



Council Annual Action Plan - End of Year Report  
1 July 2016 to 30 June 2017

Council's Annual Action Plan demonstrates how Melton City Council's activities are being delivered against the Council Plan's objectives and strategies. The Annual Report provides additional data including Council Plan strategic measures results, financial statements and capital works program. This report provides a summary of the achievement of the Council's 2016/17 Annual Action Plan. The Action Plan contains 149 actions. A summary of the status at the end of the 2016/17 financial year third quarter is as follows:

Status	Symbol	Number of Actions	% of Actions
<b>Achieved</b> The Action is completed.	<b>A</b>	126	84.6%
<b>On Track</b> The action is on track and expected to be completed by the current timeline	<b>OT</b>	2	1.3%
<b>Not On Track</b> The Action has been delayed impacting on the current timeline. An explanation and the remedial action where appropriate, is provided in the 'progress comments' column with a revised due date.	<b>NOT</b>	19	12.8%
<b>Postponed</b> The Action has been deferred for the financial year. An explanation is provided in the 'progress comments' column.	<b>P</b>	2	1.3%
	<b>Total</b>	<b>149</b>	<b>100%</b>

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

**Objective 1.1: Strategically plan for a well designed and built City.**

**Strategies:**

- 1.1.1 Ensure appropriate land use planning for public infrastructure, non urban areas, urban development and community assets.
- 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.
- 1.1.3 Prepare structure plans and design guidelines that seek to revitalise established urban areas, commercial precincts and other key major development sites.
- 1.1.4 Partner with stakeholders to take advantage of our local distinctiveness through the conservation, protection and enhancement of heritage features and places.
- 1.1.5 Improve growth in housing diversity and provision of affordable housing options including public, transitional and social housing for vulnerable residents.
- 1.1.6 Develop planning guidelines and collaborate with the Growth Areas Authority and land developers to facilitate improved integrated land use planning.

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline	Performance Indicators
1	1.1.1	Develop Strategic Telecommunications Infrastructure Policy.	NOT	Draft Policy has been prepared and will be presented to Council in August 2017.	City Design Strategy & Environment	30-Jun-17	Strategic Telecommunications Infrastructure Policy presented to Council for adoption.
2	1.1.1	Develop an annual inspection program of the quality and liveability of new developments.	NOT	Inspection is now likely to be put back to early 2018, based on other work priorities.	Planning Services	30-Jun-17	Outcomes reported to Council.
3	1.1.1	Develop Western Plains South Green Wedge Management Plan (2 year project).	NOT	This project will be tendered in July 2017. The tender process is being run by Wyndham Council	City Design Strategy & Environment	30-Jun-17	Background analysis presented to Council.
4	1.1.2	Develop an Urban Design Strategy (2 year project).	A	This project is no longer required as the content has been or will be addressed by other documents including the Significant Landscape Features Strategy (adopted), Public Realm Guidelines (under development) and Environmentally Sensitive Design Guidelines (under preparation).	City Design Strategy & Environment	30-Jun-17	Stage 1 background report to Council.
5	1.1.2	Develop a new Public Art Strategy and Policy.	NOT	Arts and Culture Officer appointed in February 2017. Attention has been paid to an overarching Arts and Culture Strategy to coincide with City Plan. Public Art Strategy and Policy will be developed subsequent to adoption of broader Arts and Culture Strategy. Risks identified with relation to management, maintenance, and growth of the city's Public Art collection have been identified and communicated internally.	Engagement & Advocacy	31-Dec-16	Strategy and Policy presented to Council for adoption.
6	1.1.2	Complete the Toolern Public Realm Strategy.	OT	This project has been combined into the wider Public Realm Design Guidelines that are currently under preparation and due to be completed in August 2017.	City Design Strategy & Environment	30-Jun-17	Strategy presented to Council for adoption.

