



Council Annual Action Plan Quarterly Progress Report Second quarter 2013/14 – 1 October to 31 December 2013

The 2013/14 Annual Action Plan demonstrates how Melton City Council's activities will deliver against the Melton City Council Plan objectives and strategies.

This report provides a quarterly update on the progressive achievement of the Council's 2013/14 Annual Action Plan.





Council's Annual Report, published annually, provides additional data including Council Plan strategic measures results, financial statements and capital works program.




The 2013/14 Annual Action Plan contains 135 actions. A summary of the status at the end of the 2013/14 financial year first quarter is as follows:

Status	Description	Symbol	Number of actions
Achieved	The Action is completed.	✓	17
On track	The Action is progressing on target to be achieved within the timeline.	●	101
Behind schedule	The Action has been delayed impacting on the current timeframe. An explanation of the cause and remedial action were appropriate is provided in the "comments" column with the revised due date.	●	17
Postponed	The Action has been deferred for the financial year due to circumstances outside Council's control. An explanation has been provided.	●	0
Total			135






Outcome 1: A clear vision to connect and develop a sustainable City


Objective 1.1: Strategically plan for a well designed and built City.				
Actions	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 1.1.1: Ensure appropriate land use planning for public infrastructure, non urban areas, urban development and community assets.				
1. Develop a Developer Contributions Policy.	✓	The Policy was adopted by Council at its Ordinary Meeting 17 December 2013.	Planning & Environment	30-Jun-14
2. Develop a Green Wedge Management Plan for the City's Northern Green Wedge.	●	Council was briefed on the 24 September 2013 on the Vision and Community Views Paper prior to it going out for consultation to key stakeholders and landowners in the green wedge north. The draft paper was made available on Council's <i>Have your Say</i> webpage for comments from the 21 October to 15 November 2013. A mail out to all landowners and stakeholders was undertaken on 17 and 18 October 2013. This included a project update bulletin and a letter advising of consultation sessions to be held on the 7 November 2013. Based on community feedback the Project Control Group are currently exploring ways to improve the consultation approach, including having separate sessions for each 'precinct' to allow the discussions to be focussed rather than inviting all Landowners to attend the same sessions.	Planning & Environment	30-Jun-14
Strategy 1.1.2: Create local identity and character through urban design and public art that creates local pride and improves the image and perception of the City.				
3. Develop Landscape Design Guidelines.	●	Consultation sessions ongoing.	Engineering	30-Jun-14
Strategy 1.1.3: Prepare structure plans and design guidelines that seek to revitalise established urban areas, commercial precincts and other key major development sites.				
4. Deliver Streetscape Improvement Program with the design of the McKenzie Street and Courthouse Plaza Precinct, Melton.	●	Tenders have been closed and are currently being assessed.	Engineering	30-Jun-14






5. Develop a Retail and Activity Areas Strategy.		Draft Strategy was released for public consultation on the 11 November 2013 and closed for comment on the 23 December 2013.	Planning & Environment	30-Jun-14
Strategy 1.1.4: Partner with stakeholders to take advantage of our local distinctiveness through the conservation, protection and enhancement of heritage features and places.				
6. Deliver the Heritage Strategy and Year One Action Plan.		The Strategy is available on Council's website and 400 hard copies have been printed.	Planning & Environment	30-Jun-14
Strategy 1.1.5: Improve growth in housing diversity and provision of affordable housing options including public, transitional and social housing for vulnerable residents.				
7. Develop a Housing Strategy.		Council briefed on Draft Strategy on 26 November prior to the document being released for comment. Draft Document out for public consultation until the 28 February 2014. (Advertised in local paper and on Council's 'Have Your Say' webpage). A mail out to all affected residents in the Municipality will occur in January 2014. Drop in consultation sessions have been organised for February 2014.	Planning & Environment	30-Jun-14
Strategy 1.1.6: Develop planning guidelines and collaborate with the Growth Areas Authority and land developers to facilitate improved integrated land use planning.				
8. Work with Metropolitan Planning Authority as the successor body to the Growth Areas Authority, to ensure the initiation of designated Precinct Structure Plans.		Preparation of Precinct Structure Plans is progressing with the Metropolitan Planning Authority, to prepare the Rockbank, Plumpton and Kororoit Precinct Structure Plans.	Planning & Environment	30-Jun-14

Objective 1.2: Build a sense of place through an engaging range of community facilities and shared open spaces.			
Actions	Status	Progress Comments	Responsible Service Unit Target Date
Strategy 1.2.1: Provide community access to services and opportunities for all to recreate, learn and socialise through the provision and maintenance of integrated and co-located assets and open space.			
9. Develop the City of Melton Open Space Strategy.		Draft Strategy presented to Council 17 December. Draft Strategy is out for 8 weeks consultation until early February 2014. Strategy available for via Council's 'Have Your Say' webpage.	Leisure and Facilities 31-Mar-14
10. Deliver the Design for the Clarkes Road Children's and Community Centre.	✓	Design completed. Construction programmed to commence from February 2014.	Capital Projects 31-Mar-14
11. Commence year one of the Arnolds Creek Recreation Reserve Sports Pavilion and Oval Project.	✓	The contract for ovals was awarded on the 27 August 2013 and construction has commenced. The senior oval will be sprung during December and the Junior oval will be sprung in January.	Capital Projects 30-Jun-14
Strategy 1.2.2: Practice a place based management approach to the planning, design, marketing, operation and maintenance of activity centres and community hubs.			
12. Implement and evaluate an integrated community service delivery model from the Melton Library and Learning Hub.		All tenants are now occupying the facility. The development of an integrated service delivery model will commence in February.	Learning Communities 30-Jun-14
Strategy 1.2.3: Improve our gateways and entry points, open spaces and streetscapes to enhance the presentation, local pride and accessible amenity for residents, businesses and visitors.			
13. Deliver the Annual Parks and Open Space Recurrent Works Program.		Annual tree planting and improvements program work commenced and well advanced. Balance of program is in procurement and early delivery stages.	Operations 30-Jun-14
Strategy 1.2.4: Prepare comprehensive feasibility studies, management plans and infrastructure plans to ensure the future provision of assets in line with			







community need and organisational capacity to deliver and manage.			
14. Complete the City's Parks and Reserves Review process.	✓	The Parks and Reserves Review Report was adopted at the 17 December Council meeting. Council resolved to include the Works Programme in Five Year Capital Works Plan.	Leisure and Facilities 31-Oct-13
15. Complete concept designs for annual Recreation Reserve Masterplan program.	●	The Melton South Masterplan was adopted by Council 17 December 2013. The Draft Melton West Recreation Reserve Masterplan will be presented to Council for approval to consult March 2014.	Leisure and Facilities 31-Mar-14
Strategy 1.2.5 Deliver asset needs through the capital works program including Precinct Structure Plan priority projects, aligned with Council Plan outcomes:			
16. Deliver the 2013-14 Capital Works Program.	●	The Capital Works Program is currently progressing according to schedule. Variations to the program are regularly reported to the Capital Works Committee and Executive.	Capital Projects 30-Jun-14




