



2020/21 Council and Wellbeing Annual Action Plan
3rd Quarter Progress Report
1 July 2020 to 31 March 2021

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 2020/21 Annual Action Plan. The Action Plan contains 107 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 2021 unless specified differently.

Status		Symbol	Number of Actions	% of Actions
Achieved	The Action is achieved for the year.	✓	12	11.2%
On Track	The action is on track and expected to be completed by the current timeline	●	90	84.1%
Not On Track	The Action has been delayed impacting on the current timeline. An explanation and any remedial action and revised due date, where appropriate, is provided in the 'progress comments' column	●	5	4.7%
Postponed	The Action has been deferred for the financial year. An explanation is provided in the 'progress comments' column.	●	0	
		Total	107	100.0%

Outcome 1: A City of people leading happy and healthy lives**Objective 1.1: A community where all people feel welcome, valued and proud****Strategies:**

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

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Progress Comments	Service Unit	Timeline
1	1.1.1	Implement the Melton City Council Interfaith Strategy 2018-21 ♥	●	Actions of the Interfaith Strategy are being implemented. All actions of the Strategy will be achieved by end of 4th Quarter	Community Planning	
2	1.1.2	Deliver the City of Melton Youth Awards and Grants Program recognising the contribution made by young people in the community ♥	●	Applications and submissions have closed. Working through the assessment process and guidelines regarding completion. Also determining how can be awarded in current environment. A council report will be provided for approval once assessed.	Recreation & Youth	
3	1.1.2	Report to the Department of Health and Human Services (DHHS) on the status and issues that may affect service supply regarding the DHHS Community Activation and Social Isolation (CASI): The State Food Relief Hotline (Covid -19) ♥	●	Community Activation and Social Isolation (CASI) reports to DHHS are ongoing. The fortnightly (now monthly) reports have been completed. A group email (Casi.Casi@melton.vic.gov.au) has been created and resourced to manage any issues that may affect service supply regarding the DHHS Community Activation and Social Isolation (CASI).	Community Planning	
4	1.1.4	Melton: A City for All People - complete quarter 4 of year 3 action plan and deliver quarters 1 to 3 of the year 4 action plan relating to older people and people with disabilities ♥	●	Year 4 action plan quarter 2 - completed 5 actions and 37 actions on track.	Community Care	

Objective 1.2: A safe and equitable community**Strategies:**

- 1.2.1 Promote a sense of safety in all settings and among all people ♥
- 1.2.2 Advocate for increased police numbers including within the Family Violence Response Unit ♥
- 1.2.3 Support and promote safety and environment through education and the protection of the amenity of the municipality ♥
- 1.2.4 Contribute to a gender equitable community to prevent violence against women ♥
- Contribute to reducing inequalities among marginalised community groups including children and adults with a disability, older adults, underrepresented cultural groups, Aboriginal and Torres Strait Islander communities and LGBTIQ people ♥
- 1.2.5
- 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	Year to Date Progress Comments	Service Unit	Timeline
5	1.2.1	Implement the safe cities proud communities plan ♥	●	The first meeting of the new Safe City Advisory Committee took place in March 2021 following the enforcement of the Terms of Reference in February. The Kurunjang Community Strengthening project is continuing, with the Cultural Heritage Management Plan commenced, the initial design started and cleaning of the site by WFV staff. The project group is meeting monthly. Planning and promotion is well underway for a Community Road Safety Forum which is scheduled for 20 May 2021. Our team supported the facilitation of an online community forum organised by the Department of Justice and Community Safety, which included video interviews with members of the community.	Community Planning	
6	1.2.4	Provide Maternal & Child Health Family Violence support to identified women at risk ♥	●	The Enhanced MCH service has seen an increase in the number of family violence referrals this quarter as well as an increasing trend in insecure housing for clients	Families & Children	