7	1.1.3	Prepare the Melton South Structure Plan (2 year project).	A	The tender documents are under preparation and the project will be publicly tendered in October 2017 and will be a 12 month project anticipated to be presented to Council November 2018. It is currently behind Schedule as resources were re-directed to the Precinct Structure Plans (PSPs) and associated Infrastructure Contributions Plans. A number of urgent Planning Scheme Amendments have also taken precedence. Council officers do not have control over the PSP program or Planning Scheme Amendments requested by external parties.	City Design Strategy & Environment	30-Jun-17	Background report prepared.
8	1.1.4	Review Heritage Strategy.	A	The Strategy was presented to Council in May 2017. Following the presentation it was put out for public consultation and will be presented for adoption in September 2017.	City Design Strategy & Environment	30-Jun-17	Report presented to Council for adoption.
9	1.1.5	Implement the Housing Diversity Strategy.	A	The following actions have been progressed: - Planning Scheme Amendment to implement adopted Housing Character Study and Design Guidelines including Schedules to the Residential Zones has submitted to the Department of Environment, Land, Water and Planning for Authorisation. - Rural Residential Supply and Demand Analysis under preparation	City Design Strategy & Environment	30-Jun-17	Number of short term category actions implemented from the Action Plan.
10	1.1.6	Contribute to State Government processes in the identified Precinct Structure Plans and Infrastructure Contributions Plans.	A	Council Officers have provided input into the Precinct Structure Plans (PSPs) being prepared by the Victorian Planning Authority. Rockbank Precinct Structure Plan was gazetted in November 2016 and Mount Atkinson and Tarnet Plains PSP, Plumpton PSP and Kororoit PSP were all subject to planning panel processes between September and December in 2016. Planning Panel Reports have been released and Council officers are working with the VPA to finalise the documents which are scheduled to be approved by the Minister for planning between August and September 2017.	City Design Strategy & Environment	30-Jun-17	Number of Precinct Structure Plans and Infrastructure Contribution Plans.

**Objective 1.2: Build a sense of place through an engaging range of community facilities and shared open spaces.**

**Strategies:**

- 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.
- 1.2.2 Practice a place based management approach to the planning, design, marketing, operation and maintenance of activity centres and community hubs.
- 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.
- 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.
- 1.2.4 Deliver asset needs through the capital works program including Precinct Structure Plan priority projects, aligned with Council Plan outcomes.
- 1.2.5

CP Strategy	CP No.	Action	Status Symbol	Progress Comments	Service Unit	Timeline	Performance Indicators
1.2.1 1.2.2	11	Develop Caroline Springs sub regional tennis facility.	NOT	Tender process underway. Tenders close on 1 August 2017. Report to be presented to the August Council meeting recommending appointment of contractor.	Recreation & Youth	30-Jun-17	Construction commenced within timeframes.
1.2.3	12	Develop a Signage Strategy to improve accessibility within the municipality (2 year project).	A	This project has been integrated into the public realm design guidelines which are currently under preparation.	City Design Strategy & Environment	30-Jun-17	Discussion paper developed.
1.2.3	13	Develop a Melton Municipal Street Tree Strategy (2 year project).	NOT	Due to a number of successful State and Federal Government funding applications, resources have been temporarily prioritised toward the funded projects causing the Street Tree Strategy to be delayed. However a new Senior Landscape Architect has commenced and will recommence work in line with the previously prepared Project Management Plan, including a consultation and communications strategy and tender documentation for those elements of the work that will be undertaken by Consultants. It is anticipated that the background analysis report will be finalised in June 2018.	City Design Strategy & Environment	30-Jun-17	Background analysis report developed.
1.2.3	14	Deliver the annual Street Tree Planting and Beautification Program across the municipality.	A	Program successfully delivered. \$490K of \$500K (10K contingency for unforeseen circumstances i.e. theft, damage services, need for community consultation campaign not required).	Operations	30-Jun-17	Number of trees planted. Number of projects completed.
1.2.4	15	Complete revaluation of kerb and footpath assets.	A	Kerb revaluation completed, footpath revaluation completed	Engineering Services	30-Jun-17	Revaluation completed.
1.2.5	16	Delivery of the 2016/17 Capital Works Program.	A	79.2% of the 3rd quarter Capital Works forecast was expended. 73.4% of the original capital budget was expended	Capital Projects	30-Jun-17	80% of Capital Projects and Programs delivered on time and within budget.