Objective 1.3: Generate an innovative local economy that stimulates opportunities for investment, business and training.				
Actions	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 1.3.1: Provide support and opportunities for new and emerging business development, investment and diversity of job opportunities.				
17. Develop a business prospectus to highlight the opportunities and advantages of investing in the City of Melton.		Work has commenced on content and a graphic designer has been engaged to complete the project.	Economic Development & Advocacy	31-Mar-14
Strategy 1.3.2: Work with new and existing businesses to create local employment opportunities through the provision of training and support.				
18. Continue to expand the 'Work's 4 Me' employment and training initiative for people with disabilities.		<i>YouthNow has received funding from Australian Community and Education Board. Heads of Agency Agreement Memorandum of Understanding has been drafted and the evaluation of the pilot program has commenced.</i>	Learning Communities	30-Jun-14
19. Implement training and networking program for small businesses.		Seven training programs held. Programs covered topics such as Marketing and Finance, as well as a visit from the Mobile Business Centre. Satisfaction rating of participants was 82 %.	Economic Development & Advocacy	30-Jun-14
Strategy 1.3.3: Initiate, support and promote programs to improve links between higher education and vocational training to local jobs.				
20. Implement the Annual Action Plan of the 2011-2014 Community Learning Plan.		13 projects commenced. Annual Progress Reporting commenced. Kindergarten Research Completed.	Learning Communities	30-Jun-14
Strategy 1.3.4: Develop and promote the Western Business Accelerator and Centre for Excellence (BACE) as a key attractor for new and emerging businesses in the Western Region.				
21. Finalise the design and commence capital works program for the Western Business Accelerator Centre of Excellence.		Design phase complete. Head Contractor awarded by Council on October 2013. Capital Works program commenced in November 2013. Tenants survey to be undertaken next quarter.	Economic Development & Advocacy	30-Jun-14
Strategy 1.3.5: Promote opportunities from the rollout of the National Broadband Network (NBN) across the City to enhance web connectivity for				

businesses.			
22. Develop a project scoping paper for the development of an E-Commerce Strategy.		Background research has commenced. Meetings with the National Broadband Network have commenced.	Economic Development & Advocacy 31-Dec-14
Strategy 1.3.6: Support marketing initiatives that generate economic activity, attract visitors and builds the value, identity and reputation of Melton City and Melbourne's West as a place to visit.			
23. Deliver the City of Melton's Economic Development and Tourism Strategy 2014-2030.	✓	The Strategy was adopted by Council on 12 November 2013. Implementation of strategy has commenced.	Economic Development & Advocacy 31-Mar-14






Objective 1.4: Value and protect the natural environment for future generations.				
Actions	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 1.4.1: Lead by example through innovative and environmentally sensitive design and construction of Council assets.				
24. Develop a Water Sensitive Urban Design Policy.		Meeting scheduled with Melbourne Water and Office of Living Victoria in February 2014 (Delay due to availability of State Government staff).	Engineering	31-Dec-13
25. Reduce Greenhouse Gas Emissions by replacing inefficient street lighting with energy efficient lighting technology.		Funding has been received from the Federal Government through the Community Energy Efficiency Fund. Project plan prepared outlining all aspects of the program including street light replacement program. Awaiting final approval from Federal Government for project and implementation.	Planning & Environment	30-Jun-14
Strategy 1.4.2: Promote environmental outcomes in Council assets through innovative programs and management practices to reduce resource consumption including water, energy and non renewable resources.				
26. Develop a process to capture energy usage of designated civic buildings.		Project underway with tracking data tool obtained via AGL (Energy Supplier).	Leisure and Facilities	30-Jun-14
27. Implement Council's Greenhouse Action Plan.		Council report on the Greenhouse Action Plan second year update was presented to Council on 15 October 2013 for the 2012-13 Program. 35% of Action Plan items have been implemented. The Community Energy Efficiency Fund program will assist in implementing a range of Greenhouse Action Plan actions.	Planning & Environment	30-Jun-14
Strategy 1.4.3: Minimise waste through reduction, reuse and recycling of waste products.				
28. Deliver "It Starts with Zero" Waste Management Strategy Annual Action Plan.		<ul style="list-style-type: none"> 360 litre recycling bin trial underway. Enhanced processing of clothing at Melton Resale Centre underway. Large waste skip at Melton Civic Centre replaced with the new service focussed on recycling. North West Organics Facility operational in December 2013. Trial recycling services to sporting clubs underway at Melton South Cricket Club. Development of litter education and prevention strategy underway. 	Operations	30-Jun-14

Strategy 1.4.4: Educate the community about the value of our natural environment and the benefits in adopting sustainable practices in their daily lives.			
29. Deliver the Sustainable Environment Education Program from the Melton Library and Learning Hub.	✓	Program developed, including lesson plans and resource sheets, and delivered to 30 primary classes (648 students), from prep to grade 6.	Learning Communities 01-Dec-13
Strategy 1.4.5 Support community involvement in local area conservation and environmental protection projects.			
30. Support community to promote, enhance, conserve and protect local environments.	●	A number of programs being implemented across Environmental Services to implement these actions. Survey's being provided for education to obtain client satisfaction levels. A number of community days are occurring with friends groups.	Planning & Environment 30-Jun-14
Strategy 1.4.6: Engage land owners to improve the productivity and appearance of our rural landscape and waterways to enhance local pride and the reputation of our City.			
31. Deliver Council's Environmental Enhancement Policy to encourage pest and weed control on private rural land.	●	The review of the Environmental Enhancement Policy now includes land in approved Precinct Structure Plan area. The program requires landowners to submit relevant forms by 30 September 2013 and new Precinct Structure Plan properties by 30 November 2013. Seasonal changes provide variation each year to the implementation of the Environmental Enhancement Policy with different weather conditions impacting implementation.	Planning & Environment 30-Mar-14