7	1.2.4	Implement Equality and Respect 2030 Action Plan as they relate to the 20/21 financial year ♥	●	Implementation has begun for many initiatives as they will be reported via the Equality & Respect 2020-2022 Action Plan progress report. Some include: The Stand Up Take Action Forum (84 registrants), one Club Respect workshops, three 3Rs of Family Violence training sessions and eleven This Girl Can events. Implementation of the Gender Equality Act has commenced.	Community Planning	
8	1.2.7	Deliver Citizenship Ceremonies for City of Melton residents ♥	●	Citizenship ceremonies and the number of conferees are much lower than usual so far in 2020-21 due to the impact of COVID-19. Council conducted online ceremonies on five separate days in July 2020 for 59 citizenship candidates. Due to the pandemic and also Council elections, no ceremonies were held in the second quarter of 2020-21. An in-person ceremony was held for 76 new citizens on Australia Day. Modified in-person ceremonies have been planned for the 2nd half of the financial year with COVID restrictions easing starting with a ceremony on 21 April 2021. Ceremonies will have a maximum of 36 candidates.	Legal & Governance	

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

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

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Progress Comments	Service Unit	Timeline
9	1.3.1	Continue to advocate to local members and the Minister for Health for the timely completion of the Melton Hospital Business Case, land acquisition in Cobblebank and for construction to commence in 2022 ♥	●	Included in the 2021/2022 State Budget Submission and communication with the Minister for the land acquisition to be undertaken in 2021 with construction to commence in 2022. This has also been communicated in meetings with the local member to continue with advocacy to the Minister.	Engagement & Advocacy	
10	1.3.2	Implement Learning programs for residents at Council community hubs ♥	●	Council has started to deliver programming back in community facilities (as they have reopened) and online as a mixed model. To date in Term 1 (Jan 2021 - April 2021) we have delivered : 10 online programs 70 programs in community facilities	Community Planning	
11	1.3.2	Commence the provision of kindergarten and Maternal Child Health services at Eynesbury Station Early Learning Centre (ELC) with a support of Early Years providers ♥	✓	The Eynesbury Station ELC commenced operations in January this year and was officially opened in March. Both the kindergarten service and the Maternal and Child Health services are operating well in the new space.	Families & Children	Feb-21
12	1.3.4	Complete the Arnolds Creek Kindergarten Extension Project inclusive of starting date first term 2021 ♥	●	The project is progressing well, with building onsite commencing. The kindergarten providers are satisfied with the builder's performance managing the live site. The project is ahead of the original projected completion date of 1 October.	Families & Children	
13	1.3.5	Implement year four of the Intercultural Action Plan 2017-2021 ♥	●	Intercultural Plan actions are progressing, with some in-person activities rescheduled due to COVID19.	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

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Progress Comments	Service Unit	Timeline
14	1.4.3	Deliver a Corporate Events program that ensures community gathering opportunities ♥	●	Australia Day celebrations were successfully delivered. Due to the uncertainty of Covid-19 restrictions on large gatherings, and to avoid financial loss, Flavour Fest 2021 has been postponed from March to October this year at which time there should be more certainty around restrictions on large gatherings. Planning is now underway for a series of placemaking activations to fall under the Pop Culture banner and be delivered in May and June.	Engagement & Advocacy	

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	Year to Date Progress Comments	Service Unit	Timeline
15	1.5.1	Conduct an "Annual sale of tobacco to minors" testing program in accordance with the Municipal Association of Victoria (MAV) funding agreement ♥	●	Sales to minors test purchasing has been scheduled for the April School Holidays.	Community Safety	
16	1.5.4	Implement the "Building Site Amenity" program ♥	✓	This program implementation has been completed and includes; ongoing relationships with builders in our municipality, education material developed including brochures and building site inspection guidelines and standardised inspection checklists for the enforcement of building site non-compliance.	Community Safety	
17	1.5.5	Implement the "Domestic Animals Adoption" program ♥	✓	Animal adoption was promoted and conducted up to the end of the previous financial year. Council has ceased to 'actively' advertise adoptions directly and are currently directing members of the public to the relevant Animal Rescues/Shelters where the animals have been sent from July 1, 2020. This decision was based upon overcrowding of the pound facility and increased cost to Council. Adhoc adoptions in certain circumstances are still carried out by Council.	Community Safety	
18	1.5.5	Deliver vaccinations in accordance with the Australian Immunisation Schedule for children up to 18 years of age ♥	●	The immunisation schedule remains on track, while also continuing to progress the catch up schedule from 2020.	Families & Children	

