



2019/20 Council and Wellbeing Annual Action Plan  
Third Quarter Progress Report  
1 July 2019 to 31 March 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
<b>Achieved</b>	✔	38	28.4%
<b>On Track</b>	●	82	61.2%
<b>Not On Track</b>	●	11	8.2%
<b>Postponed</b>	●	3	2.2%
<b>Total</b>		<b>134</b>	<b>100.0%</b>

**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	Implement the Melton City Council Interfaith Strategy 2018-21 ▼	●	Work is progressing toward joint hosting of the Victorian Interfaith conference in November.	Community Planning	
2	1.1.2	Deliver the City of Melton Careers Expo	●	Due to Covid-19 pandemic alternate options to the traditional Careers Expo format is currently being explored	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.	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 ▼	●	Grants and Awards Program recipients recommended to April Council Meeting	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.	Recreation & Youth	
7	1.1.4	Facilitate a Youth Forum in partnership with key stakeholders ▼	●	Due to Covid-19 pandemic alternate options to the traditional Youth Forum format is currently being explored	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
8	1.2.1 Develop the Safer City Plan ▼	●	Timeframe impacted by operational changes due to Covid19	Community Planning	
9	1.2.3 Implement the "Responsible Pet Ownership" program to the community ▼	●	Program ongoing through public engagement, providing pamphlets at Pound facility relating to various animal care and owner responsibilities.	Community Safety	
10	1.2.3 Implement the community education program for Domestic Swimming Pool Safety Barriers to the community ▼	●	The online registration for domestic swimming pool barriers has opened, and residents are registering pools, reminder letter has been drafted and will be sent in April. All registrations due by 1 June 2020.	Community Safety	
11	1.2.4 Provide Maternal & Child Health Family Violence support to identified women at risk ▼	●	With the addition of the Family Violence social worker to the MCH team there has been an increase in the number of identified women at risk, who have been supported. Last year the total number of family violence consults for MCH was 42. This year-to-date there has been 116 family violence consults with 75 of these within the last quarter.	Families & Children	
12	1.2.4 Implement Equality and Respect 2030 ▼	●	Drafting of the 2021-23 Action Plan is progressing on track	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 up to 31 March 2020 in this financial year conferring citizenship to 2,181 residents of the City of Melton.	Legal & Governance	

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

**Strategies:**

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

CP Strategy	CP No.	Action	Status Symbol	Progress Comments	Service Unit	Timeline
1.3.2	15	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. Services at Fraser Rise and Timbertop have commenced from Term 1, 2020.	Families & Children	
1.3.2	16	Implement the "School Crossing Education" program	●	The program is ongoing and the Service Review into the School Crossing program has been completed up to the Draft stage. The review will be finalised by the end of June.	Community Safety	
1.3.2	17	Finalise and implement a Neighbourhood Centres Strategy	●	City of Learning Strategy draft out for consultation to stakeholders by end of April 2020	Community Planning	
1.3.5	18	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	●	Libraries met with the Volunteer Coordinator from Outlook to help guide us on expectations and best practice around engaging with volunteers to work in this sector. Volunteer Position Descriptions are currently being developed, and investigations on potential participants are currently underway.	Libraries	
1.3.5	19	Implement year three of the Intercultural Action Plan 2017-2021	●	Harmony Day 2020 was delivered on 14 March.	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 ▼		March Outdoor Movie was cancelled due to inclement weather. May and June event postponed due to COVID-19 social distancing restrictions. A series of digital events currently being planned and rolled out in April/May	Engagement & Advocacy	
23	1.4.4 Deliver the Melton City Council annual Community Grants program ▼		Recommendations from round two of the Semi-Annual Grants is ready to be presented to the May Ordinary Meeting of Council for endorsement.	Community Planning	
24	1.4.5 Implement the Community Partnership 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	
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. This will be done when centres are open and business as usual is occurring	Community Planning	
26	1.4.7 Deliver two 6-monthly exhibition programs across Caroline Springs Gallery, Melton Library and Learning Hub and Civic Centre		The 2020 annual program of exhibitions has delivered the following exhibitions at CS Gallery and Melton Library: Let's Eat Cake by Maylei Hunt, Let's Play by 9 emerging artists, Equal : IWD women's exhibition by 6 local artists, Chronic Diaries by Tyler Grace, and one textile exhibit at Civic Centre. Five out of nine planned exhibitions have been delivered to date.	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 survey has been completed and report submitted.	Recreation & Youth	30-Nov-19
31	1.5.4	Implement the "Building Site Amenity" program ▼	●	Implementation of the program is ongoing.	Community Safety	
32	1.5.5	Implement the "Domestic Animals Adoption" program ▼	●	Ongoing. Council is advertising animals available for adoption through social media, Instagram, Facebook and Council's lost & found website	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 ▼	●	Ongoing engagement with participants is occurring with personal outreach, online platforms, and health promotion. The physical implementation of the March 2020 Sons of the West program has been postponed until restrictions are lifted.	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

CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
35	1.6.2 Implement the Reconciliation Roadmap 2018-21 ▼	●	Aboriginal Cultural Heritage Assessment of proposed site for Mt Cottrell Memorial was undertaken with report pending.	Community Planning	
36	1.6.3 Recognise and celebrate Reconciliation Week, NAIDOC Week and other key cultural events	●	Preparations for Reconciliation Week celebrations on track.	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	●	Several projects 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 project is currently in the assessment of options phase. The Western Growth Area Masterplan is nearing completion of Business As Usual scenarios, and the outcomes and indicators measures have been finalised 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	City Design, Strategy & Environment	
38	2.1.2 Advocated to water retailers to consider the reuse of wastewater as an alternative supply	●	Increasing the beneficial use of recycled water is a key outcome from Werribee Strategic Directions Statement and projects advancing through this forum are seeking options to achieve this, including the Class B recycled water extension project run by Western Water.	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 were also part way through a campaign to engage with residents about FOGO services which are scheduled to go live on 1 July 2020. In January and February we conducted a number of pop up shopping centre events, we also set up a number of community centres to engage with residents. Unfortunately since COVID-19 we have been unable to conduct direct engagement activities and all festival engagements have been cancelled. Education will recommence in the new financial year.	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 commenced including undertaking of community engagement, there then is further work to be done to enable its completion, however this won't occur until details of the newly announced State Government Circular Economy Policy are known	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	2.2.1	Continue to implement the Environment Plan 2017-2027 ▼	●	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. Reported to the May Council meeting.	City Design, Strategy & Environment	
43	2.2.1	Deliver services that reduce waste to landfill (and therefore greenhouse gas emissions) through sustained waste diversion ▼	✓	Council provides a range of programs and services to assist the community in managing their waste and diverting waste from landfill (such as recycling and organics collection services, hard waste collection services and free disposal options at the Melton Recycling Facility). Our statistics indicate that our residents recycle approximately 45% of their kerbside waste, however with the introduction of Food Organics and Green Organics (FOGO) service from 1 July 2020, Council will be looking to divert 20% more organics from landfill post 1 July (via the removal of food waste from the kerbside garbage bin), we are also working on an education strategy that will see resource recovery increase to 75% in the next 5 years.	Operations	
44	2.2.3	Prepare and implement a Climate Change Adaptation Plan ▼	●	A draft Climate Change Adaptation Plan has been completed for internal review.	City Design, Strategy & Environment	
45	2.2.3	Embed the 'Climate Resilient Infrastructure Checklist' into the asset management process ▼	✓	This checklist has been integrated into the Environmentally Sustainable Design Guidelines which is now complete.	City Design, Strategy & Environment	
46	2.2.4	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

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

**Strategies:**

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
48	2.3.2	Progress the development of the Western Plains South Green Wedge Management Plan (2 year project)	●	Work has commenced on drafting the Green Wedge Management Plan following the finalisation of the consultation report.	City Design, Strategy & Environment	
49	2.3.2	Undertake condition audits of Council environmental reserves	●	This is on track and will be ongoing for the remainder of the financial year.	Operations	
50	2.3.3	Work with the relevant state government departments to review and update strategies, plans and guidelines in respect of improved waterway health.	●	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	2.3.4	Deliver the Water Sensitive Urban Design Construction program	●	Construction works are scheduled to commence in May, with works scheduled for completion by September 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 seeks to ensure land use conflicts between industry and sensitive land uses are appropriately managed and considered in the assessment of planning permit applications.	City Design, Strategy & Environment	31/12/2019