Objective 1.5: Support a transport system that connects and moves our community.				
Actions	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 1.5.1: Advocate for the early delivery of Principal Public Transport Networks and associated infrastructure to increase accessibility and safety in partnership with other levels of government.				
32. Develop an Integrated Transport Strategy.		Brief has been finalised and was endorsed by Project Control Group The tender will open week commencing 27 January 2014.	Planning & Environment	30-Jun-14
33. Advocate for construction of Ravenhall Railway Station.		Council made two face-to-face representations directly on this matter; two inclusions in budget submissions, a budget press release, and five inclusions in broader letters to politicians. Direct advocacy to local members, and through letters to Minister and via budget submissions of Leadwest and Interface Councils. No funding announcement from State Government.	Office of CEO	30-Jun-14
Strategy 1.5.2: Partner to deliver and maintain an integrated road network in new and existing communities.				
34. Review Road Asset Management Plan.		Plan in draft form and being reviewed by Asset Management Working Group.	Engineering	31-Mar-14
35. Deliver Traffic and Parking Management Plans.		Diggers Rest Local Area Traffic Management Study in final draft. Scheduled for adoption at the 4 February 2014 Council Meeting.	Engineering	31-Jan-14
Strategy 1.5.3: Advocate to government for the early delivery of arterial road infrastructure and to improve the connectivity of bus routes to meet activity hubs, train services and new stations.				
36. Complete Toolern Train Station Feasibility and Business case.		Phase 1 & 2 reports completed November 2013. Presentation to Metropolitan Planning Authority December 2013. Growth Areas Infrastructure Charge Works In Kind business case under development as at December 2013.	Economic Development & Advocacy	31-Mar-14
Strategy 1.5.4: Support the creation of a connected and active community through the design and delivery of walking and cycling networks				
37. Deliver shared path and footpath construction program.		Design work is currently progressing. Works will be tendered in packages and constructed from November 2013 to June 2014.	Capital Projects	30-Jun-14





Strategy 1.5.5 Advocate for duplication and electrification of the Melbourne line to Melton and greater frequency of train services connecting the city with other destinations.			
38. Develop Advocacy Plan for duplication and electrification of Melton to Melbourne rail line.		The finalisation of the Business Case will then lead to the development of the Advocacy Plan.	Economic Development & Advocacy 30-Jun-14
Strategy 1.5.6: Work with the community and partners to provide flexible and sustainable alternate transport options to private vehicle ownership.			
39. Deliver Council's Transport Access Plan.		Document at full draft. Directions and activities have been reflected into the 2013/17 Municipal Public Health & Wellbeing Plan to address active and sustainable transport. Document is an evidence base and support document to Council's Integrated Transport Strategy. Consequently the Transport Access Plan will be presented to Council at initial briefings of the Integrated Transport Strategy.	Community Planning 31-Oct-13
Strategy 1.5.7: Improve community access to services in areas of high transport disadvantage through a shared-service model of transport assets and outreach services.			
40. Administer Council's Community Bus Service.		The Community Bus service provided 207 hours to Community Groups this quarter. The service was utilised by 12 community groups.	Community Care and Inclusion 30-Jun-14





Outcome 2: Operating with innovation, transparency, accountability and sustainability





Objective 2.1: Build community trust through socially responsible governance for long term sustainability.				
Actions	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 2.1.1: Practice a strategic evidence based policy approach to guide Council's decision making.				
41. Develop Long Term Asset Management Plans for buildings, open space and drainage.		Plans in draft form and currently being reviewed by Asset Managers. Engaged consultant to conduct Asset Condition Audits, due to be completed during March 2014.	Engineering	30-Jun-14
Strategy 2.1.2: Align planning, resources and reporting through the delivery of Council's Integrated Planning Framework and Corporate Performance Management System.				
42. Develop Corporate Performance Strategy to guide Councils Performance reporting and management.		A series of workshops with Corporate Performance Management Group and subject experts has resulted in the framework for the strategy being agreed and a timelines for business planning and budgeting being introduced. Priority management of the introduction of a new Corporate Integrated Business Planning System has postponed completion date to 30 June 2013.	Community Planning	30-Nov-13
Strategy 2.1.3: Ensure Council's long term sustainability through responsible financial management.				
43. Develop a Long-term Financial Plan.		Planning process commenced as part of the Integrated Planning Framework with the Corporate Performance Management Reference Group.	Finance	30-Jun-14
Strategy 2.1.4: Continually review and improve management systems, structures and processes to ensure they are aligned, efficient and effective.				
44. Facilitate the Emergency Preparedness process with Council and external staff working at integrated Children's Service Centres.		Meetings held with all integrated facility users on 9 and 16 October 2013. Meetings have occurred with all Council and external staff and emergency plans have been developed (12 emergency plans developed for integrated centres).	Children's services	01-Jun-14
45. Manage the organisations Information Technology related business improvement projects.		<ul style="list-style-type: none"> Public Access Computers Internet Filtering Project and business planning system business case were approved. 	Information Services	30-Jun-14





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		<ul style="list-style-type: none"> Dragon Dictation Software, Service Dashboards, Invoice Scanning and Information Management scanning project business cases commenced. Public Access Computers Internet Filtering and Business Planning system projects commenced with approval <p>Other projects underway include:</p> <ul style="list-style-type: none"> Electronic Redemption of Melton Recycle Facility; Dragon Extension; Service Planning & Dashboards; Public Internet Access Computer Content Filtering; Business Planning System; Information Management Scanning Project and Secure Day Care Portal 		
46. Implement the Enterprise Content Management Strategy.		Projects currently within initiation phase. Yet to commence.	Information Services	30-Jun-14
47. Implement key Information Technology infrastructure improvement initiatives.		New Network Site to Site Data Communication Network Topology Project commenced. Cloud Adoption Strategy detailed design completed. Network Topology Project placed on hold due to the need to plan and relocate the backup tape system from the Operation Centre to Caroline Springs to enable this project to continue. Completion date for project changed to 31 December 2014.	Information Services	30-Jun-14
Strategy 2.1.5: Support transparency through public access to relevant information, decision making and strategic documents.				
48. Establish a Rating Reference Group with external memberships to provide advice to Council on future rating strategy.		Terms of Reference approved by Council on 17 September 2013. Nominations received and all categories have been filled. First meeting scheduled late January.	Finance	31-Mar-14
49. Provide Council Meeting Agendas and Minutes via Councils website.		Meeting Agendas and Minutes for all Council meeting have been uploaded within seven days.	Customer Engagement	30-Jun-14






