



2019/20 Council and Wellbeing Annual Action Plan
Year-end Report
1 July 2019 to 30 June 2020

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	✔	108	80.6%
On Track	●	9	6.7%
Not On Track	●	16	11.9%
Postponed	●	1	0.7%
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 the Interfaith Strategy is on track. The Interfaith Project has sought ways to adapt to the COVID 19 context with online workshops. Community Iftar dinners were not possible due to Covid-19 restrictions.	Community Planning	
2	1.1.2 Deliver the City of Melton Careers Expo	✓	The 2020 City of Melton Virtual Careers Expo was launched on 25 June with over 40 exhibitors in attendance. The website engaged over 1,085 users with 9,581 page views and an average time of 6 minutes and 31 seconds per user. This was a very successful outcome for delivering the expo via a virtual platform.	Recreation & Youth	
3	1.1.3 Visually represent Council's diverse community in public spaces ▼	✓	Action is achieved due to implementation in 1st Quarter. No further action planned for 2019/20 due to Covid19 restrictions.	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 ▼	✓	MACFAP is currently on track, however significant impact is predicted for the final quarter (July to September).	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 City of Melton Youth Awards and Grants Program was delivered, however due to covid-19 the awards ceremony was cancelled. Young people will be recognised for their achievements through promotion on social media.	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 2019 at a ceremony hosted by the Western Bulldogs at the Witten Oval. The 2020 program commenced in June 2020.	Recreation & Youth	
7	1.1.4 Facilitate a Youth Forum in partnership with key stakeholders ▼	✓	The 2020 City of Melton Youth Forum is scheduled for delivery on 29 July 2020. The forum will be delivered online and has been planned with the Youth Advisory Committee.	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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
8	1.2.1	Develop the Safer City Plan		Safe City, Proud Communities Plan to be presented to Council in July 2020. This has been delayed as a result of Covid-19.	Community Planning	
9	1.2.3	Implement the "Responsible Pet Ownership" program to the community		This program is ongoing and has continued in spite of the current pandemic with De-sexing programs being delivered by Council in March (pre pandemic declaration) along with public engagement through pro-active park patrols.	Community Safety	
10	1.2.3	Implement the community education program for Domestic Swimming Pool Safety Barriers to the community		The due date for registrations has been extended to 1 November 2020 by the State Government due to COVID 19	Community Safety	
11	1.2.4	Provide Maternal & Child Health Family Violence support to identified women at risk		The employment of a Family Violence Social worker has increased and improved the support that MCH can provide the community. This financial year, 193 Family Violence consultations have been completed.	Families & Children	
12	1.2.4	Implement Equality and Respect 2030		The year one action plan 2019-2020 progress report is complete, with 90 per cent of actions achieved. The remaining actions have been noted as delayed due to COVID 19 and will be deferred to the following year. The draft action plan for 2020-2022 has been finalised with the intention of presenting to the Preventing Family Violence Advisory Committee in August. Both documents are intended to be presented to Executive in September.	Community Planning	
13	1.2.7	Deliver Seniors Festival activities		The Seniors Festival program has been delivered for 2019 successfully delivering approximately 20 activities and attracting over 1,650 seniors. Planning for the 2020 Seniors Festival is underway.	Community Care	

14	1.2.7	Deliver Citizenship Ceremonies for City of Melton residents ♥	✓	Twenty three citizenship ceremonies have been conducted in this financial year conferring citizenship to 2,181 residents of the City of Melton. Twelve ceremonies that were scheduled in the last quarter of 2019/20 were cancelled due to the State of Emergency declared in Victoria to combat COVID-19.	Legal & Governance	
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Objective 1.3: Equitable, inclusive and accessible community and health infrastructure and services

Strategies:

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

CP 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 ▼	✓	Timbertop Children's and Community Centre has been licenced by One Tree Community Services to operate Kindergarten and Long Day Care services. Fraser Rise has been licenced by BPA Children's Services to operate Kindergarten and Occasional Care. Services at Fraser Rise and Timbertop have commenced from Term 1, 2020.	Families & Children	
16	1.3.2 Implement the "School Crossing Education" program ▼	✓	The program is ongoing. The Service Review into the School Crossing program has been completed and is expected to be go to an Executive briefing in the 1st quarter 20-21. Implementation of recommendation is expected to be completed by end of 4th quarter 20-21.	Community Safety	
17	1.3.2 Finalise and implement a Neighbourhood Centres Strategy ▼	✓	The Neighbourhood Centres Strategy has been incorporated into the new City of Learning Strategy. Final version ready by end of July 2020	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 ▼	✓	Network meetings and program development have been completed. Final roll-out of the program in our library branches is on hold while we are unable to host groups in our spaces.	Libraries	
19	1.3.5 Implement year three of the Intercultural Action Plan 2017-2021 ▼	✓	Year 3 of the Intercultural Action Plan 2017-2021 has been delivered, with adaptations for some activities to an online format due to Covid-19.	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 ▼	●	Program is deferred due to Covid19 restrictions. Recruitment of participants was completed, and the program can be implemented once restrictions are lifted.	Community Planning	
21	1.4.2 Deliver the annual Community Achievement Awards ▼	✓	Fully delivered. Award winners were decided by the assessment panel, and presented with their trophies at the awards ceremony in November 2019.	Community Planning	
22	1.4.3 Deliver Pop Culture events as a community gathering opportunity ▼	●	All event planning & delivery placed on hold due to the Federal Government's COVID19 restrictions	Engagement & Advocacy	
23	1.4.4 Deliver the Melton City Council annual Community Grants program ▼	●	Operational delivery of the Community Grants program was suspended by Council on 6 May 2020. A report on the delivery of the Community Grants Program in 2019-2020 has been prepared for Council's Ordinary Meeting on 20 July 2020.	Community Planning	
24	1.4.5 Implement the Community Partnership Program ▼	●	The Community Partnership Program review and delivery has been on hold for the COVID period.	Community Planning	
25	1.4.6 Facilitate neighbourhood networks in Kurunjang and Frasers Rise Community Centres ▼	●	Due to Covid-19 pandemic and closure of centres no Expression of Interest for the Community Network was undertaken. Community isolation and social connections are a priority across all communities.	Community Planning	
26	1.4.7 Deliver two 6-monthly exhibition programs across Caroline Springs Gallery, Melton Library and Learning Hub and Civic Centre	✓	All exhibitions committed for delivery in the 2019-20 annual program were delivered. The Arts team successfully reinvented exhibitions and public programs due for delivery during Stage 3 Covid-19 closure, delivering them online and in places where people were conducted essential shopping and exercise, including Woodgrove Shopping Centre, CS Square and Lake Caroline.	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 ▼	✓	Testing program carried out early October 2019. 36 premises were tested with 2 sales - Infringements issued.	Community Safety	
28	1.5.1	Review the Gambling Harm Minimisation Policy ▼	✓	Gambling Harm Prevention and Reduction Policy was adopted by Council in November 2019	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 Active Participation Survey has been delivered.	Recreation & Youth	30-Nov-19
31	1.5.4	Implement the "Building Site Amenity" program ▼	✓	Completed. Program is now ongoing.	Community Safety	
32	1.5.5	Implement the "Domestic Animals Adoption" program ▼	✓	Animal adoption was promoted and conducted for this financial year however Council are ceasing to 'actively' advertise adoptions directly and will direct members of the public to the relevant Animal Rescues/Shelters where the animals have been sent commencing July 1.	Community Safety	
33	1.5.5	Deliver vaccinations in accordance with the Australian Immunisation Schedule for children up to 18 years of age ▼	✓	The 2019 school immunisation program was completed in December 2019. Infants scheduled continued as per the immunisation schedule.	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 ▼	✓	Daughters of the West program complete as noted in 2nd quarter. The implementation of Sons of the West was delayed in March as a result of Covid-19, and will begin on 13th July as an adapted online program.	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 ▼	✓	A report on the outcomes of the Reconciliation Action Plan 2018-2020 is being prepared for presentation to Council.	Community Planning	
36	1.6.3	Recognise and celebrate Reconciliation Week, NAIDOC Week and other key cultural events	✓	Face to face activities were not possible due to COVID-19 restrictions. A video involving Reconciliation Advisory Committee members and community members was created and promoted online to mark Reconciliation Week 2020. NAIDOC 2020 was deferred to November 2020 by the National NAIDOC Committee.	Community Planning	