**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. Workshops to assist landowners with land management 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	●	Heritage Week Events for 2020 have been 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	CP No.	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 are currently under construction or complete. Stan Payne Reserve construction is progressing. Bloomsbury Reserve, Arbour Boulevard North Reserve, Marlo Drive Reserve and Morton Homestead. Official openings have been held for Marlo and Morton however other openings are on hold due to COVID19 restrictions. These parks received funding from the State Governments 'Growing Suburbs Fund'	City Design, Strategy & Environment	
	60	3.1.2 Deliver the City of Melton Sports Facility Demand Strategy	●	The final report will be completed by April 30 2020	Recreation & Youth	
	61	3.1.2 Deliver the City of Melton Soccer Strategy	●	A background report has been submitted. A draft report is to be submitted May 2020.	Recreation & Youth	
	62	3.1.4 Implement the Housing Diversity Strategy	●	Workshop has been held with State Government to progress the implementation of the Housing Diversity Strategy. Work is continuing on the affordable housing policy. A report outlining criteria for the identification of suitable public housing sites will be presented to Council at the May meeting.	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 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	●	Community Infrastructure Plan review well progressed. To be presented to Executive in June 2020	Community Planning	
66	3.2.2	Delivery of at least 75% of the 2019/20 Capital Works Program	●	Delivery of the 2019/20 Capital Works Program is currently on track to achieve the 75% target. YTD spend at 31 March 2020 was 47% which is consistent with previous YTD spend where 75% target was achieved.	Capital Projects	
67	3.2.2	Commence the construction of the Stage 2 Macpherson Park Redevelopment Project	●	Planning for Stage 2 is underway and ongoing.	Recreation & Youth	
68	3.2.2	Commence construction of the Eynesbury Active Open Space precinct	●	Stage 1a works have commenced and the project is on track for completion by December 2020. The tender for stage 1B works have commenced and the project is on track for completion by December 2020.	Recreation & Youth	
69	3.2.2	Plan and development of the Cobblebank Indoor Sport Stadium	●	17/2/20 Council meeting, Council resolved to award the construction tender for the project to H. Troon. Council also resolved to include the tender option for the additional 1000 retractable seating in addition to the existing 350 fixed seating.	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 94.86% compliance for quality and met all service Key Performance Indicators in Q3.	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 are currently under construction or complete. Stan Payne Reserve construction is progressing. Bloomsbury Reserve, Arbour Boulevard North Reserve, Marlo Drive Reserve and Morton Homestead. Official openings have been held for Marlo and Morton however other openings are on hold due to COVID19 restrictions. These parks received funding from the State Governments 'Growing Suburbs Fund'	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 has 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
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 continue to work with Rail Projects Victoria on the development of the Western Rail Plan. Council officers have attended a number of workshops with the Level Crossing Removal Program team to provide input into the design of the Robinsons Road level crossing removal.	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.	Engineering Services	
82	3.4.4	Construction of walking and cycling networks	●	Council has seen 19,461 metres of pathways constructed this quarter. A total of 99,153 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, that resource is now allocated to this task with completion now expected by June 2020.	City Design, Strategy & Environment	31/12/2019
86	3.5.4	Monitor and implement footpath sweeping services in public realm areas where they are high use or high profile	●	Footpath sweeping is conducted in high profile areas on a daily basis. To date the contractor has achieved an average 99.11% compliance for quality and has met all Key Performance Indicators	Operations	
87	3.5.4	Undertake proactive graffiti works and implement appropriate graffiti prevention strategies to maintain levels of community satisfaction and pride.	●	Councils in-house graffiti crew has removed 5363sqm of graffiti this financial year.	Operations	

**Outcome 4: A City rich in local employment and education opportunities**

**Objective 4.1: A diverse economy that fosters business growth, encourages new investment and leads and responds to change**

**Strategies:**

- 4.1.1 Encourage competitive and sustainable business practices
- 4.1.2 Identify strategies and initiatives to support businesses to establish and grow
- 4.1.3 Engage and partner with businesses to understand their needs and objectives
- 4.1.4 Explore business opportunities linked to the digital economy and a digitally connected community

CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
88 4.1.1	Deliver the annual Business Excellence Awards program including finalist event and Gala Dinner.	✓	The 2019 Business Excellence Awards were held on 30 August. Record numbers of applications were received and the gala dinner was attended by over 400 guests.	Engagement & Advocacy	30/09/2019
89 4.1.1	Implement and support a Council-wide business permit concierge process through the Better Approvals project.	✓	The Business Concierge Service commenced in the last week of September 2019 and is available for the public to access. The performance of the service will be monitored and adjusted as required.	Engagement & Advocacy	
90 4.1.2	Deliver the Hot House Project targeted at start-up businesses	●	The master class component of the Hot House Project is 2 thirds complete with a committed cohort of 40 participants continuing beyond the COVID restrictions. Since COVID restrictions have commenced the master classes have been delivered online via live ZOOM workshops.	Engagement & Advocacy	
91 4.1.3	Deliver the annual Venture Melton Network program.	●	The February network meeting was delivered with over 70 participants. The COVID restrictions will prevent any further networking events, however the May meeting will be delivered online through a new online platform for the network recently launched which will allow for the ongoing delivery of online workshops, tutorials and mentoring for network members. The membership fees for network members has been waived until July 2021 and a large uptake in new members has been observed since the COVID restrictions were announced as a result of a dedicated business engagement program. There are now over 400 members for the network.	Engagement & Advocacy	
92 4.1.4	Deliver an integrated digital engagement and communication plan that facilitates business to business engagement, proactively promotes Council programs and supports Venture Melton growth and value.	●	An online portal for the Venture Melton Business Network ( <a href="http://www.vmbusinessnetwork.com">www.vmbusinessnetwork.com</a> ) has been launched which is now the "go-to" location for all business support programs being delivered and facilitated by Council. The draft integrated Communications strategy includes key recommendations for the digital presence of Economic Development.	Engagement & Advocacy	31/12/2019

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

**Strategies:**

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
93	4.2.1	Identify and promote opportunities and programs to support the creation of local job pathways	●	A meeting was held with Lend Lease (Atherstone Exchange) representatives in January which has shaped the direction the Atherstone Exchange will go. The COVID disruption will amplify the requirements for Council support to job pathways.	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	●	Ernst & Young were appointed to develop the Investment Attraction Strategy. The first stage of the project has commenced with research and stakeholder consultation well advanced and regular PCG meetings ensuring the project is kept on course.	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
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96	4.3.1	Implement the next phase of the Melton City Much More APP	●	At the close of the 3rd quarter the App had a cumulative download figure of 8600 downloads. The target number for June 2020 was 8000, so this was achieved well in advance. The promotion campaign in January achieved high levels of user engagement. A plan for next phase development of the app is being scoped that has potential to include a 'Living in Melton' feature to provide enhanced 'everyday' functionality. Since the COVID disruption the focus has of the APP has been to promote all take-away businesses in the municipality with the Facebook page now repurposed as a key driver for the 'Open for Business' campaign to promote businesses still trading during COVID restrictions.	Engagement & Advocacy
97	4.3.2	Leverage major events and activities to benefit the visitor economy.	●	The 'Street Eatz' 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.	●	The Western Melbourne Tourism board has met a number of times in the 3rd quarter. The 'Hanging Local' program which was designed to target International Students was launched and had commenced, though the COVID19 disruption meant it couldn't be continued to the end of the full program. COVID19 has severely impacted on the Tourism/Visitor Economy sector and the board is looking into how it can meaningfully support the sector in Melbourne's west.	Engagement & Advocacy
99	4.3.3	Host community events including Djerriwarth, a major community event in Caroline Springs, Carols by Candlelight and the activation of event spaces in the Melton Town Centre ▼	●	Flavour Fest, a joint Council and Woodlea event (planned for 21 March) was cancelled seven days out due to COVID-19 social distancing restrictions. So too were the activations in the Town Centre. All events have been put on hold however, long term planning for Djerriwarth, Carols and Lakeside Alive continue.	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	●	I Love Kinder campaign has been prepared for roll out in term 2, 2020.	Families & Children	
103	4.4.6	Implement the online Learning Directory and promote active use with both Community Learning Providers and learners	●	Increased use of Melton Learning in the 3rd Quarter. Melton Learning is being used as an online platform during Covid-19 restrictions to engage with community members usually enrolled in community 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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
104	4.5.1	Support and increase learning activities and events in Council facilities	●	We had an additional 20 programs offered in Term 1 2020 and more school holiday activities than ever before over the Christmas break. Planning for the 2020 Learning Festival is well underway, with dates set for September 2020.	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	●	4,500 printed What's on booklets (summer 19-20) and 22,831 eNews 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	●	748 Libraries programs, and 27 arts programs. Attendance across libraries and arts totalled 8554 (8060 libraries, 511 arts). Numbers impacted by programs ceasing from Tue Mar 17	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	●	NPG - 9 adults at CS, 9 adults at MLLH. February sessions	Libraries	