Objective 2.2: Provide levels of service that balance community need with organisational capacity.				
Actions	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 2.2.1: Undertake reviews to determine types and levels of service and assets provided by Council, aligned with community need, to continuously improve service quality.				
50. Develop a Service Review Evaluation Framework.		Evaluation of management review frameworks have been undertaken to establish a preferred methodology. Further work is required to finalise the detail contained within the framework including the importance of standardised procedures, the establishment of measures and realistic achievable targets.	General Manager Corporate Services	28-Feb-14
51. Deliver the Customer Service Culture Development Program.		New Customer Service Charter, Complaint Handling Policy and Procedures have been developed. Organisation-wide customer service training has been developed, and will be rolled out across 28 sessions in January 2014.	Customer Engagement	30-Jun-14
Strategy 2.2.2: Implement a strategic evidence based approach for the provision, management and maintenance of civic and community assets to ensure sustainable Council operations and equitable community access.				
52. Evaluate and promote operations and access to Council's managed Leisure Centres.		Occupancy rate for quarter at 89% above target of 85%, through 88 user groups.	Leisure and Facilities	30-Jun-14
Strategy 2.2.3: Provide facilities and services in an effective and cost-efficient manner through a range of public and private partnerships.				
53. Commence the 2013 - 2014 Atherstone Joint Venture infrastructure project program.		Completed planning and designs for three key infrastructure Bridge Road Sports Precinct Masterplan; Bridge Road Community Hub planning & designs, ready for tender; Western BACE site preparation and servicing.	Economic Development & Advocacy	30-Jun-14
Strategy 2.2.4 Engage with land developers in the design of open spaces and infrastructure that ensures the delivery of an accepted standard of asset.				
Nil reporting action 2013/14				

Objective 2.3: Facilitate community engagement in planning and decision making.				
Actions	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 2.3.1: Provide information about Council services and associated activities through a range of communication tools.				
54. Increase local engagement of Council's Library Services through introduction of new Social Media tools.		Social Media Working Party has been formed and has had two meetings to date. Terms of Reference completed and Business Case under development for submission to Communications for comment by 1 February 2014.	Learning Communities	30-Jun-14
Strategy 2.3.2: Encourage involvement, planning and decision making through Council's Community Engagement Framework.				
55. Develop a Community Engagement Framework.		The final draft of the Community Engagement Policy and Framework were approved by the Community Engagement Advisory Committee. Presentation of Framework to Council for adoption has been deferred pending finalisation of Community Engagement Guidelines. Development of Guidelines will enable a complete package of direction, supports, strategy and implementation procedures for Councillors, staff and community. Deferred due date 30 June 2014.	Community Planning	30-Nov-13
56. Conduct Householder Customer Satisfaction Survey to gauge the level of community satisfaction with Council services.		Community Engagement Advisory Committee commenced discussions on format of Survey. Review of all proposed community engagements has been completed for 2014 to assist refining scope of household survey.	Community Planning	30-Jun-14
Strategy 2.3.3: Provide the community with balanced and objective information, to assist them in understanding Council's direction and decisions.				
57. Provide timely media release to explain and inform of Council's decisions.		This quarter Council produced 84 media releases resulting in 80 media release mentions. On average three media releases per week are sent out to local and metro media. Weekly photo opportunities are offered to local media.	Customer Engagement	30-Jun-14

Objective 2.4: Invest into a skilled, motivated, aligned and performing workforce.				
Actions	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 2.4.1: Develop the skills and knowledge of Councillors and employees to grow capacity and optimum performance.				
58. Deliver Corporate Training Program.		<ul style="list-style-type: none"> Corporate Training Calendar implemented. 17 Workshops conducted with 117 attendees. 45 training programs offered to staff; Currently averaging 8-10 staff per program. 	Organisational Development	30-Jun-14
Strategy 2.4.2: Through people leadership, drive accountability of strategic and operational commitments.				
59. Administer staff performance management system.		<ul style="list-style-type: none"> Continuing system enhancements. Monthly reporting to Managers; Quarterly update to Executive. 90% of permanent staff have completed an annual review within one month of their employee's anniversary date. 90% of permanent staff who have a performance plan set up in Performance Evaluation System (PES) within 10 days of signing off their previous year's performance plan. 90% of employees who have achieved a satisfactory or above level in their performance plans. 	Organisational Development	30-Jun-14
60. Develop Leadership Development Framework.		Framework endorsed by Executive Team 1 November 2013.	Organisational Development	30-Mar-14
Strategy 2.4.3: Generate a culture of learning and development that attracts and retains quality employees and delivers recognition programs to support innovation and motivate high performance.				
61. Develop Service Unit Workforce Plans.		Planning and Development in conjunction with Organisational development are piloting a workforce planning that will be rolled out across the organisation.	Organisational Development	30-Jun-14




Strategy 2.4.4: Empower and support our people to realise and achieve their potential through a talent management framework.			
62. Deliver a Succession and Talent Management Framework.		<p>Trial program with four service units underway.</p> <p>Due to reprioritisation of work, program will now be rolled out over the next 18 months and therefore the target date amended to 30 June 2015. This timeline is now in alignment with the People Strategy.</p>	Organisational Development 30-Jun-14
Strategy 2.4.5: Promote and support the health and well-being of our employees, Councillors, contractors and volunteers.			
63. Implement Health and Wellbeing Employee Strategy.		<p>Several Strategy development meetings conducted with the Reference Group. Progress made and follow up meeting scheduled for 4 February 2014 to continue drafting document.</p> <p>The major health and well being activity for 2014 will be Corporate Global Challenge to commence May. Three other activities have already commenced and will assess impacts over the coming months.</p>	Organisational Development 30-Sep-13
64. Implement the annual actions of the 2013-16 Occupational Health and Strategy.		<ul style="list-style-type: none"> Working Alone working group meeting and developing new policy. Consultant engaged to review Council's OHS management system. New injury classification system being trialled. New training offered in contractor management. <p>This quarter one near miss and 26 injuries reported; and there was a 95% conformance with Council's OHS management system.</p>	Organisational Development 30-Jun-14







Objective 2.5: Advocate in the best interests of our community and region.				
Actions	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 2.5.1: Invest in relationships and alliances with influential people and organisations for improved community outcomes.				
Nil reporting action 2013/14				
Strategy 2.5.2: Develop and implement an advocacy framework, advocacy strategies, associated campaigns and reporting on outcomes.				
65. Develop Advocacy Strategy.		Framework at draft phase. Project timelines adjusted with a refined focus and project lead change given the development of a new Economic Development & Advocacy Team during November 2013. Council briefing scheduled for February 2014. This project will be delivered by 30 June 2014.	Business Development & Advocacy	31-Oct-13
Strategy 2.5.3: Build on a coordinated approach to securing other Government sources of funding that will support Council's capacity to deliver community infrastructure, planning and development opportunities and programs.				
66. Deliver the Grant Seeking Project Report.		Background paper in final stages of completion. First draft of policy commenced, with consultation forum with industry proposed for February 2014. Components of grant seeking process have been integrated into Council's new Business Planning System and consideration being made of relationship with developing Project Management Framework. Executive report anticipated 30 March 2014.	Community Planning	30-Jun-14
Strategy 2.5.4: Engage government to obtain a timely share of funding to resource the complex and growing need for growth services and new infrastructure.				
67. Advocate for additional Home and Community Care (HACC) funding.		North and West Metropolitan Regional, Home and Community Care sector consultations sessions that informed funding organisations that the funding allocations have not to be determined for Local Government Areas.	Community Care and Inclusion	30-Jun-14