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

Objective 2.1: A resource efficient City

Strategies:

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

CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
37	2.1.1 Implement the Integrated Water Management Plan	✓	A number of the key actions from the implementation plan for the Integrated Water Management Plan have been completed. This includes several projects that are progressing through the Werribee Integrated Water Management Forums that will assist Council in meeting its Integrated Water Management Plan objectives. The IWM Options for Approved PSPs has been finalised and will be presented to the Forum in Q1 2020/21. The Western Growth Area Masterplan is progressing with water modelling and economic assessment of projects to deliver on the masterplan. The outcomes and indicators measures have been finalised and scenario planning for 2031 and 2050 are currently underway for the Catchment Scale Integrated Water Management Plan. Council are part of a state working group to develop an economic framework for integrated water management infrastructure. A feasibility study for the use of Class B recycled water is also under preparation and being led by Western Water. Council also commence monitoring of a passive street tree irrigation trial.	City Design, Strategy & Environment	
38	2.1.2 Advocated to water retailers to consider the reuse of wastewater as an alternative supply	✓	Council continues to be an active partner in the Werribee Integrated Water Manager Forum which is currently undertaken a number of projects to develop a regional response to alternate water supplies including a project which is looking at the policy and economic barriers to the reuse of wastewater.	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.	✓	Councils Waste Services team delivers a range of education and engagement programs. Prior to COVID-19 we had delivered 9 education sessions in schools and have conducted 2 major events in the community (Sustainable Lane at Djerriwarth Festival and Detox Your Home at Melton Recycling). We delivered face to face education to residents for our FOGO(food organics recovery campaign) at shopping centres and community venues before restrictions were imposed. From April to June we have delivered a series of online engagement activities including community webinars and Q&A sessions. We have also increased our social media campaign for FOGO and have received positive results to date. Councils education program will continue in 2019/2020, with new strategies and initiatives to be adopted under our new 5 year Waste Diversion and Education Strategy.	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 has been deferred until resources are considered under the new organisational restructure (approved by Operations Manager)	Operations	
41	2.1.4	Plan and undertake capital upgrade works to the Melton Recycling Facility in line with the adopted Master Plan	✓	Planning for Stage 2 of the Melton Recycling Facility has commenced. An EOI for the lead architect and consultant took place in March and the project team will commence design in June/July 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		Continue to implement the Environment Plan 2017-2027 ▼	✓	A number of actions including the Climate Change Adaptation Plan, Integrated Water Management Plan, Environmentally Sustainable Design Guidelines and a number of staff training sessions were completed from the first 3 year action plan. The Environment Plan's first three year action plan has been reviewed in preparation for the development of action plans for the next three year period. Due to COVID-19 related delays, the report is due to be presented at the August Council meeting.	City Design, Strategy & Environment	
43		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 20% more organics from landfill post 1 July (via the removal of food waste from the kerbside garbage bin). Council has also adopted a new Waste Diversion and Education Strategy (5 year strategy) that will see kerbside resource recovery increase to 75% in the next 5 years.	Operations	
44		Prepare and implement a Climate Change Adaptation Plan ▼	✓	A draft Climate Change Adaptation Plan has been completed, and will be presented to Council in August 2020.	City Design, Strategy & Environment	
45		Embed the 'Climate Resilient Infrastructure Checklist' into the asset management process ▼	✓	This checklist has been integrated into the Environmentally Sustainable Design Guidelines which is now complete.	City Design, Strategy & Environment	
46		Complete the Street Tree Strategy ▼	✓	The Street Tree Strategy is complete and will be presented to Council for endorsement in the coming months.	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 policy is now being reviewed by an external legal provider commissioned by Legal and Governance. Awaiting feedback from this review.	Operations	31/12/2019
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Objective 2.3: A City with healthy waterways, biodiversity and ecosystems