**Objective 1.3: Generate an innovative local economy that stimulates opportunities for investment, business and training.**

**Strategies:**

- 1.3.1 Provide support and opportunities for new and emerging business development, investment and diversity of job opportunities.
- 1.3.2 Work with new and existing businesses to create local employment opportunities through the provision of training and support.
- 1.3.3 Initiate, support and promote programs to improve links between higher education and vocational training to local jobs.
- 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.
- 1.3.5 Promote opportunities from the rollout of the National Broadband Network (NBN) across the City to enhance web connectivity for businesses.
- 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.

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline	Performance Indicators
17	1.3.1	Develop Toolern Employment Area Urban Design Framework.	NOT	Following the release of Plan Melbourne 2017-2050 the scope of this project has been extended to include the proposed Metropolitan Activity Centre. The project was publicly tendered in May 2017 and the consultant will be awarded the contract at the 24 July 2017 Ordinary meeting of Council. The project is now schedule to be completed Feb 2019.	City Design, Strategy & Environment	30-Jun-17	Background report presented to Council.
18	1.3.2	Maintain Social Procurement commitments in the Parks, Open Space & Tree Maintenance Services and Road & Drainage Maintenance Services contracts.	A	Full allocation of staff deployed to the contract. There has been some staff turn over within the first 12 months.	Operations	30-Jun-17	Number of social procurement commitments maintained in contracts.
19	1.3.3	Implement identified actions from the Community Learning Plan.	A	Eleven (11) actions implemented. Actions include the following. Learning Directory published and Electronic Directory uploaded. Review of Community Learning Board completed. Governance actions implemented. Melton Skills and Jobs Centre continued. Project Action Plans developed. Jobs Laboratory continued at both libraries. ATSI Working Group supported. International collaboration project grant applied for. Knowledge exchange with three international parties. Working Parties priority projects for 2017 commenced. Community Impact Assessment Tool completed. NH program supported	Community Planning	30-Jun-17	Number of actions implemented.
20	1.3.4	Facilitate Council and business engagement in programs, activities and spaces within the Western BACE.	A	6 new workshops delivered in partnership with Western BACE to promote the Launch of the Digital BACE.; Successful Tenderwrite Workshop held at BACE in May 2016 with 10 participants.	Engagement & Advocacy	30-Jun-17	Number of programs and activities.

21	1.3.5	Deliver actions within the Digital Economy Strategy.	A	Business Directory feature re-instated to Council Website.; Public Internet Policy has commenced being developed to coincide with opening of Stage 3 of Melton Town Centre Redevelopment; Improvements made to Venture Melton E-Newsletter	Engagement & Advocacy	30-Jun-17	Outcomes reported to Council.
22	1.3.6	Provide tourism information services through the Visitor Information Centre.	A	Visitor services are being delivered both through the Visitor Information Centre 7 days a week and also through the pop-up Visitor Information Centre program at various locations around the municipality. The Pop-Up VIC program has had a big presence between Jan - June 2017 with the pop-up featuring at many events.	Engagement & Advocacy	30-Jun-17	Number of visitors using Visitor Information services.
23	1.3.6	Deliver an incentive based Buy Local program	A	Plans are being made for 2017 version of the Buy Local Campaign which will likely be delivered after September 2017.	Engagement & Advocacy	30-Jun-17	Number of businesses participating in program.

**Objective 1.4: Value and protect the natural environment for future generations.**

**Strategic Strategies**

- 1.4.1 Lead by example through innovative and environmentally sensitive design and construction of Council assets.
- 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.
- 1.4.3 Minimise waste through reduction, reuse and recycling of waste products.
- 1.4.4 Educate the community about the value of our natural environment and the benefits in adopting sustainable practices in their daily lives.
- 1.4.5 Support community involvement in local area conservation and environmental protection projects.
- 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.