Objective 2.6: Ensure timely compliance with statutory and regulatory obligations.				
Actions	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 2.6.1: Update documents, local laws, practices and tools in accordance with legislation and best practice in delivering corporate and community services.				
68. Review the Melton Parking Management Strategy.		Discussions underway with potential supplier. Awaiting further documentation and projected costing implications as part of review. It is anticipated that information will be received during the third quarter and reported to Council in last quarter of financial year (by 30 June 2014).	Compliance	31-Dec-13
69. Update the General Local Law.		The General Local Laws of several municipalities have been reviewed. Yet to be project planned. Delivery of planning framework expected 31 March 2014.	Customer Engagement	30-Jun-14
Strategy 2.6.2: Implement and monitor regulatory inspections to ensure industry compliance and public health and safety.				
70. Implement Compliance enforcement service to ensure a safer community.		Building Services Coordinator has now been appointed to the Building department to keep abreast of statutory duties pending the appointment of permanent staff. Backfill staff are also being utilised in Local laws to cover absences of permanent staff with obligations of the service unit being met within the limits of resource available. This quarter the service delivered 9500 of law enforcement hours delivered to the community and registered 1100 number of pets.	Compliance	30-Jun-14
Strategy 2.6.3: Ensure procurement processes and external service contracts and projects are managed with probity to comply with legislative requirements and best practice performance standards.				
71. Review of Council's Procurement Policy and Procedures.		Draft Policy and procedures endorsed by Executive in October and are scheduled for the February 2014 Audit Committee Agenda for endorsement.	Finance	30-Jun-14
72. Commence the development and implementation of a Corporate Program and Project Management Framework.		The Enterprise Project Management Coordinator position has been appointed. The Project Control Group and Project Working Group have been formed and work has commenced on developing the Corporate Program and Project Management Framework. Information sessions attended by 200+ staff.	Capital Projects	30-Jun-14


Strategy 2.6.4: Develop and maintain Council's emergency and disaster management planning, prevention, response and recovery capacity.				
73. Deliver annual review of Neighbourhood Safer Places Plan.	✓	Review of current Neighbourhood Safer Places Plan completed by Country Fire Authority (CFA). Municipal Emergency Management Planning Committee advised at the August meeting that the current Neighbourhood Safer Places Plan is to be retained in accordance with CFA assessment. Annual review process completed and Neighbourhood Safer Places Plan register updated to reflect current status.	Operations	01-Oct-13
74. Review the Municipal Emergency Management Plan.	●	Review process commenced and on track. Exercise Derrimut undertaken in October 2013 and learning's being applied to plans. The review is currently focussed on the Recovery component of the plan following completion of Exercise Derrimut in October.	Operations	30-Jun-14
75. Test, review and evaluate Council's Business Continuity Plan.	●	Corporate Business Continuity Plan, Critical Incident Management Plan, Operations and Emergency Management plans tested on 16 December 2013 via a joint exercise. Planning, Children Services and Organisational Development Business Continuity Plans tested, evaluated and refined. Enhancements to the Critical Incident Management Plan have been identified following completion of Exercise "Shake Up" on the 16 December 2013 and being implemented.	Operations	30-Jun-14
Strategy 2.6.5: Build community resilience to emergency or disaster situations through education, programs and access to the right information.				
Nil reporting action 2013/14				






Outcome 3: A culturally rich, active, safe and connected City.




Objective 3.1: Provide an accessible range of services for all including children, young people, families and older adults.				
Actions	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 3.1.1: Plan and coordinate appropriate and affordable services for our growing population.				
76. Develop the Municipal Early Years Plan 2014-2017.		The draft Plan 2014-2017 was been approved by the Early Years Partnership committee and the project Reference Group. Council was briefed on the draft Municipal Early Years Plan 2014-2017 on the 26 November 2013. Community consultation will be undertaken with the community during January and February 2014.	Children's services	31-Mar-14
77. Develop the Disability Action Plan 2013-2017.	✓	The Disability Action Plan was adopted by Council on 15 October 2013 and launched on 5 December 2013. 100 people attended the Launch. The Launch was mentioned in State Parliament on 9 December. The Plan is available in hard copy and on Council's website.	Community Care and Inclusion	31-Dec-13
78. Develop the Youth Strategy for 2014-2019.		Consultation was undertaken during the Djerriwarrh Festival, and will also take place at Summersault Festival, and meetings of the Junior Council and the Youth Advisory Committee. A draft Briefing Paper is ready to be presented to Executive prior to seeking Council input.	Family, Youth & Housing	30-May-14
Strategy 3.1.2: Provide targeted support and assistance to disadvantaged, at-risk and vulnerable residents.				
79. Deliver a range of youth programs and services from Melton and Taylors Hill Youth Centres.		23 programs were delivered across Melton and Taylors Hill Youth Centres during the second quarter. A further eight programs were delivered off site.	Family, Youth & Housing	30-Jun-14


Strategy 3.1.3: Support the attraction of required Community Service Organisations to our City and pursue stakeholder partnerships to ensure an integrated approach to quality community services.			
80. Develop a Community Service Organisation Attraction Strategy.		Continued progression of project plan. Survey of service providers to ascertain barriers and challenges for service provision in the City being undertaken. Collegiate liaison and support occurring with other interface and western region Councils to share and support.	Community Planning 30-Apr-14
Strategy 3.1.4: Identify opportunities to celebrate the diversity of children, young people and families and establish settings to support the intellectual, social and emotional encouragement of children and young people.			
81. Provide a family support group for grandparents who are raising their grand children.		Three meetings held during the quarter with 58 attendances by 14 families.	Family, Youth & Housing 30-Jun-14
82. Implement the Melton City Junior Council.		Three meetings of the Junior Council held with 11 participants engaged in program. Council were briefed on progress at in December.	Family, Youth & Housing 30-Jun-14
83. Develop a Child Friendly Principles Checklist for use by Council business units.		The required research and feedback for the development of the Child Friendly Checklist has been completed as part of the development of the Municipal Early Years Plan 2014-2017.	Children's services 30-Jun-14
Strategy 3.1.5: Provide environments and services that encourage independent ageing in the community and at home.			
84. Deliver Home and Community Care (HACC) service.		The number of hours the HACC team delivered this quarter was: <ul style="list-style-type: none"> • 4,665, domestic assistance hours; • 2,569 personal care hours; • 1,946 respite care hours; and • 638 property maintenance hours delivered. Budget on target for second quarter.	Community Care and Inclusion 30-Jun-14
Strategy 3.1.6: Support the capacity of the local community to plan for and increase participation of people with a disability and their carers.			
85. Provide respite care at MELBACC House for frail aged and people with a disability.		MELBACC House provided 801 hours of frail aged respite hours and 5516 hours of disability respite hours.	Community Care and Inclusion 30-Jun-14