Strategies:

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

CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
48	Progress the development of the Western Plains South Green Wedge Management Plan (2 year project)	✓	A consultant was appointed to undertake the community consultation which was held in November 2019. A consultation report was published. The Green Wedge Management Plan is under preparation and will be completed in the 2020/21 financial year.	City Design, Strategy & Environment	
49	Undertake condition audits of Council environmental reserves	✓	The program for the year has been completed	Operations	
50	Work with the relevant state government departments to review and update strategies, plans and guidelines in respect of improved waterway health.	✓	Council officers have been working with the State government to review and update strategies, plans and guidelines through the Werribee Integrated Water Management Forum. Officers have also attended workshops on the 60 ha rule review.	City Design, Strategy & Environment	
51	Deliver the Water Sensitive Urban Design Construction program	●	Construction works have commenced on site, with works scheduled for completion by October 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	✓	The Final version of the Environmentally Sustainable Design Guidelines was received in December 2019	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 seek 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

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	CP No.	Action	Status Symbol	Progress Comments	Service Unit	Timeline
2.5.1	54	Support local environment groups and school based programs ▼	✓	A draft Environmental Engagement Guideline has been prepared to guide how the team engages and supports local environment groups and school based programs. All face to face interactions have been postponed due to COVID-19.	City Design, Strategy & Environment	
2.5.2	55	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. The 2020 program is scheduled to start 08/20.	City Design, Strategy & Environment	
2.5.3	56	Coordinate and deliver Heritage Week	●	All events were organised & scheduled however, Heritage Week Events for 2020 were cancelled due to COVID-19.	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 Toolem Town Centre Urban Design Framework (2 year project).	✓	The Cobblebank Metropolitan Activity Centre Urban Design Framework (previously named Toolem Town Centre Urban Design Framework) was adopted by Council at the Ordinary Council Meeting of 9 December 2019.	City Design, Strategy & Environment	31/12/2019
58	3.1.1 Develop the Rockbank Town Centre Urban Design Framework (2 year project)	✓	The Toolem Employment Area Urban Design Framework was adopted by Council at the Ordinary Council Meeting of 9 December 2019.	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 have been delivered including Arbour Boulevard north Reserve, Mario Drive Reserve, Morton Homestead, Bloomsbury Reserve and Stan Payne Reserve. Applications for the upgrade of three additional parks have been submitted for match funding by State Government through the 20/21 Growing Suburbs Fund.	City Design, Strategy & Environment	
60	3.1.2 Deliver the City of Melton Sports Facility Demand Strategy	✓	The Sports Facility Demand Strategy has been delivered.	Recreation & Youth	
61	3.1.2 Deliver the City of Melton Soccer Strategy	●	A draft strategy has been completed. A final report is currently being prepared.	Recreation & Youth	
62	3.1.4 Implement the Housing Diversity Strategy	✓	A revised Planning Scheme Amendment to implement House Rules is under preparation following change to the residential zones of the Victorian Planning provisions. Work is underway on the development of an Affordable Housing Framework which form the basis of a future local planning policy.	City Design, Strategy & Environment	