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline	Performance Indicators
24	1.4.1	Develop and implement Climate Resilience Checklist for Council assets.	A	The plan was finalised and presented to Council in June 2017. The plan has been included in the agenda for the 24 July Ordinary Meeting of Council for Adoption.	City Design Strategy & Environment	30-Jun-17	Checklist developed.
Carry over	1.4.1	Develop Sustainability Policy to inform environmentally sustainable design and construction.	A	The policy has been incorporated into the Environment Plan.	Capital Projects	30-Jun-17	Discussion paper developed.
25	1.4.2	Develop Environment Plan to address climate change impacts and the protection of natural resources.	A	Two background technical reports titled 'Climate Resilient Infrastructure' and 'Growth Modelling' were completed in September 2016 and December 2016 respectively. A briefing on the project and workshop was held with the new Council in November 2016 to provide an opportunity for the Council to have input into the plan. The Environment Plan has been finalised and is being reported to Council at the Ordinary meeting of 24 July 2017.	City Design Strategy & Environment	30-Jun-17	Plan presented to Council for adoption.
26	1.4.3	Review operation of Melton Recycling Facility.	NOT	Consultants report received. Presentation to Exec scheduled for 8th September 2017.	Operations	30-Jun-17	Review presented to Executive.
27	1.4.4 1.4.5	Support local environment groups and school based programs.	A	Number of groups supported in the Qtr. = 9 (a total of 713 people were contacted 44 times in total). Number of school visits in 4th Qtr. = 39 (with 1385 students and 112 teachers)	City Design Strategy & Environment	30-Jun-17	Number of groups supported. Number of school visits.
28	1.4.6	Deliver the Environment Enhancement Program.	A	The 2017 program is now complete and achieved a 93% compliance rate.	City Design Strategy & Environment	30-Jun-17	Percentage of eligible landowners who retain their rebate.

**Objective 1.5: Support a transport system that connects and moves our community.**

**Strategic Strategies**

- 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.
- 1.5.2 Partner to deliver and maintain an integrated road network in new and existing communities.
- 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.
- 1.5.4 Support the creation of a connected and active community through the design and delivery of walking and cycling networks.
- 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.
- 1.5.6 Work with the community and partners to provide flexible and sustainable alternate transport options to private vehicle ownership.
- 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.

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline	Performance Indicators
29	1.5.1	Advocate for public transport networks.	A	Over the last 12 months - a new Executive Officer for Advocacy was recruited in November 2016 and has since implemented a new program of governance and structure for advocacy projects. Since then, Council has had a direct meeting with 2 State MPs and 1 Commonwealth Senator (Senator Derryn Hinch). These initial meetings are being used as building blocks for the new 2017/18 reporting period.	Engagement & Advocacy	30-Jun-17	Number of representations.
30	1.5.2	Complete Abbey Road Bridge construction to provide a vital link between Melton South and the Toolern Growth area.	NOT	Construction works delayed due to wet weather, with completion now scheduled for end of July	Engineering Services	30-Jun-17	Works completed within timeframe.
31	1.5.2	Develop and implement the Minor Maintenance Agreement in collaboration with Vic Roads and Citywide.	A	Agreement has been executed.	Operations	30-Jun-17	Parameters in the agreement achieved.
32	1.5.2	Complete the Mount Cottrell road widening project between Greigs Road and Boundary Road.	A	Mt Cottrell Road works completed	Engineering Services	30-Jun-17	Works completed within timeframe.



33	1.5.3	Advocate for government road transport infrastructure funding.	A	Over the last 12 months - a new advocacy officer was recruited in November 2016 and has since implemented a new program of governance and structure for advocacy projects. Since then, Council has had a direct meeting with two State MPs and 1 Commonwealth Senator (Senator Derryn Hinch). Council made submissions to both State and Commonwealth Treasurers during 2017/18 budget request. Additionally, Council's local member - the Hon. Brendan O'Connor MP, spoke while in Parliament requesting the Government to undertake urgent upgrades to the Western Freeway.	Engagement & Advocacy	30-Jun-17	Number of representations.
34	1.5.4	Construction of walking and cycling networks.	A	The length of all new paths is 47.7 kms	Engineering Services	30-Jun-17	Length of new walking and cycling paths.
35	1.5.5	Advocate for inclusion of pedestrian rail crossings in the Melton rail duplication project.	A	MMRA are currently having the cost of the pedestrian rail crossings priced by the appointed contractor	Engineering Services	30-Jun-17	Demonstrated advocacy activities.
36	1.5.6	Support the planning and implementation of active sustainable transport initiatives.	A	Three (3) initiatives have been delivered: VicHealth Walk to School, It's Cool to Walk to School and Active Paths, with approximately 1000 participants in total.	Community Planning	30-Jun-17	Number of initiatives delivered. Number of participants.
37	1.5.7	Implement Moving Melton, Council's integrated transport strategy.	A	Council officers continue to work with the Melbourne Metropolitan Rail Authority on the duplication of the rail corridor. Council Executive and Officers have met with and/or written to several key ministers and state agencies to advocate for improvements to the Western Highway, Melton Highway and Palmers Road (Westwood Drive Extension). The formation of a Transport Reference Group was approved by Council at the Ordinary Meeting of Council in May 2017. The Terms of Reference was approved by the Policy Review Committee in June 2017.	City Design Strategy & Environment	30-Jun-17	Number of actions achieved.