Objective 3.2: Build resilient people and communities through opportunities to participate in community life.				
Actions	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 3.2.1: Facilitate partnerships between relevant stakeholders to build and strengthen the community's capacity to formulate their own solutions to issues.				
86. Deliver counselling service to individuals and families.		<ul style="list-style-type: none"> 56 appointments provided per month. 3 cases successfully closed in quarter. Average case load per month is 36 clients. Program on budget. 	Family, Youth & Housing	30-Jun-14
Strategy 3.2.2: Enhance the capacity of local residents through programs that develop and promote local leadership and community participation pathways.				
87. Develop a Community Leadership Development Plan (including volunteer resource initiatives).		Development Plan on track for completion in March 2014. Two community grants workshops conducted and five community groups supported to attend the Volunteering in the West Conference.	Community Planning	31-Mar-14
Strategy 3.2.3: Develop relationships that combine resources to support and promote the role of local community groups and volunteers.				
88. Coordinate Council's Community Care and Inclusion volunteer program.		The program recruited one new volunteer, had 44 active volunteers and delivered 2442 volunteer service hours this quarter.	Community Care and Inclusion	30-Jun-14
89. Deliver a Family Services Hardship Support Service providing emergency financial relief to vulnerable residents.		36 standard appointment opportunities provided across Melton, Taylors Hill and Caroline Springs per week with 35 being utilised by clients. An additional 20 drop-in consultations were provided each week in the month of December. \$107,634 total distributed (43.5% of funds distributed for quarter).	Family, Youth & Housing	30-Jun-14
Strategy 3.2.4: Provide intervention, support, education and professional development opportunities for individuals, families, groups and networks to build capacity, sustainability and self-reliance.				
90. Deliver the Private Rental Access Program supporting residents at risk of homelessness to find affordable accommodation.		<ul style="list-style-type: none"> Average 17 referrals per month. Program budget on track. Average 10 client cases closed per month. 	Family, Youth & Housing	30-Jun-14


Strategy 3.2.5: Facilitate new community development programs and groups that support community capacity building.			
91. Administer Council's Community Grant Funding Programs.		<p>Harness Racing Victoria Grants Program and Collingwood Community Benefit Program successfully administered with all funds allocated to community groups.</p> <p>Allocated grants continued through Monthly Responsive Program and Community Contribution and Resident Achievement categories. 38 applications were received.</p> <ul style="list-style-type: none"> • Monthly Responsive Grants – \$32,800 awarded (9 applications) • Harness Racing Victoria - \$50,000 awarded (21 applications) • Community Benefit Program - \$22,403 awarded (8 applications). 	<p>Community Planning</p> <p>30-Jun-14</p>






Objective 3.3: Develop an environment that supports imagination, creative expression and engagement in cultural experiences.				
Actions	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 3.3.1: Plan and provide community and neighbourhood celebrations, events and programs that create a sense of pride in our community identity				
92. Deliver Australia Day event, Djerriwarth Festival and Summersault Festival.		Djerriwarth Festival was successfully delivered. Carols by Candlelight was successfully delivered. Balance of events on program are currently in planning stage to be delivered 26 January and 22 February respectively.	Customer Engagement	30-Jun-14
Strategy 3.3.2: Encourage awareness of the diversity and value of arts and culture experiences.				
93. Support community awareness and acceptance of the role and value of arts through the 2013-14 PopCulture Program.		Three events have been delivered with another six planned for delivery. Community satisfaction rating to date is 85%. Coming up: Two Outdoor movie screenings, Omar Dean musician, Busker performance, two Children's movie nights screenings.	Customer Engagement	30-Jun-14
Strategy 3.3.3: Promote and assist access to existing and future local arts and cultural program spaces.				
94. Identify community assets (facilities and open spaces) that can be targeted for increased arts and culture programming.		Report has been prepared for submission to Executive.	Customer Engagement	31-Dec-13
Strategy 3.3.4: Create opportunities for the community to develop their creativity and experience the artistic work of others.				
95. Deliver Council's Arts Program.		Programs currently being delivered include Drama Classes, Recycled Fashion, Djerriwarth Festival Ephemeral Public Art, Summersault Ephemeral Public Art, Fabric Workshop. First meeting of the Arts and Culture Advisory Committee is scheduled to meet Wednesday 29 January 2014.	Customer Engagement	30-Jun-14
Strategy 3.3.5: Develop the potential of existing and emerging artists through development pathways for children, young people and aspiring artists.				
96. Deliver the Artist in Residence Program.		Recycled fashion, wearable art workshops were delivered by Artists-in-residence Janine Hilder & Catherine Woodger from Mac's Cottage over five weeks.	Customer Engagement	30-Jun-14



Objective 3.4: Provide lifelong learning opportunities to build social connections and self development.				
Actions	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 3.4.1 Facilitate flexible lifelong learning opportunities through Neighbourhood Houses, community facilities, library services and the attraction of training providers.				
97. Deliver Neighbourhood House programs.		76 programs delivered across Council's Neighbourhood Houses. 1027 participants enrolled in programs this quarter. Attendance levels remained consistent with introduction of new programs such as 'First Aid for Kids' (fully subscribed). Participant evaluations completed for all programs delivered in second quarter with positive feedback received. Further developed partnership with Djeriwarth Community Education Services to deliver additional two accredited courses in the Eastern Corridor - English as a Second Language and Certificate 3 in Home and Community Care and Aged Care.	Community Planning	30-Jun-14
Strategy 3.4.2: Partner with community organisations to deliver pathways from learning programs or formal education to employment for disadvantaged, at-risk or vulnerable residents..				
98. Deliver new learning courses in partnership with external education providers from the Melton Library and Learning Hub.		University of Ballarat (Federation University) have classes in Bachelor of Information & Technology; Diploma of Childcare and Bachelor of Arts for Semesters 1 & 2, 2014 (20+ hours of class time per term hours per week).	Learning Communities	30-Jun-14
Strategy 3.4.3: Support the provision of a diverse and current range of reading and learning materials, reflecting our changing demographics.				
99. Provide reading and learning resources to the community in a variety of formats including collection services and virtual services.		E-books, e-audio, large format print books, magazines, periodicals, Cultural and Linguistically Diverse (CALD) materials, online databases, special needs publications and a wide range of books available in collection. Internet enabled public computers and wifi also provided. Statistics for this quarter are: <ul style="list-style-type: none"> • 284,447 (physical) visits to Caroline Springs and Melton Library's • 359,819 of loans 	Learning Communities	30-Jun-14