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	Year to Date Progress Comments	Service Unit	Timeline
19	1.6.2	Implement the Reconciliation Roadmap 2018-21 action plan for 20/21 ♥	✓	The Reconciliation Roadmap 2018-2021 was reported on at the 8 February Ordinary Council meeting. No further action required.	Community Planning	

Outcome 2: A City that preserves and enhances its natural environment for future generations**Objective 2.1: A resource efficient City****Strategies:**

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

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Progress Comments	Service Unit	Timeline
20	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 was finalised. The Western Growth Area Masterplan is progressing with water modelling and economic assessment of projects to deliver on the masterplan. The outcomes and indicator 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 commenced monitoring of a passive street tree irrigation trial.	Environment & Waste	
21	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. The forum is currently undertaking 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.	Environment & Waste	
22	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.	●	Waste Service Guide was distributed to all households in March 2021. Website content is currently under review. No waste education sessions were delivered due to school holidays.	Environment & Waste	

23	2.1.4	Plan and commence capital upgrade works to the Melton Recycling Facility in line with the adopted Master Plan	●	Schematic design of the Recycling facility is now complete with the location, size and layouts of buildings finalised. Initial designs for the road network and site services are also taking shape.	Environment & Waste	
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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	Year to Date Progress Comments	Service Unit	Timeline
24	2.2.1	Continue to implement the Environment Plan 2017-2027 ▼	●	Project working groups are currently being formed to implement actions from the plan.	Environment & Waste	
25	2.2.2	Implement Sustainability Education Program for community ▼	●	Progress was delayed pending filling of vacant positions after a department restructure but is now progressing.	Environment & Waste	Dec-20
26	2.2.3	Implement the Climate Change Adaptation Plan ▼	●	The plan has been published and now forms part of council's pledge under the Climate Change Act. The plan will be publicly available during April 2021.	Environment & Waste	
27	2.2.4	Review Councils tree planting and removal policy to further protect our tree assets ▼	●	The legal information sought to progress this policy has been delayed due to prioritisation of the implementation of the Local Government Act 2020	Operations	Dec-20

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	Year to Date Progress Comments	Service Unit	Timeline
28	2.3.2	Implement the 2020 Environmental Enhancement Program (EEP)	●	The 2021 EEP has commenced. Letters have been sent out to all eligible landholders, and proposed work forms have been returned. Council officers are currently working with landholders to refine plans. The 2020 EEP report was received by Council.	Environment & Waste	
29	2.3.2	Undertake condition audits of Council environmental reserves	●	Condition audits continue to be undertaken. All fire breaks and noxious weed control on Council owned land is in order.	Operations	
30	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 continues to work with it's partners to improve waterway health	Environment & Waste	
31	2.3.4	Deliver the Water Sensitive Urban Design Construction program	●	Delivery of the Water Sensitive Urban Design Construction program is underway.	Engineering Services	
32	2.3.5	Prepare and implement the Western Plains South Green Wedge Management Plan (2 year project)	●	Work continues to progress on the development of the Green Wedge Management Plan with a draft to be completed in the 2020/21 financial year.	City Design & Strategy	

Objective 2.5: An environmentally aware community that appreciates the City's unique environmental assets**Strategies:**

- 2.5.1 Educate and engage the community in local environmental and sustainability issues ♥
- 2.5.2 Facilitate access to and appreciation of local natural assets
- 2.5.3 Promote and support the interpretation of natural landscapes and cultural heritage

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Progress Comments	Service Unit	Timeline
33	2.5.1	Delivery of the Environmental Education Program ♥	●	Recruiting for the next Nature Stewards round (which starts on 17/4/21) has been successfully completed with City of Hume and Shire of Macedon Ranges. A review of other programs is under way.	Environment & Waste	
34	2.5.3	Coordinate and deliver Heritage Week	●	Heritage Week is currently underway with the planned delivery of a number of events including tours of the Rockbank Inn archaeological dig, researching aboriginal family history workshop, and drystone wall workshop to name a few.	City Design & Strategy	May-21

Outcome 3: A City with a clear vision to manage growth in a sustainable and accessible way**Objective 3.1: A City that strategically plans for growth and development****Strategies:**