63	3.1.4	Implement an annual inspection program of the quality and liveability of new developments ▼	✓	Inspection of new residential estates undertaken by officers from the Planning and Engineering areas to identify what has worked well and where improvements can be made in future	Planning Services	
64	3.1.5	Contribute to State Government processes in the Identified Precinct Structure Plans (PSPs) and Infrastructure Contributions Plans	✓	Officers attended meetings and provided feedback in relation to the guidelines for the Infrastructure Contributions Plan. Officers have continued to liaise with the Victorian Planning Authority in respect of the Kororoit Precinct Structure Plan (pt. 2). Officers have also been working with the VPA to provide input into the program for delivery of the Precinct Structure Plans still to be prepared.	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		Plan timeframe delayed by COVID-19 redeployments. To be presented to Executive in August 2020.	Community Planning	
66	3.2.2	Delivery of at least 75% of the 2019/20 Capital Works Program		Total spend for 2019/20 was \$54.4M against a budget of \$74.7 which equates to 73% delivery of the Capital Works Program which is slightly below the target of 75%. Various factors impacted the ability to achieve the 75% target including Covid 19, project delays and profiling of projects across financial years.	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 been completed. Stage 1b works have commenced and the project is on track for completion December 2020.	Recreation & Youth	
69	3.2.2	Plan and development of the Cobblebank Indoor Sport Stadium		Construction has commenced and the project is on track for completion late 2021.	Recreation & Youth	
70	3.2.2	Construction of the City Vista sports precinct		Works have been completed.	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	
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 94.7% compliance for quality and met all service Key Performance this financial year.	Operations	

74	3.2.6	Implement the Domestic Animal Management Plan	✓	Ongoing 2017-21. Early 2021 Council will commence work on its next Domestic Animal Management Plan 2022-26	Community Safety
75	3.2.6	Review the service model for Property Services and undertake a competitive tender process for operational activities	✓	Service review completed by VOTAR PARTNERS, report presented to Executive. New structure being planned in response to Report recommendations.	Operations
76	3.2.7	Advocate to resource providers to ensure access to essential services	✓	Health and community services needs included in updated Advocacy booklet. Health and Community Services Attraction Strategy in development.	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 have been delivered including Arbour Boulevard north Reserve, Mario Drive Reserve, 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	✓	The project was successfully completed in December 2019 and reporting requirements and grant acquittal submitted to Creative Victoria March 2020.	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.	✓	Advocacy Priorities were launched that included the need for improved Public Transport. Copy of priorities document sent to the Public Transport and Transport Infrastructure Ministers as a Budget submission.	Engagement & Advocacy	
80	3.4.2	Implement Moving Melton, Council's integrated transport strategy	✓	Officers have provided input into the Western Rail Plan and removal of the level crossing at Robinsons Road. Council have also advocated to state government for the upgrade of a number of key infrastructure projects including the Melton Highway and Western Freeway in addition to a proposal for an extension to the outer suburban road package. Officers also provided input into the Strategic Cycling Corridor and Bus Network Plan prepared by State Government as well as commencing work on a municipality wide cycle and path network and road network plan.	City Design, Strategy & Environment	