		<ul style="list-style-type: none"> • 31% of eligible population who are library members • 58 of clients satisfied with Library Services • 60% of collection items published in last 5 years. 		
Strategy 3.4.4: Create a learning culture in the City through early engagement with children, young people and families.				
100. Deliver library programs for young children.		Melton Library and Learning Hub is providing Storytime that is hosted twice a week and Babytime once a week; Caroline Springs Library Services is providing Storytime three times, Babytime twice per week.	Learning Communities	30-Jun-14

Objective 3.5: Build an inclusive community that embraces and values cultural diversity and celebrates our collective heritage.			
Actions	Status	Progress Comments	Responsible Service Unit Target Date
Strategy 3.5.1 Celebrate diversity and generate awareness, understanding and appreciation of indigenous and other diverse communities through support, information, activities and networks.			
101. Deliver the 2014 Harmony Week Program.		Planning underway with key partners and performers being secured.	Community Planning 30-Mar-14
102. Establish a Reconciliation Advisory Committee.	✓	Reconciliation Advisory Committee Terms of Reference endorsed by Council on 23 July 2013. Positions recruited with Council adopting membership at it 17 December Ordinary Meeting.	Community Planning 30-Aug-13
103. Deliver translated community safety brochures in community languages.	✓	Project finalised. Community Safety brochures developed and translated into Dinka, Vietnamese, Mandarin, Serbian and Spanish.	Community Planning 30-Sep-14
Strategy 3.5.2: Advocate to attract community service organisations that can coordinate service options for resident settlement and integration support.			
104. Attract and partner with culturally and linguistically diverse (CALD) community service providers.	✓	Successfully liaised and integrated VICSEG and New Hope to provide services as an ongoing tenant of the Melton Library and Learning Hub.	Community Planning 31-Dec-13
Strategy 3.5.3: Engage multicultural and faith leaders to enhance communication between cultural and linguistically diverse residents and community organisations.			
105. Investigate the feasibility of the development of a local interfaith network.		Formal commencement of the Melton Interfaith Network was established on 22 August 2013 with a Project Working Team established.	Community Planning 30-Mar-14
Strategy 3.5.4: Deliver programs and projects to increase community knowledge and appreciation of our collective heritage and development as a City.			
106. Commence Library digitisation of local history resources.		Family and Local History and Digital Content Technician commenced in September 2013. Equipment required has been purchased. Contact with relevant community groups has been initiated.	Learning Communities 30-Jun-14





107. Deliver a publication to celebrate the 150 years of history as a local government body.		Discussions with prospective authors have taken place. Quotes received decision about final format yet to be made.	Learning Communities	30-Jun-14
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Objective 3.6: Create a safer community through building a sense of belonging and community pride.				
Actions	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 3.6.1 Deliver community safety initiatives that connect community, increase participation, build capacity and address crime and graffiti prevention.				
108. Develop Council Graffiti Policy.		Draft Discussion Paper developed and accepted by Executive in October 2013. Council briefing scheduled for 8 April 2014.	Community Planning	30-Dec-13
Strategy 3.6.2: Through design, develop safe and welcoming public spaces that improve perceptions of safety, encourage crime prevention and provide opportunity for positive social engagement.				
109. Develop feasibility paper for the potential implementation of Closed Circuit Television at hotspot locations.		Working group formed to guide process of feasibility paper for Closed Circuit Television (CCTV) and potential consideration of Public Safety Infrastructure Grant application.	Community Planning	30-Mar-14
Strategy 3.6.3: Collaborate with stakeholders to reinforce positive attitudes and behaviours to improve road safety, reduce crime and antisocial behaviour, at identified high risk locations and amongst identified population groups.				
110. Deliver Road 2 Zero Action Plan.		Conducted Community Road Safety Forum on 30 October 2013.	Engineering	30-Jun-14
111. Implement the Community Safety Strategy.		Community Safety Day event held on 20 October. Planning commenced for two forums in April 2014 (one that is community issue based and the other consultation forum for the development of the new 2014-2018 Safety Strategy).	Community Planning	30-Jun-14
Strategy 3.6.4: Collaborate to plan and advocate for the required increase in enforcement services and the provision of greater Police and Protective Service Officers.				
112. Advocate to State government to increase law enforcement services.		Ongoing discussions occurring with Victoria Police.	Community Planning	30-Jun-14






Objective 3.7: Ensure our established and new communities are well connected and supported.				
Actions	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 3.7.1 Build cohesive communities through the connection and integration of established and new residential areas.				
113. Establish feasibility of a framework for small towns experiencing planned rapid growth.		Analysing research from Diggers Rest Community Needs Project to inform brief for Framework development. Staffing structure realignment of functions within Community Planning Service has resulted in project delivery date to be deferred.	Community Planning	30-Dec-13
Strategy 3.7.2: Undertake a coordinated approach to service access and the celebration of the identity of small townships and local neighbourhoods.				
114. Develop the Library Outreach Strategy to deliver services to local neighbourhoods and communities.		Strategy to be forwarded to Executive for comment and endorsement in February 2014.	Learning Communities	01-Sep-13




Outcome 4: A City of people leading healthy and happy lives.





Objective 4.1: Collaborate for an accessible, integrated and aligned health service system.			
Actions	Status	Progress Comments	Responsible Service Unit
Strategy 4.1.1 Collaborate with stakeholders to provide an integrated planning approach to health services delivery that responds to emerging public health and wellbeing needs.			
115. Develop the 2013-7 Municipal Public Health and Wellbeing Plan.	✓	The Plan was adopted by Council on 15 October 2013.	Community Planning
Strategy 4.1.2: Undertake assessment and gap analysis of existing health infrastructure and health service needs for current and future populations.			
116. Conduct Health Infrastructure Gap analysis in partnership with Djerriwarrh Health Service and Department of Health.	●	Community Health component completed November 2013. Broader Health Infrastructure Gap subject to Department of Transport, Planning and Local Infrastructure Grant application due January 2014.	Economic Development & Advocacy
Strategy 4.1.3 Plan, attract and advocate for primary health care and allied health service providers, aligned with evidence of need.			
Nil reporting action 2013/14			
Strategy 4.1.4: Partner to support an effective and accessible referral system to ensure timely and relevant access to community health services.			
Nil reporting action 2013/14			
Strategy 4.1.5: Advocate to government for the provision of a purpose built Community Health Centre, a Day Hospital / Day Procedure facility and 24 Hour General Public Hospital and associated services in the Melton Township.			
117. Develop Feasibility Study for redevelopment of Melton Community Health Centre.	●	Business Case developed through Departmental Working Group. Working Group actively pursuing State funding.	Office of CEO
118. Develop a General Hospital and Community Health Infrastructure Advocacy Plan.	●	Three meetings of the Hospital Advisory Committee have been held. Promotional actions to advocate for the establishment of a General Hospital are directed by this group. The committee has directed the development of a Strategic Municipal Health Needs Analysis Report to inform any next steps (Due April 2014).	Office of CEO