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

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Progress Comments	Service Unit	Timeline
35	3.1.2	Deliver the City of Melton Sports Participation Dashboard which measure participation in formal sport by club, age, gender and postcode ♥	●	The draft dashboard has been completed. Data collection from sporting associations has been impacted by COVID-19. Project to be completed by April 2021.	Recreation & Youth	
36	3.1.2	Deliver the City of Melton Indoor Sports Strategy ♥	●	The draft strategy completed and is awaiting review to complete final document.	Recreation & Youth	
37	3.1.2	Deliver the City of Melton Cricket Strategy ♥	●	A project to develop the Strategy has commenced. Stakeholder engagement has been completed.	Recreation & Youth	
38	3.1.4	Continue to advocate for social and affordable housing and include in State Budget submission ♥	●	A submission was made to Big Build social housing infrastructure for funding for the delivery of social and affordable housing.	Engagement & Advocacy	Jan-21
39	3.1.4	Implement the Housing Diversity Strategy ♥	●	City Strategy is currently working with the Department of Environment, Land, Water and Planning to determine the appropriate form and content of a Planning Scheme Amendment to implement the Housing Diversity Strategy.	City Design & Strategy	
40	3.1.4	Implement an annual inspection program of the quality and liveability of new developments ♥	●	The annual inspection program has been delayed due to previous COVID restrictions. It is proposed to carry out the inspection within the next two months.	Planning Services	

41	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 to advocating for priorities for future PSP preparation. Rockbank South, Melton East and Kororoit Part 2 have all been identified for commencement on the current Victorian Planning Authority work program.	City Design & Strategy	
42	3.1.6	Coordinate the delivery of the Heritage Assistance Fund	●	Council resolved at the December Ordinary Meeting of Council to grant \$75,000 to 4 applicants for the 20/21 funding year. Work has commenced on the works identified in the grants.	City Design & Strategy	

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	Year to Date Progress Comments	Service Unit	Timeline
43	3.2.1	Conduct a feasibility study for an Arts and Cultural Facility in the City	✓	The feasibility report on an Arts and Cultural facility in the City has been completed and will be presented to Council on April 19 2021.	Libraries & Arts	
44	3.2.1	Implement the 2020/21 recommendations from the Community Infrastructure Plan	●	The Community Infrastructure Plan is informing the 2020/21 capital works planning process, as being led by engineering and capital projects.	Community Planning	
45	3.2.1	Review Priority Lists on an annual basis through Council's PSP Steering Committee to ensure that developer contributions are spent on the provision of local community facilities in areas most in need	✓	The review of Priority Lists has been completed for 2020/21. The priority lists identify what community facilities and road infrastructure should be provided in the short, medium and long terms based on cash flow projected from developer contributions. This information informs the preparation of council's capital works program.	Planning Services	
46	3.2.2	Delivery of at least 75% of the 2020/21 Capital Works Program	●	Delivery of the 2020/21 Capital Works Program is being impacted by COVID-19. It is too early at this stage to accurately forecast the percentage delivery but is unlikely to exceed the 75% target. Currently at 39.2% as at 31/03/2020.	Capital Projects	
47	3.2.2	Commence the construction of the Stage 2 Macpherson Park Redevelopment Project	●	Works commenced in January 2021 to deliver oval 2 works. Works commenced March 2021 to build the soccer pavilion.	Recreation & Youth	
48	3.2.2	Commence construction of the Eynesbury Active Open Space precinct	●	The Open Space Precinct is under construction and the project is on track to be completed in early 2021.	Recreation & Youth	
49	3.2.2	Complete the business model for the Cobblebank Indoor Sport Stadium	●	The Business Model has been completed and is ready to be presented to the Executive.	Recreation & Youth	
50	3.2.2	Plan and development of soccer facilities at Taylors Hill Recreation Reserve.	●	Soccer facility design commenced March 2021. The project to commence construction August 2021.	Recreation & Youth	

