Council at the April meeting, seeking endorsement to display the adjusted Plan for community comment. The Revised Council and Wellbeing Plan 2017-2021 is scheduled for endorsement by Council at the June meeting. | Risk & Performance | |

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

Strategies:

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

| CAP No. | CP Strategy | Action | Status Symbol | Progress Comments | Service Unit | Timeline |
|---------|-------------|---|---------------|---|-----------------------|------------|
| 146 | 5.4.1 | Ensure Annual reporting of Essential Services maintenance for Council facilities referenced in the Victorian Building Regulations is completed. | ● | Reporting is due by 30 June and is on track to be completed on time | Operations | |
| 147 | 5.4.1 | Develop an inspection program of new developments to ensure compliance with planning permits | ● | Planning Enforcement Officers are carrying out inspections of new subdivisions to ensure compliance with permit conditions prior to issue of Statement of Compliance | Planning Services | |
| 148 | 5.4.1 | Prepare and publish Council's Annual Report | ✓ | The City of Melton Annual Report 2017/2018 has been completed and adopted by Council pursuant to legislative requirements | Risk & Performance | 31/10/2018 |
| 149 | 5.4.2 | Deliver the annual community budget engagement sessions | ✓ | The pre-budget community engagement sessions (CES) for 2019/20 were completed in two sessions on 19 and 20 September in Melton and Caroline Springs. The CES proposals received will be dealt through the initiative process coordinated by the Finance and Risk & Performance business units by mid-December and will be presented for final Council approval at the Councilor budget briefing event scheduled for Saturday, 2 March 2018 | Finance | |
| 150 | 5.4.3 | Continue to prosecute the priorities listed in the Melton Advocacy Priorities Booklet with key stakeholders. | ● | The Advocacy Priorities Booklet is provided in all advocacy meetings with departmental representatives, local members and Ministers. Additionally, profiled the booklet to community groups. Meetings have continued to be held with local members and Ministers including Minister for Public Transport and Minister for Roads. Action plans are in place for major priorities with a dedicated federal election campaign underway for the Western Highway with more than 3000 people already supporting this project. | Engagement & Advocacy | |

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|-----|-------|--|---|--|--------------------|--|
| 151 | 5.4.4 | Implement the 2018/19 actions from the 2018 - 2021 Enterprise Risk Management Strategy | ● | Refresher training has been delivered to the target group. A review was conducted to investigate changing the Risk Framework to include 'residual risk'. Development of an awareness raising activity for leaders is under discussion with an educational institution. | Risk & Performance | |
|-----|-------|--|---|--|--------------------|--|