

2017/18 Council and Wellbeing Annual Action Plan



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. This report provides a detailed breakdown of all actions in Council's 2017/18 Annual Action Plan. The Action Plan contains 153 actions. Completion dates for all actions are 30 June 2018 unless shown specified differently

Status	Symbol	Number of Actions	% of Actions
Achieved The Action is completed.	✓	0	
On Track The action is on track and expected to be completed by the current timeline	●	0	
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	●	0	
Postponed The Action has been deferred for the financial year. An explanation is provided in the 'progress comments' column.	●	0	
Total		0	

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 ♥

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	Progress Comments	Service Unit	Timeline
1	1.1.1	Support the development of interfaith relationships and initiatives			Community Planning	
2	1.1.1	Deliver a publication to celebrate the 150 years of Library history as a local government body			Libraries	
3	1.1.2	Delivery of the Youth Advisory Council (YAC)			Recreation & Youth	
4	1.1.3	Deliver Harmony Day, Refugee Week and other cultural events throughout the year			Community Planning	
5	1.1.4	Deliver community development initiatives for residents in small townships and new developments			Community Planning	
6	1.1.4	Develop an 'All Life Stages Strategy' incorporating Ageing Well, Disability, Early Years and Youth			Community Planning	31-Dec-17
7	1.1.4	Deliver actions from the 'All Life Stages Strategy' relative to Ageing Well			Community Care	
8	1.1.4	Deliver actions from the 'All Life Stages Strategy' relative to Disability			Community Care	
9	1.1.4	Deliver actions from the 'All Life Stages Strategy' relative to Early Years			Families & Children	
10	1.1.4	Deliver actions from the 'All Life Stages Strategy' relative to Youth			Recreation & Youth	
11	1.1.4	Deliver children's events and activities that celebrate the diversity of children and families			Families & Children	

- Objective 1.2: A safe and equitable community**
- Strategies:**
- 1.2.1 Promote a sense of safety in all settings and among all people
 - 1.2.2 Advocate for increased police numbers including within the Family Violence Response Unit
 - 1.2.3 Support and promote safety and environment through education and the protection of the amenity of the municipality
 - 1.2.4 Contribute to a gender equitable community to prevent violence against women
 - 1.2.5 Torres Strait Islander communities and LGBTIQ people
 - 1.2.6 Enhance the capacity of communities experiencing challenges to develop effective solutions
 - 1.2.7 Provide, promote and support initiatives and programs that encourage people to build personal identity, wellbeing, confidence and a sense of belonging to the community

CP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
12	1.2.1	Develop the Safer City Plan			Community Planning	
13	1.2.1	Advocate to State Government regarding urgent need for increased police numbers			Engagement & Advocacy	
14	1.2.3	Continue to roll out the "Responsible Pet Ownership" program to the community			Compliance	
15	1.2.3	Continue to roll out a community education program for Domestic Swimming Pool Safety Barriers to the community			Compliance	
16	1.2.4	Develop the Preventing Violence Against Women Through Gender Equity Strategy (carry over)			Community Planning	
17	1.2.4	Provide MCH Family Violence support to identified women at risk			Families & Children	
18	1.2.5	Advocate and increase opportunities for marginalised community to access affordable and sustainable accommodation			Families & Children	
19	1.2.6	Facilitate African Communities Working Group			Community Planning	
20	1.2.6	Deliver projects to the community with the focus on preventing incidences of homelessness			Families & Children	
21	1.2.7	Deliver Seniors Festival Week activities			Community Care	
22	1.2.7	Deliver Citizenship Ceremonies for City of Melton residents			Legal & Governance	

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

Strategies:

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
23	1.3.1	Advocate for the provision of a purpose-built community health facility			Engagement & Advocacy	
24	1.3.1	Advocate to State government to promote improved health facilities including day procedure facility and general hospital			Engagement & Advocacy	
25	1.3.2	Develop Neighbourhood Centres Strategy (carry over)			Community Planning	
26	1.3.2	Develop and roll out a "School Crossing Education" program			Compliance	
27	1.3.2	Review Council's Playgroups Program (carry over)			Families & Children	
28	1.3.3	Support delivery of the Adolescent, Young Adult and Family Counselling services			Recreation & Youth	
29	1.3.3	Provide project management services for construction of Hope Street Youth Refuge			Capital Projects	
30	1.3.3	Advocate for aged and disability service providers to be locally based in the municipality			Community Care	
31	1.3.4	Identify service needs within the municipality			Community Planning	
32	1.3.5	Implement the Intercultural Action Plan 2017-2021			Community Planning	
33	1.3.5	Deliver the Adult Literacy Innovation Project in partnership with Djerrivarth Community & Education Services			Libraries	
34	1.3.5	Deliver the Integrated Family Support Program to vulnerable families as referred through the Brimbank Melton Child FIRST Alliance			Families & Children	

35	1.3.5	Deliver Breastfeeding support services to families ▼			Families & Children	
36	1.3.5	Review Maternal & Child Health Positive Parenting Program (carry over) ▼			Families & Children	

Objective 1.4: A resilient community promoting social cohesion

Strategies:

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
37	1.4.1	Implement a program to enhance and strengthen community leadership skills and networks			Community Planning	
38	1.4.2	Assist our Emergency Management partner organisations in the promotion of Emergency Management volunteerism			Risk & Performance	
39	1.4.3	Deliver Pop Culture events as a community gathering opportunity			Engagement & Advocacy	
40	1.4.4	Administer Council's Annual Grant Program			Community Planning	
41	1.4.6	Facilitate neighbourhood networks in Rockbank and Diggers Rest townships			Community Planning	
42	1.4.7	Deliver a range of artistic & cultural events and exhibitions at Caroline Springs Gallery incorporating professional and amateur practice			Libraries	
43	1.4.7	Deliver the 'Active through the Arts: Everyone Belongs' project ▼			Libraries	

Objective 1.5: Environments that enable and encourage positive public health and wellbeing outcomes

Strategies:

- 1.5.1 Contribute to reducing harm caused by gambling, liquor, tobacco and fast food consumption ▼
- 1.5.2 Invest in health promotion initiatives to prevent poor health outcomes ▼
- 1.5.3 Design, build and maintain the public realm to enable the promotion of formal and informal physical activity ▼
- 1.5.4 Promote public health and safety through education and enforcement ▼
- 1.5.5 Create opportunities to encourage healthy lifestyles and choices through education and program delivery ▼

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
44	1.5.1	Develop an Alcohol Management Framework informed by harm minimisation and health promotion principles (carry over) ▼			Community Planning	
45	1.5.1	Provide education and training for community organisations in the areas of gambling, alcohol, tobacco and other drugs ▼			Recreation & Youth	
46	1.5.1	Conduct annual sale of tobacco to minors testing program in accordance with the MAV funding agreement			Compliance	
47	1.5.2	Coordinate Heart Foundation Walking Groups ▼			Community Planning	
48	1.5.2	Actively participate in the 'Action for Equity' partnership ▼			Community Planning	
49	1.5.3	Support the development of the Melton Botanic Gardens via the Masterplan review			Recreation & Youth	
50	1.5.4	Finalise and roll out the "Building Site Amenity" program			Compliance	
51	1.5.5	Develop and roll out a "Domestic Animals Adoption" program			Compliance	
52	1.5.5	Deliver vaccinations in accordance with the Australian Immunisation Schedule for children up to 18 years of age ▼			Compliance	

Objective 1.6: Reconciliation to support healthy communities

Strategies:

- 1.6.1 Enhance relationships based on mutual trust, respect and understanding
- 1.6.2 Take action to mitigate inequities that exist between Indigenous and non-Indigenous Australians
- 1.6.3 Promote and celebrate the culture and history of Australia's first peoples
- 1.6.4 Identification, protection and where appropriate interpretation of places of significance for Indigenous people

CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
53	1.6.1 Facilitate the Reconciliation Advisory Committee			Community Planning	
54	1.6.2 Support the activation of the Kirrip Aboriginal Community Hub			Community Planning	
55	1.6.2 Develop Reconciliation Roadmap 2018-21			Community Planning	
56	1.6.2 Collaborate with Djerrivarrh Health Services to deliver the Koolin Bailit project to enhance the health and development outcomes for Aboriginal children and their families			Families & Children	
57	1.6.2 Explore professional development opportunities for early years educators to develop education programs that are inclusive of Indigenous residents			Families & Children	
58	1.6.3 Recognise and celebrate Reconciliation Week, NAIDOC Week and other key cultural events			Community Planning	
59	1.6.4 Engage with local Aboriginal communities to consider opportunities for meaningful recognition of historical events in the City			Community Planning	

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

Objective 2.1: A resource efficient City

Strategies:

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

CP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
60	2.1.1	Develop an Integrated Water Management Plan			City Design, Strategy & Environment	
61	2.1.4	Develop a Waste Strategy for the municipality that will guide waste and resource management into the future			Operations	
62	2.1.4	Review the operation of the Melton Recycling Facility (carry over)			Operations	31-Dec-17

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

Strategies:

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
63	2.2.3	Deliver a project to provide Tree seedlings for four year olds attending Kindergarten			Families & Children	
64	2.2.3	Embed the 'Climate Resilient Infrastructure Checklist' into the asset management process ▼			City Design, Strategy & Environment	
65	2.2.4	Deliver the annual Street Tree Planting and Beautification Program across the municipality			Operations	
66	2.2.4	Develop a Melton Municipal Street Tree Strategy (2 year project) (carry over)			City Design, Strategy & Environment	

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 bodies
- 2.3.5 Improve the management of rural areas

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
67	2.3.2	Undertake condition audits of Council environmental reserves and complete maintenance work as required			Operations	
68	2.3.2	Develop Western Plains South Green Wedge Management Plan (2 year project) (carry over)			City Design, Strategy & Environment	
69	2.3.4	Deliver the Water Sensitive Urban Design Construction program			Engineering Services	
70	2.3.5	Deliver the Environment Enhancement Program			City Design, Strategy & Environment	

Objective 2.4: A City growing and developing sustainably

Strategies:

- 2.4.1 Employ the principles of ecologically sustainable development in Council infrastructure
- 2.4.2 Advocate against noxious industries that adversely affect the wellbeing of the community or environment

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
71	2.4.1	Development Environmentally Sustainable Design Guidelines			City Design, Strategy & Environment	

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

Strategies:

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
72	2.5.1	Support local environment groups and school based programs			City Design, Strategy & Environment	
73	2.5.2	Continue to deliver the Environmental Education Programs			City Design, Strategy & Environment	
74	2.5.3	Implement the Significant Landscape Features Strategy			City Design, Strategy & Environment	

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

Strategies:

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

CA No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
75	3.1.2	Plan and deliver open spaces as per the Parks Development Program			Recreation & Youth	
76	3.1.3	Develop the Rockbank Town Centre Urban Design Framework (2 year project)			City Design, Strategy & Environment	
77	3.1.4	Develop an annual inspection program of the quality and liveability of new developments (carry over)			Planning Services	
78	3.1.4	Implement the Housing Diversity Strategy			City Design, Strategy & Environment	
79	3.1.5	Contribute to State Government processes in the identified Precinct Structure Plans and Infrastructure Contributions Plans			City Design, Strategy & Environment	
80	3.1.6	Undertake assessments of Conservation Desirable sites to implement key action from the Adoption Heritage Strategy			City Design, Strategy & Environment	

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

Strategies:

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
81	3.2.1	Develop Macpherson Park Future Directions Plan (carry over)			Recreation & Youth	
82	3.2.2	Construction of the Taylor's Hill West sports precinct			Recreation & Youth	
83	3.2.2	Construction of the Caroline Springs sub regional tennis facility (carry over)			Recreation & Youth	
84	3.2.2	Delivery of the 2017/18 Capital Works Program			Capital Projects	
85	3.2.2	Develop a Strategic Telecommunications Infrastructure Strategy (carry over)			City Design, Strategy & Environment	
86	3.2.3	Plan and deliver outcomes of the Female Friendly Facility Change rooms program			Recreation & Youth	
87	3.2.4	Undertake a condition audit of all Council buildings to guide the production of maintenance and renewal programs			Operations	
88	3.2.5	Design the Kurunjang Community Hub			Community Planning	
89	3.2.6	Develop the Domestic Animal Management Plan			Compliance	
90	3.2.6	Review service model and undertake a competitive tender process for operational activities			Operations	

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

Strategies:

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
91	3.3.1	Develop a site and costing analysis for an Amphitheatre at the Caroline Springs Civic Centre			City Design, Strategy & Environment	
92	3.3.2	Deliver Stage Three of the Pride of Melton project			Engineering Services	
93	3.3.3	Deliver improvements to Council's passive recreation reserves via the Passive Parks Development Program			Recreation & Youth	
94	3.3.4	Develop a new Public Art Strategy and Policy (carry over)			Libraries	

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

Strategies:

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
95	3.4.1	Advocate for public transport networks			Engagement & Advocacy	
96	3.4.1	Advocate for inclusion of pedestrian rail crossings in the Melton rail duplication project			Engineering Services	
97	3.4.2	Support the planning and implementation of active sustainable transport initiatives			Community Planning	
98	3.4.3	Implement the Road 2 Zero Action Plan			Community Planning	
99	3.4.3	Implement Moving Melton, Council's integrated transport strategy			City Design, Strategy & Environment	
100	3.4.3	Complete the Abbey Road bridge construction to provide a vital link between Melton South and the Toolern Growth area (carry over)			Engineering Services	30-Sep-17
101	3.4.4	Construction of walking and cycling networks			Engineering Services	

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

Strategies:

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
102	3.5.1	Develop Toolern Employment Area Urban Design Framework & Revise the Toolern Town Centre Urban Design Framework (2 year project) (includes carry over)			City Design, Strategy & Environment	
103	3.5.3	Develop Public Realm Design Guidelines			City Design, Strategy & Environment	31-Mar-18
104	3.5.4	Graffiti education program delivered in Schools across the municipality			Operations	

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

Strategies:

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

CP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
105	4.1.2	Develop and implement an annual Economic Development and Tourism Action Plan			Engagement & Advocacy	
106	4.1.4	Deliver actions within the Digital Business Strategy 2016 - 2019			Engagement & Advocacy	

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

Strategies:

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
107	4.2.1	Deliver actions defined within Theme 4: Future Growth & Enabling Assets of the 2016-19 Investment Attraction Strategy			Engagement & Advocacy	
108	4.2.2	Deliver actions defined within Theme 2: Investment Facilitation & Business Development of the 2016-19 Investment Attraction Strategy			Engagement & Advocacy	

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

Strategies:

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
109	4.3.1	Review and deliver an incentive based Buy Local program			Engagement & Advocacy	
110	4.3.3	Run community events including Djerrivarrh & Summersault Festival			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

CP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
111	4.4.1	Advocate for Primary and Secondary school provision			Engagement & Advocacy	
112	4.4.2	Promote and support programs that bring a tertiary experience to the community via a blended learning mode			Community Planning	
113	4.4.3	Advocate for ongoing funding for the provision of 15 hours of universal access to kindergarten for 4 year olds			Families & Children	
114	4.4.4	Promote and provide activities and programs that support pathways and enable employability skill development			Community Planning	
115	4.4.5	Provide support opportunities to Grandparents who are providing kinship care			Families & Children	
116	4.4.6	Design and implement a Lifelong Learning Festival to increase opportunities for learning and education			Community Planning	
117	4.4.6	Participate in the Committee of Management meetings of Brimbank Melton Local Learning and Employment Network (BMLLEN)			Recreation & Youth	

Objective 4.5: Lifelong learning opportunities are available and promoted

Strategies:

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
118	4.5.1	Support and implement learning activities, events and projects that enhance current and future skills and employment pathways			Community Planning	
119	4.5.1	Participate in the Western Youth Employment Network			Recreation & Youth	
120	4.5.2	Promote and provide a learner-centred programme of relevant, accessible, equitable and inclusive lifelong learning initiatives, events and activities that is responsive to local needs			Community Planning	
121	4.5.2	Promote library services and learning programs through a quarterly library 'What's on' brochure			Libraries	
122	4.5.3	Implement the online Learning Directory and promote active use with both Community Learning Providers and learners			Community Planning	
123	4.5.3	Deliver learning, literacy and social connection programs through libraries and library outreach sessions at community facilities			Libraries	
124	4.5.3	Enhance access to online library services by updating the library catalogue mobile app			Libraries	
125	4.5.4	Implement the 1000 Books Before School program in partnership with State Library of Victoria			Libraries	

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

Strategies:

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

CP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
126	5.1.1	Provide target opportunities for engagement as per the Community Engagement Guidelines			Community Planning	
127	5.1.2	Deliver the annual Community Engagement Calendar			Community Planning	
128	5.1.5	Maintain our current social media presence and continually assess emerging communication channels to better engage with and inform the community			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	Progress Comments	Service Unit	Timeline
129	5.2.1	Implement Year One actions from the Business Transformation Program			Information Technology	
130	5.2.2	Implement the 2017/18 actions from the 'Healthier Us', Melton City Council 2015/18 Workplace Health & Wellbeing Strategy ▼			Risk & Performance	
131	5.2.2	Implement Year 2 of 2016 - 2019 Occupational Health and Safety Strategy ▼			Risk & Performance	
132	5.2.3	Review internal processes for Planning Applications			Planning Services	
133	5.2.3	Coordinate the annual testing, review and evaluation of Council's Business Continuity Plans			Risk & Performance	
134	5.2.4	Apply for State Government funding opportunities to support female participation in sport ▼			Recreation & Youth	
135	5.2.4	Participate in the National Growth Areas Alliance			Engagement & Advocacy	
136	5.2.5	Develop an 'Introduction to Local Government' training program			Legal & Governance	
137	5.2.5	Develop Service Unit Workforce Plans (carry over)			People & Culture	
138	5.2.6	Review "Naming of Council Community Facilities and Open Space Policy" (carry over)			Recreation & Youth	

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

Strategies:

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
139	5.3.1	Convene the Family Violence Advisory Committee ▼			Community Planning	
140	5.3.2	Ensure Councillors are informed and supported in undertaking professional development opportunities relevant to their responsibilities to Council and in their service to the community			Legal & Governance	
141	5.3.3	Advocate with relevant Water Authorities to include unsewered areas in sewer backlog programs			Compliance	
142	5.3.4	Test and assess Emergency Response and Recovery Preparedness in accordance with the Emergency Management Act 2013 through annual desktop and event exercises			Risk & Performance	
143	5.3.5	Advocate for government road transport infrastructure funding			Engagement & Advocacy	
144	5.3.6	Undertake the annual review of the 2017 – 2021 Council and Wellbeing Plan and where required, update the Plan ▼			Risk & Performance	
145	5.3.7	Ensure Councillors are appraised of their statutory responsibilities through training, briefings and dissemination of information			Legal & Governance	

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

Strategies:

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
146	5.4.1	Publish Council's Annual Report			Engagement & Advocacy	30-Nov-17
147	5.4.1	Develop an inspection program of new developments to ensure compliance with planning permits			Planning Services	
148	5.4.2	Deliver the annual community budget engagement sessions			Finance	28-Feb-18
149	5.4.2	Manage the annual Budget process in accordance with legislation			Finance	30-Jun-18
150	5.4.2	Review and update the Strategic Resource Plan and the Long Term Financial Plan			Finance	30-Jun-18
151	5.4.2	Implementation of the Project Management Framework (carry over)			Capital Projects	30-Nov-17
152	5.4.4	Implement outstanding actions from Year 3 of the 2014 - 2017 Risk Management Strategy (carry over)			Risk & Performance	
153	5.4.5	Development of the Portfolio Office Business Case			Capital Projects	