51	3.2.2	Commence design and construction of Diggers Rest Recreation Reserve assets	●	Design has commenced and the project is on track to commence construction in 2021.	Recreation & Youth	
52	3.2.4	Undertake condition audits of council assets to guide renewal program outcomes	●	Condition audits on open space and lighting assets are now complete. Audits currently underway include Traffic Management Devices and Car Park asset categories.	Engineering Services	
53	3.2.4	Deliver renewal programs based on condition audits	●	Delivery of renewal programs through Council's annual Capital Works Program are in progress	Engineering Services	
54	3.2.4	Plan and deliver the 20/21 Parks & Open Space Asset Renewal Program	●	The program is on track	Operations	
55	3.2.4	Plan and deliver the 20/21 Footpath Renewal Program	✓	Complete	Operations	
56	3.2.4	Plan and deliver the 20/21 Building Component Renewal Program	●	On site delivery of projects delayed by COVID19 restrictions.	Operations	
57	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 99.3% compliance for quality and has met all their Key Performance Indicators for the third quarter	Environment & Waste	
58	3.2.6	Implement the Domestic Animal Management Plan	●	Our Current Domestic Animal Management Plan (DAMP) expires at the end of 2021. Council is currently in the process of drafting its' new 2021-25 DAMP to be presented to Council late 2021 for approval and implementation	Community Safety	

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	Year to Date Progress Comments	Service Unit	Timeline
59	3.3.3	Deliver improvements to Council's passive recreation reserves via the Parks Development Program	●	Kirkton Park tenders have been assessed and awarded for construction which is expected to commence soon. Face to face community engagement for Orbis Ave Reserve and Cardinia Crescent Reserve was undertaken on 27 February 2021. Community feedback has been incorporated into the detail design packages that are now complete for tendering.	City Design & Strategy	
60	3.3.4	Activate and enhance the public realm through public art and temporary art projects.	●	New artwork has been commissioned for the Caroline Springs Gallery windows. The artwork celebrates children's experiences of living in the City of Melton. For this season's Summer of Street Art, four powerbox artworks located in Burnside Heights, Harkness, Taylor's Hill and Melton South have been installed. These commissions celebrate Melton youth. An artist has been commissioned to work with the community to paint a concrete garden bed in Melton South as part of Council's continued rejuvenation of this precinct.	Libraries & Arts	

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	Year to Date Progress Comments	Service Unit	Timeline
61	3.4.1	Advocate for improved public transport networks to relevant departments and elected representatives and include in State Budget submission.	●	Included in the 2021/2022 State Budget Submission and meeting request with the Minister for Transport Infrastructure. Additional advocating for the Western Rail plan in the North West Melbourne City Deal and the Investment Attraction Strategy was undertaken.	Engagement & Advocacy	
62	3.4.2	Implement Moving Melton, Council's integrated transport strategy ♥	●	Council continues to advocate to the State Government for the upgrade of a number of key infrastructure projects including the Melton Highway and Western Highway, and is also an active member of the Western Highway Action Committee. Efforts have resulted in commitments through the recent State Government announcement including funding for; *Melton Highway/Leakes Road, Rockbank intersection upgrade, *signalised intersection at Coburns Road/High St, Melton, *signalised intersection at High St/Norton Drive, Melton	Engineering Services	
63	3.4.3	Undertake safety improvements across the road network	●	Various safety improvements are occurring across the road network through the delivery of capital works. Delivery of major infrastructure items will commence later this calendar year and include the construction of signalised intersections at Rockbank Middle Road/Caroline Springs Boulevard, Caroline Springs, and Brooklyn Road/Station Road, Melton South. Other projects include various traffic calming measures across the municipality.	Engineering Services	
64	3.4.4	Construction of walking and cycling networks ♥	●	Council has seen 33,997 metres of pathways constructed this quarter, which has seen a total of 119,001 metres of pathways constructed this financial year.	Engineering Services	
65	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 the second stage (community consultation) anticipated for mid 2021.	Engineering Services	Dec-20