Objective 4.2: Address health inequalities in our community.				
Actions	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 4.2.1 Collaborate to deliver targeted health initiatives to address health inequalities.				
119. Collaborate with health service providers to provide access to services for young people.		Three health services co-locate staff at the youth centres: Orygen Youth Health (mental health), Djerriwarrh Health Services (adolescent counselling), and Gatehouse (sexual abuse counselling). Gatehouse increased the staffing commitment to four days per week during this quarter. Six support services hired the youth centres: MacKillop Family Services (youth disability [autism spectrum] group), Djerriwarrh Community and Education Services (vocational education), Melton South Community Centre (vocational education), Melton Uniting Church (South Sudanese community support). Two other support services have also utilised the facility - Australian Apprenticeships Access Program (vocational education) and the Cerebral Palsy Support Network - for (direct/peer support).	Family, Youth & Housing	30-Jun-14
Strategy 4.2.2: Work in partnership to increase the community's understanding of the impact of mental health issues.				
120. Advocate to government for provision of mental health services in the City.		No funding announcement from State Government. Strategic intent from service provider related to Community Health Centre redevelopment. Submission for "Headspace" in Melton lodged, but unsuccessful.	Office of CEO	30-Jun-14
Strategy 4.2.3				
121. Establish a Men's Shed at Morton Homestead, Taylors Hill.		Design is complete. Project is ready for tender.	Capital Projects	30-Jun-14
Strategy 4.2.4:				
122. Deliver a whole of organisation approach in community education through implementing the Take a Stand Preventing		Final Take a Stand training sessions were held in October 2013. 400 Council staff were trained.	Community Planning	31-Dec-13

Violence Against Women Program.				
Strategy 4.2.5:				
123. Facilitate the coordination of the Melfon Family Violence Network.		The third meeting was substituted for attendance and support of the Preventing Violence Against Women community breakfast.	Family, Youth & Housing	30-Jun-14

Objective 4.3: Encourage the community to be physically active and healthy.			
Actions	Status	Progress Comments	Responsible Service Unit
Strategy 4.3.1 Reduce the burden of chronic disease on our community through education that supports positive behaviour change in healthy lifestyles.			
124. Deliver the Healthy Communities Program.		95 programs delivered and 1382 residents are registered.	Community Planning
Strategy 4.3.2: Research barriers and enablers to regular planned and incidental physical activity and respond through affordable, sustained and accessible physical activity programs.			
125. Develop the Recreation and Facilities Strategy.		Final draft being prepared for presentation to Council March 2014 to seek approval to consult with the wider community.	Leisure and Facilities
Strategy 4.3.3 Undertake marketing activities to increase the levels of physical activity and access to recreation pursuits.			
Nil reporting action 2013/14			
Strategy 4.3.4: Educate community on the importance of healthy eating and support an increase in the accessibility of fresh nutritious food			
126. Develop a Food and Nutrition Policy.		First draft Policy and Guidelines complete, with consultation commencing.	Community Planning
Strategy 4.3.5: Encourage and facilitate sustained physical activity in our growth areas through implementing 'healthy by design principles'			
127. Develop Council's 'Hike and Bike' Strategy.		Draft in preparation. Delayed pending adoption of Open Space Strategy. Due date deferred to 30 October 2014.	Leisure and Facilities
Strategy 4.3.6: Implement prevention and intervention programs that improve the physical health of vulnerable community members and the developmental outcomes of children.			
128. Deliver 'It's Cool to Walk to School' Program.		VicHealth Walk to School Month in November. Set up Walk to School group at Parkwood Green Primary School. Completed 'Road Safety Around Schools' information sessions at five primary schools aimed at educating new prep parents.	Engineering
Strategy 4.3.7: Facilitate active lifestyles and community interaction through the provision of a range of local and regional level play spaces, sporting and leisure facilities.			

129. Develop Aquatic Strategy.		Presented to Council October 2013. Final draft being prepared prior to consultation. Report to Council March 2014; Due date deferred to 30 June 2014.	Leisure and Facilities	31-Dec-13
Strategy 4.3.8: Consult and empower children and young people to design a diverse range of play and recreation opportunities that provide education, sensory, accessible, experiential outcomes.				
130. Develop a Playspace Strategy.		Project Brief developed and approved. Project commencement delayed pending the adoption of Open Space Strategy. Due date deferred to 31 October 2014.	Leisure and Facilities	30-Jun-14
Strategy 4.3.9: Deliver immunisation programs against preventable disease to infants and children, including vaccinations and health education programs.				
131. Deliver immunisation program to eligible children and adolescents.		All infant and secondary school children's immunisation sessions conducted as scheduled (75% of secondary school consent cards returned and 70% of eligible children in years 7 and 10 who are fully vaccinated). Department of Health statistics indicate that Melton is achieving an immunisation rate in excess of the State averages in the infant cohorts.	Compliance	30-Jun-14

Objective 4.4: Minimise social harms caused by gambling, tobacco, alcohol and other drugs.			
Actions	Status	Progress Comments	Responsible Service Unit
Strategy 4.4.1 Research current and future trends in social harms related to gambling, tobacco, alcohol and other drugs to inform the development of policy, plans, local laws and services.			
132. Develop the 2014-18 Gaming Strategy.		Background paper in final stages of completion. First draft of policy commenced, with consultation forum with industry proposed for February 2014.	Community Planning
Strategy 4.4.2: Undertake Social Impact Assessments on venue-based liquor licence and gaming applications to minimise impact on high risk areas.			
Nil reporting action 2013/14			
Strategy 4.4.3 Collaborate with service agencies, venues and local community groups to explore proactive approaches in preventing and reducing the harms associated with gambling, alcohol, tobacco and other drugs.			
133. Deliver the 'Active Plus' smoking cessation program.		Recruited 34 eligible residents. 15 residents withdrew before or during the first week. Anecdotally participants withdrew from program because they were not ready to quit smoking. Eight residents completed program and have reported reduced or ceased smoking and continue with sustainable exercise. Publication of at least two research papers pertaining to the findings of the study expected to be submitted 2014.	Community Planning
134. Deliver the Saturday Nights Live and Freeza youth drug and alcohol free events.		21 events provided in quarter. 328 attendances in quarter.	Family, Youth & Housing
Strategy 4.4.4: Work with the industry, venues and retailers to support awareness and lawful compliance concerning the sale and use of gaming, alcohol, tobacco and other drugs.			
135. Conduct annual sale of tobacco to minors testing program.		Tobacco test purchasing exercise was carried out in August 2013 in accordance with Council's agreement with the Municipal Association of Victoria. 16 premises where tested. No breaches reported.	Compliance