81	3.4.4	Undertake an assessment of the existing walking and cycling networks to inform future improvements	●	Detailed analysis of the walking and cycling network is underway, with community consultation to occur later this calendar year.	Engineering Services	31/03/2020
82	3.4.4	Construction of walking and cycling networks	✓	Council has seen 36,676 metres of pathways constructed this quarter. A total of 135,829 metres have been constructed this financial year.	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 adopted by Council at the Ordinary Council Meeting of 9 December 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 Place Engagement program has focussed on the Melton South, activity centre where a community led footpath beautification project is being planned and delivered. Recommendations arising from the initial report into Caroline Springs and Ravenhall precincts are being actioned. Activation of the 'Amphitheatre' space in the Melton Town Centre has continued to be a priority with a mixture of Council and community led events. Up to the COVID disruption there had been 30 events delivered or facilitated in the town centre with some new initiatives such as the 'Suitcase Bric-a-Brac' sale proving to be popular.	Engagement & Advocacy	
85	3.5.3	Develop Public Realm Design Guidelines ▼	●	Finalisation of the draft guidelines was delayed to enable appropriate resources to be allocated to subdivision works and the design and delivery of parks that received state government funding. These guidelines are now 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, and residential areas on a 6 weekly basis (increasing to 4 weekly during leaf fall season). This year the contractor has achieved an average of 99.21% compliance for quality and has met all Key Performance Indicators under the contract.	Operations	
87	3.5.4	Undertake proactive graffiti works and implement appropriate graffiti prevention strategies to maintain levels of community satisfaction and pride.	✓	Councils in-house graffiti crew has removed 6080sqm of graffiti this financial year (total of 648 jobs, 237 CARs and 611 proactive jobs). All customer requests (237 CARs) have been responded to in line with our service level (2 business days for offensive graffiti and 10 days for non offensive graffiti).	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. 97 self-assessment forms were received, with 59 of those requesting to be called back by a staff member to discuss their permit application.	Engagement & Advocacy	
90 4.1.2	Deliver the Hot House Project targeted at start-up businesses	✓	The Hot House Program was successfully completed with most participants continuing through to the end with master classes delivered via Zoom. The final 'digi-pitch night' session was a success and showcased the development that the participants had made across the program.	Engagement & Advocacy	
91 4.1.3	Deliver the annual Venture Melton Network program.	✓	The Venture Melton Business Network Program was forced to 'pivot' into a digital delivery format. During the COVID disruption period an extensive engagement program was delivered with more than 1300 businesses contacted to connect with businesses and introduce them to support options. Free membership was offered and during this process the membership of the network grew from 274 pre-COVID to 883 by the end of June. The new online webinars have been warmly received and a survey of network members has been completed which will shape the program for 2020-21.	Engagement & Advocacy	