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	Year to Date Progress Comments	Service Unit	Timeline
66	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 Outdoor Dining program is nearing completion with more than 50 installations across the municipality. A Shopfront Improvement Program funded by the State Government will be rolled out to Scott Street and Melton South in April providing the opportunity for all businesses to have access to \$2,000 to give their shop front a face lift. Other projects including artwork, outdoor dining and amenity improvements also form part of this program. \$500,000 funding from the Office for Suburban Development was approved for a number of Melton Town Centre Revitalisation Projects with projects scoped for a further \$1.2 million in funding.	Engagement & Advocacy	
67	3.5.3	Work with the landowner to develop the Mt Atkinson Major Town Centre Urban Design Framework (2 year project) ♥	●	Work is continuing on the Mt Atkinson Major Town Centre UDF.	City Design & Strategy	Dec-21
68	3.5.4	Monitor and implement footpath sweeping services in public realm areas where they are high use or high profile	●	Councils Street Sweeping Contractor conducts footpath sweeping in high profile areas on a daily basis. To date the contractor has achieved an average of 99.44% compliance for quality and has met all their Key Performance Indicators for the third quarter.	Environment & Waste	
69	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 Team (1 team member due to VACANCY) removed 1,635 sqm of graffiti through 254 jobs (39 CARs & 215 Proactive). To the end of the third quarter 4,428.5sqm of graffiti has been removed.	Environment & Waste	

Outcome 4: A City rich in local employment and education opportunities**Objective 4.1: A diverse economy that fosters business growth, encourages new investment and leads and responds to change****Strategies:**

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

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Progress Comments	Service Unit	Timeline
70	4.1.1	Commence the 2021 annual Business Excellence Awards program.	●	The Awards are progressing on track and are now being actively promoted. Revised categories have been developed and sponsors secured for all categories.	Engagement & Advocacy	
71	4.1.2	Run Season Three of the Hot House Program	●	The Hot House program is nearing completion. A final pitch night is planned for 27 April to complete the program.	Engagement & Advocacy	
72	4.1.3	Provide a range of opportunities for all businesses to be able to engage with Council to inform it of their needs	●	The Venture Melton Business Network has more than 1,100 members that have access to a range of networking and support opportunities. The first in-person networking event has held in February with more than 70 members in attendance. A revised membership program will be launched at the May network meeting, offering new support services including digital marketing, business and financial planning and human resources support.	Engagement & Advocacy	
73	4.1.3	Five key precincts targeted through Place Engagement and Activation program.	✓	All business precincts have been targeted through our Outdoor Dining program. Melton South and Scott Street along with Melton Town Centre have received State Government funding through the Office for Suburban Development. This has seen extensive engagement occur with a number of projects and improvements to be rolled out.	Engagement & Advocacy	
74	4.1.3	Investigate the potential for planning permit applications for business uses to be expedited to minimise delays in the assessment period	●	Council has been proactive in assigning a senior planner to project manage and expedite approval for planning permit applications for significant industrial developments within the Horizon Industrial Estate and the Melbourne Business Park.	Planning Services	

75	4.1.4	Implement a new marketing plan to the local business community including evolving dedicated website for Venture Melton Business Network, a dedicated electronic newsletter to local businesses and growing the Venture Melton Facebook Group.	✓	A new marketing plan has been developed and a member website established. Weekly electronic newsletters to members and the broader business community have been implemented. Social media channels are active and have been integrated into the strategy.	Engagement & Advocacy	
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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 ♥