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

**Strategies:**

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
109	5.1.1	Provide targeted opportunities for engagement as per the Community Engagement Guidelines		Community Engagement Plan for the Community Vision and Council & Wellbeing Plan was agreed to by Council. However, an altered approach is now required due to Covid19 restrictions. Approval for an altered approach is pending.	Community Planning	
110	5.1.2	Deliver the annual Community Engagement Calendar		In-person engagement events are postponed due to Covid19 restrictions.	Community Planning	
111	5.1.4	Partner with community representatives, services and networks to reach new and establishing communities ▼		Community Activation & Learning Officers met with new groups and continue to work with emerging groups in all established and new communities.	Community Planning	
112	5.1.5	Deliver an improved online engagement platform		Work has progressed toward selecting an online platform to be used during the engagement process for the Community Vision and Council & Wellbeing Plan development.	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 Q3: 4 Additional online customer requests enabled in Q3 including: Deceased or departed animal, Replacement animal tagging, Swimming pools/spas and Animal registration. Hard waste online request build complete pending business go live readiness. 20 quick win online request capabilities identified in response to COVID-19 (Change of Contact Details, Request copy of Tax Invoice, Submit pensioner rebate form, Release of Impounded Animal and Animal Adoption due to go live w/c 6th April with others in development for go live through April and May). 3 OL planning forms in build for deployment mid April.	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 ▼	●	Council employees participated in Febfast raising \$150. The Diabetes Vic Life Program is running through to December 2019. COVID-19 has impacted a couple of our programs that will be held at a later date e.g. distribution of our Mindfulness Case, Health Assessments.	Risk & Performance	
115	5.2.2	Develop, and implement Year 1, of 2019 - 2022 Occupational Health and Safety Strategy ▼	●	The 2019-2022 OHS Strategy has not been created and endorsed by Executive as yet.	Risk & Performance	
116	5.2.3	Coordinate the annual testing, review and evaluation of Council's Business Continuity Plans	●	COVID-19 has impacted the range of testing options and methods of delivery for CBF plan coordinators that would satisfy the requirements of the policy for 2019. Planned updates for People and Culture and Families and Children have been postponed.	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 and Taylors Hill Recreation Reserve Soccer Pavilion.	Recreation & Youth	
119	5.2.5	Develop Service Unit Workforce Plans	●	Preparation for workforce plan model is underway and 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.	●	The CEO and Advocacy staff have attended meetings for LeadWest, Interface Councils and NGAA and are actively participating in key initiatives. LeadWest are currently working on a North West City Deal, with Melton's Advocacy Officer planning a lead role in this process.	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 has impacted the committee. A municipal relief and recovery committee has been meeting online every two to three days for several weeks. At this stage a Municipal Emergency Plan audit is still scheduled for August 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	●	Owing to the outbreak of Covid-19, the review of the 2017-21 Council and Wellbeing Plan will be conducted via internal organisational communication methods	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.	●	Annual report will be prepared by Consultants.	Operations	
127	5.4.2	Deliver the annual community budget engagement sessions	✓	Session held in October. 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.	●	This project is on track for completion with a focus on delivering 5 hours 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 will become operative in various stages commencing on 6 April 2020 and concluding on 1 July 2021. Plans to meet the staged implementation of the Act are underway.	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 delayed, as Council's risk department has prioritised the Covid19 response.	Risk & Performance
134	5.4.5	Commence the Customer Relationship Management (CRM) project and implement Year 1 actions	●	Update Q3: Business Transformation Project: CRM in progress with \$3.79M in productivity benefits delivered YTD against a Financial Year 19/20 target of \$2.3M	Engagement & Advocacy