92	4.1.4	<p>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.</p>	✓	<p>An integrated communications plan has been developed and refined into a streamlined process that connects with businesses via various digital channels. A new member website was developed and a series of online webinars and tutorials delivered. A new weekly Electronic newsletter was introduced, delivered to more than 4000 businesses. The Venture Melton Business Network Website is now the 'go-to' location for businesses to connect with local business support.</p>	Engagement & Advocacy	31/12/2019
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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

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	✓	The COVID-19 disruption has had an impact on the effectiveness of the Atherstone Exchange in the current model. Additional promotion of the Melton Jobs Hub website has been warmly received by the community with record numbers of engagement with the platform indicating a high demand by local job seekers. A grant submission was made to federal government which, if successful, will allow the Atherstone Exchange model to be scaled up.	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	●	The Investment Attraction Strategy is still in progress but on track with the adopted project plan with Ernst and Young preparing for delivery of the final report to Council in October 2020.	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	✓	Advocacy Priorities were launched that included the need for improved Public Transport. Copy of priorities document sent to the Public Transport and Transport Infrastructure Ministers as a Budget submission.	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	✓	At the end of the reporting period, the App had a cumulative download figure of 9,102. The app was adapted and updated in the context of COVID-19 and strategically linked to the Open for Business campaign with push notifications linked to special offers. The implementation of the next Melton City Much More App upgrades, will consider adding a greater everyday value proposition.	Engagement & Advocacy	
97	4.3.2	Leverage major events and activities to benefit the visitor economy.	✓	The 'Street Eat' event was held in February in the Melton Town Centre. The 'Flavour Fest' event scheduled for delivery in March had to be cancelled due to COVID19. Since then all public events have been cancelled.	Engagement & Advocacy	
98	4.3.2	Identify and leverage strategic relationships and opportunities through Western Melbourne Tourism Inc.	✓	Western Melbourne Tourism has been proactive since the COVID-19 disruptions with the commissioning of some situational analysis consultation report and advocacy to State Government. While there is still a lot of uncertainty about how the Tourism/Visitor Economy sector will recover from COVID the Western Melbourne Tourism Board has positioned Melbourne's West in a good position to be a leader in Greater Melbourne's recovery.	Engagement & Advocacy	
99	4.3.3	Host community events including Djerriwarrh, a major community event in Caroline Springs, Carols by Candlelight and the activation of event spaces in the Melton Town Centre	✓	Djerriwarrh Festival & Carols by Candlelight 2019 were both successfully delivered. Flavour Fest was cancelled due to COVID19 restrictions. Due to current circumstances with COVID19 restrictions, Council is not holding or approving any events that may encourage large gatherings to ensure that the Victorian Government's guidelines are met.	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.	✓	Advocacy Priorities were launched that included the need for additional primary, secondary and special schools. Copy of priorities document sent to the Education Minister as a Budget submission.	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.	✓	Advocacy Priorities were launched that included the need for tertiary and TAFE. Copy of priorities document sent to the Training and Skills Minister as a Budget submission.	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	✓	Melton Council participated in the I Love Kinder campaign in 2019, but Covid-19 prevented our participation so far in 2020. Melton Council will continue to advocate for ongoing 4 year old kindergarten.	Families & Children	
103	4.4.6	Implement the online Learning Directory and promote active use with both Community Learning Providers and learners	✓	Melton Learning is being used as an online platform during Covid-19 restrictions to engage with community members usually enrolled in community learning programs. We have also created and delivered nearly 200 online learning programs via Melton Learning You Tube Channel with over 6,500 views	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	✓	All Council's community facilities have been closed to the public so no learning activities were held in centres. To replace our face to face programs we developed and delivered 2 five week series of learning programs (over 65 videos) and more than 40 one of workshops online.	Community Planning	
105 4.5.2	Develop a Libraries and Arts strategy	✓	The strategy, Creative Melton 2030: A Vision for Libraries and Arts and 2-year Action Plan were endorsed at the Ordinary Meeting of Council on 9 December 2019.	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	✓	A total of 19,000 printed What's on booklets were distributed over 19-20. Promotion of Library Services during Covid restrictions moved entirely online. Libraries and Arts e-news reaches 22,607 subscribers.	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	✓	Since 21 April, 1 program delivery has moved entirely online. To the end of June, 53 videos were developed and delivered, resulting in 27,689 views; 33 virtual sessions with 91 participants were run, resulting in 347 Facebook engagements. Early Years Programs have been delivered online through videos, including: Preschool Storytime, Toddler Time, Babytime and Little Steamers, with 35 online videos and 17,555 views. Primary School Years programming has included 7 After Schooligans videos with 1,949 views, and an online school holiday program was made available from 29 June. For students there have been 3 videos and 5 virtual sessions, with 994 views/engagements. Adult programming has included: English Conversation classes, Online Bookclub, Tech SOS, and Know you eLibrary, resulting in 6 videos with 7,538 views and 28 virtual sessions involving 91 participants.	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 ♥	✓	In the final quarter of 2020, delivery of the Read Sing Chat program to New Parent Groups moved online via Zoom conferencing. Book bags are being distributed via Aus Post.	Libraries	
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Outcome 5: A organisation operating with innovation, transparency, accountability and sustainability
Objective 5.1: Deliberative engagement and effective communication with the community that informs planning and decision making

Strategies:

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
109	5.1.1	Provide targeted opportunities for engagement as per the Community Engagement Guidelines	✓	Engagement workshops with Councillors and staff as well as Council Advisory groups for the Community Vision refresh and Council & Wellbeing Plan were adapted to the online context of Covid-19, with 5 group consultations delivered online during the fourth quarter. Public workshops have been deferred to Phase 2 in November 2020.	Community Planning	
110	5.1.2	Deliver the annual Community Engagement Calendar	●	In-person engagement events are postponed due to Covid 19 restrictions.	Community Planning	
111	5.1.4	Partner with community representatives, services and networks to reach new and establishing communities ▼	✓	We partnered with various local businesses, instructors and other Council departments to deliver nearly 200 online learning activities	Community Planning	
112	5.1.5	Deliver an improved online engagement platform	●	The new online Community Engagement platform has been delayed as a result of Covid-19 but is currently being developed.	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	✓	Update Q4: 8 additional online customer request forms enabled in Q4 including: Hard waste request, pre-planning request, planning request, animal impoundment, animal adoption, deceased or departed animal, animal replacement tag and copy building document	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 ▼	✓	Unfortunately COVID-19 had an impact on a number of our programs that could not go ahead. It was pleasing to see that the Dry July team raised \$1441.73, Feb Fast raised \$150, the WHWB group donated \$200 to November and the Global Challenge commenced in May with 140 employees participating.	Risk & Performance	
115	5.2.2	Develop, and implement Year 1, of 2019 - 2022 Occupational Health and Safety Strategy ▼	●	An OHS Strategy commencing 2019 was delayed with endorsement of the OHS Committee, so that remedial actions from an external audit could be incorporated. The Executive has endorsed the development of a 2020 - 2024 OHS Strategy. The draft Strategy has been circulated for consultation and will be endorsed at the August 2020 OHS Committee meeting.	Risk & Performance	
116	5.2.3	Coordinate the annual testing, review and evaluation of Council's Business Continuity Plans	✓	The Business Continuity Plan has been activated and the Crisis Management team has been meeting daily until June 30; and now every second day. COVID-19 has continued to impact the range of testing options and methods of delivery for CBF plan coordinators that would satisfy the requirements of the policy for 2020. Planned updates for People and Culture and Families and Children have been postponed. Expressions of interest have been circulated to Business Continuity service providers to deliver a debrief and after action review of all Crisis Management activities in the response and recovery around COVID-19. This will occur when restrictions change and/or the Crisis Management team requests it.	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.	✓	Service review completed by VOTAR PARTNERS, report presented to Executive. New structure being planned in response to Report 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)	✓	Applications submitted for Blackwood Drive Sportsground Lighting Upgrade, Taylors Hill Recreation Reserve Soccer Pavilion, Melton Recreation Reserve, MacPherson Park Soccer Pavilion and Diggers Rest Recreation Reserve.	Recreation & Youth	
119	5.2.5	Develop Service Unit Workforce Plans	●	Preparation for workforce planning will be implemented following the completion of the service planning project.	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.	✓	Melton City Council was represented by Engagement and Advocacy for LeadWest and NGAA and by CEO on Interface Councils	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 ▼	●	COVID-19 continues to impact the committee. At this stage a Municipal Emergency Plan audit has been re scheduled for November 2020.	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 annual review has been completed with no changes to the statutory sections of the plan. The revised plan has been endorsed by Council.	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 continue to carry 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	✓	Melton's 2018/19 Annual Report was adopted by Council on 14 October and has been published on Council's website	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.	●	Issuing of report delayed due to COVID 19. Working with consultant to issue report in next month.	Operations	
127	5.4.2	Deliver the annual community budget engagement sessions	✓	Session held in October 2019. Community initiatives out of those sessions are ready to go to Council Budget Briefing.	Finance	
128	5.4.3	Planning for the provision of funded 3 year old Kindergarten reform.	✓	All activities for 2019-20 are completed. This project is on track for completion to deliver 5 hours of 3 year old kindergarten in 2022	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)	✓	The Local Government Act 2020 commenced on 6 April 2020 and has been proclaimed in four stages. The requirements of the first two stages - 6 April 2020 and 1 May 2020 (delivery date 1 September 2020) - have either been met or are on track. Plans are underway to meet the next two stages - 24 October 2020 and 1 July 2021. An Implementation Plan has been developed to guide this process.	Legal & Governance	
130	5.4.3	Review and update Council's advocacy priorities and update Council's Advocacy Priorities booklet and supporting Fact Sheets	✓	Completed, Launched in December 2019 and mailed to State Government Ministers and local members.	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	✓	Completed and submitted to State and Federal treasury and all relevant State and Federal Ministers.	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.	✓	This is ongoing and Melton has developed a good relationship with local members' offices with regular engagement occurring. Meetings have been sought with Ministers and their staff. To date we have met with the Minister for Roads and the Minister for Transport Infrastructure office. We are currently establishing a meeting with the Minister for Prevention of Family Violence.	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 have been postponed, as Council's risk department has prioritised the Covid19 response. Supplementary actions to enable continual improvement in risk management were endorsed by the May 2020 Risk Management Committee meeting.	Risk & Performance	
134	5.4.5	Commence the Customer Relationship Management project and implement Year 1 actions	✓	As at end of May the Customer Relationship Management project has delivered \$3.6M in productivity benefits YTD against a FY20 target of \$2.3M	Engagement & Advocacy	