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Progress Comments	Service Unit	Timeline
76	4.2.1	Identify opportunities and deliver programs to support the creation of local job pathways	●	Council worked in partnership with Lend Lease to identify a new operator for the Atherstone Exchange. Following a competitive process Matchworks has been appointed to run the exchange with enhanced operating hours and capacity (now 5 days a week with 1.5 EFT) to provide employment services with a focus on the Atherstone Estate. Council has been successful in receiving funding for two job advocates to assist in linking local job seekers to local employment.	Engagement & Advocacy	
77	4.2.2	Finalise and launch the Investment Attraction Strategy and present strategy and opportunities to government and industry stakeholders ♥	●	The Strategy is finalised with a campaign developed and marketing material being produced. To be implemented in fourth quarter.	Engagement & Advocacy	Mar-21
78	4.2.3	Advocate for improved public transport networks to relevant departments and elected representatives and include priorities in State Budget submission ♥	●	Included in the 2021/2022 State Budget Submission and meeting request to the Minister for Public Transport.	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	Year to Date Progress Comments	Service Unit	Timeline
79	4.3.1	Implement marketing campaign aligned to Visitor Economy with integration to the Melton City Much More app and other Council channels.	●	Local businesses have been actively promoted through digital marketing channels.	Engagement & Advocacy	
80	4.3.1	Represent the interests of local operators through the Western Regional Tourism Board with minimum quarterly promotional presence through regional channels.	●	Cr Shannon is attending Board Meetings. A regional submission was lodged to the State Government outlining the impacts on the Visitor Economy for Melbourne's west, with a number of Council advocacy priorities included.	Engagement & Advocacy	
81	4.3.2	Develop and enact an engagement program with visitor economy operators	●	This action is on hold due to other priorities, particularly scoping projects and trader engagement for the \$2 million Melton Town Centre Revitalisation Program.	Engagement & Advocacy	
82	4.3.2	Provide minimum bi-monthly targeted Visitor Economy learning and support program through the Venture Melton Business Network.	●	This action is on hold due to other priorities, particularly scoping projects and trader engagement for the \$2 million Melton Town Centre Revitalisation Program.	Engagement & Advocacy	
83	4.3.3	In response to COVID-19 restrictions, determine an appropriate community event program aligned to government guidelines ♥	●	Due to COVID restrictions, Flavour Fest has been postponed to October - at which point we envisage there will be better uptake of the event as community anxiety around public events eases due to the roll out of the vaccine program. A series of smaller placemaking events is currently being planned (under COVIDSafe guidelines) to activate various town centres.	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	Year to Date Progress Comments	Service Unit	Timeline
84	4.4.1	Advocate for Primary and Secondary school provision ensuring Fact Sheets are updated and priorities are included in the State Budget submission.	●	Included in the 2021/2022 State Budget Submission	Engagement & Advocacy	
85	4.4.2	Meet regularly with tertiary providers and government representatives to lobby for tertiary education needs.	●	Included in the 2021/2022 State Budget Submission and the Minister has identified the need to develop a business case for the delivery of tertiary education. Awaiting budget announcements.	Engagement & Advocacy	
86	4.4.2	Ensure tertiary opportunities are included in Council's Investment Attraction Strategy.	●	Skills and training have been included in the investment Attraction strategy.	Engagement & Advocacy	
87	4.4.4	Establish a youth traineeship program at Council ♥	✓	A traineeship program has been established in partnership with AFL Sports Ready. 3 Trainees have commenced within Council.	People & Culture	Jan-21

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	Year to Date Progress Comments	Service Unit	Timeline
88	4.5.2	Promote awareness of remote access to library resources through e-collections, with an aim to increase digital loans ♥	●	Loans of e-collections continue to rise. Borrowing statistics reflect an increase of 45% this quarter compared with the same time last year.	Libraries & Arts	
89	4.5.3	Deliver new Library Access Points at Aintree (Timbertop) and Fraser Rise Children's and Community Centres ♥	●	Library Access Points at Timbertop (Aintree) and Fraser Rise will be launched in the week beginning 12 April. Community events were held to promote the collections and remote access capabilities of the equipment.	Libraries & Arts	

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	Year to Date Progress Comments	Service Unit	Timeline
90	5.1.5	Implement the Communications Strategy	●	The Communications Strategy was presented to Executive in January and Councillors in March. A proposed resource plan to implement significant actions within the Communications Strategy will be presented to Executive in April. A number of smaller actions are now being implemented, including Mayor and Councillor videos, social media changes and quarterly reporting.	Engagement & Advocacy	

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

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

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Progress Comments	Service Unit	Timeline
91	5.2.2	Implement the 2020/21 actions from 'Healthier Choices', Melton City Council's 2018 - 2021 Workplace Health & Wellbeing (WHWB) Strategy ♥	●	For this quarter COVID is still impacting the delivery of programs. The group will assist Engineering to engage with employees regarding the Pedestrian and Cycling Plan. Flexible Work arrangements were discussed and how best to support staff as they transition back to the office. A WHWB Survey was shared with employees.	People & Culture	
92	5.2.2	Implement Year 2, of 2019 - 2022 Occupational Health and Safety Strategy ♥	●	Due Diligence and OHS Legislation training was delivered to leaders over 7 sessions. Slow progress is being made with Information Technology to roll out the QuickSafe Incident Injury Near Miss reporting system.	People & Culture	
93	5.2.5	A Talent Management Framework developed and implemented	●	Talent Management will be implemented as part of Council's Workforce Plan. The date in which this action will be implemented is still to be determined.	People & Culture	
94	5.2.5	Develop Service Unit Workforce Plans in accordance with statutory timelines	●	Council's Workforce Planning Model is currently being implemented. The Workforce Plan will be delivered within the Statutory timeframes.	People & Culture	
95	5.2.5	An "Unconscious Bias" development program delivered to recruiting managers followed by all staff.	●	The Unconscious Bias module has been developed and will be included in Council's Recruitment training program. An all staff rollout has been scheduled for May.	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	Year to Date Progress Comments	Service Unit	Timeline
96	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. Training for the newly elected Council, as required by the Local Government Act 2020, was delivered after the election. A number of Councillors also attended training provided by external organisations in the weeks after the election.	Legal & Governance	
97	5.3.3	Work with Brimbank Melton Integrated Family Services Alliance and the Department of Health and Human Services to implement Family Services Reform	●	The Alliance Executive is reviewing governance structure with recommendations to follow.	Community Care	
98	5.3.3	Actively participate in regional advocacy groups including Interface Councils, LEAD West and National Growth Areas Alliance.	●	Networks have been developed and meetings attended. The inclusion of the City of Melton into the North West Melbourne City Deal is reflective of these relationships.	Engagement & Advocacy	

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	Year to Date Progress Comments	Service Unit	Timeline
99	5.4.1	Develop the 2021-2025 Council and Wellbeing Plan in accordance with Statutory timelines	●	Work on the 2021-2025 Council & Wellbeing Plan is progressing well. As prescribed by the Local Government Act 2020, a number of engagements have been conducted over the past month with Councillors and staff leading to the development of a vision, mission, themes, objectives and strategies. These will be confirmed over the next couple of months. The Plan is on track to be presented to Council for adoption in line with the Local Government Act 2020 timelines.	Property & Projects	
100	5.4.1	Ensure Annual reporting of Essential Services maintenance for Council facilities referenced in the Victorian Building Regulations is completed.	●	Inspections are ongoing and being audited by Stacom	Operations	
101	5.4.1	Implement an inspection program of new developments to ensure compliance with planning permits	●	Inspection of new subdivisions is being carried out prior to issue of Statements of Compliance. Further work needs to be carried out to implement an inspection program for other types of developments.	Planning Services	
102	5.4.2	Deliver the annual community budget engagement sessions	✓	Community engagement process undertaken on January 28. Council has considered submissions and approved submissions have been incorporated into the draft budget. Responses are being prepared for submitters	Finance	Nov-20
103	5.4.3	Deliver on the implementation plan for any provisions of the Local Government Act 2019 that commence in 2020/21	●	Implementation of the provisions of the Local Government Act 2020 are on track with Tier 1 (proclamation date 6 April 2020), Tier 2 (proclamation date 1 May 2020) and Tier 3 (proclamation date 24 October 2020) requirements achieved in line with the implementation plan.	Legal & Governance	

104	5.4.3	Planning for the provision of funded 3 year old Kindergarten reform.	●	Registrations for 3 year old Kindergarten within the City of Melton opened on 24 March with applications coming in steadily.	Families & Children	
105	5.4.3	Prepare and lodge a formal submission for the 2021/22 State and Federal Budgets to seek investment in Melton's advocacy priorities	✓	The 2021/2022 State and Federal Budget Submissions have been completed and lodged	Engagement & Advocacy	
106	5.4.3	Enact an engagement program with local members and relevant State and Federal politicians to prosecute Council's advocacy priorities.	●	Regular meetings set up with local members	Engagement & Advocacy	
107	5.4.5	Continue the Customer Relationship Management project and implement Year 2 actions	●	Q3 update: *Total portal users: 11680 *Average new users per month: 800 *Average requests per day: 67 Customer online forms launched since last report: certificate of occupancy, property information request, notification of surveyor, FOI request. For all forms built in the Community Portal 69% of all requests received by Council are completed online. Improving customer request experience, reducing operational costs and driving operational efficiencies.	Engagement & Advocacy	