**Outcome 2: Operating with innovation, transparency, accountability and sustainability**  
**Objective 2.1: Build community trust through socially responsible governance for long term sustainability.**

**Strategies:**

- 2.1.1 Practice a strategic evidence based policy approach to guide Council's decision making.
- 2.1.2 Align planning, resources and reporting through the delivery of Council's Integrated Planning Framework and Corporate Performance Management System.
- 2.1.3 Ensure Council's long term sustainability through responsible financial management.
- 2.1.4 Continually review and improve management systems, structures and processes to ensure they are aligned, efficient and effective.
- 2.1.5 Support transparency through public access to relevant information, decision making and strategic documents.

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline	Performance Indicators
38	2.1.1	Develop the 2017 – 2021 Council Plan.	A	The 2017 - 2021 Council and Wellbeing Plan was adopted by Council on 26 June 2017.	Risk & Performance	30-Jun-17	Compliance with Local Government Act and Local Government Financial Regulations.
39	2.1.1	Review 'Naming of Council Community Facilities and Open Space Policy.'	OT	Draft policy being reviewed with action to determine ongoing process to be finalised.	Recreation and Youth	30-Sep-17	Policy presented to Council for adoption.
40	2.1.2	Deliver the annual community budget engagement sessions.	A	Completed. Engagement sessions held in February and initiatives approved from those sessions have been factored into 2017-18 budget.	Finance	30-Jun-17	Number of community engagement sessions (2).
41	2.1.2	Develop the 2017 – 2021 Municipal Public Health and Wellbeing Plan.	A	The Council and Wellbeing Plan 2017-2021 was adopted at the Ordinary Council Meeting on 26 June 2017.	Community Planning	30-Jun-17	Compliance with Health Act and Public Health and Wellbeing Act.
42	2.1.3	Manage the annual Budget process in accordance with legislation.	A	Budget 2017-18 and Strategic Resource Plan 2017-21 was approved by Council 26th June 2017.	Finance	30-Jun-17	Compliance with Local Government Act and Local Government Financial Regulations.
43	2.1.3	Review and update the Strategic Resource Plan.	A	Budget 2017-18 and Strategic Resource Plan 2017-21 was approved by Council 26th June 2017.	Finance	30-Jun-17	Compliance with Local Government Act and Local Government Financial Regulations.
44	2.1.4	Implement Year 3 of the 2014 - 2017 Risk Management Strategy.	NOT	The new Risk Register is now fully operational. The balance of the approved Year 3 actions from the 2014 - 2017 Risk Management Strategy will be undertaken during the 2017/18 financial year.	Risk & Performance	30-Jun-17	Report presented to Risk Management Committee.
45	2.1.4	Upgrade Council's core business IT system.	A	Works completed within timeframe.	Finance	30-Jun-17	Works completed within timeframe.
46	2.1.5	Administer Council meeting reports and minutes.	A	All Council meeting minutes have been published within the designated timeframes	Legal & Governance	30-Jun-17	100% of Council meetings minutes published on Council's Website within seven days.

**Objective 2.2: Provide levels of service that balance community need with organisational capacity.**

**Strategies:**

- 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.
- 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.
- 2.2.3 Provide facilities and services in an effective and cost-efficient manner through a range of public and private partnerships.
- 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.

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline	Performance Indicators
47	2.2.1	Review service model and undertake a competitive tender process for the provision of public toilet & BBQ cleaning; plant & labour hire; hard waste collection; and cleaning services.	NOT	The specifications for the Facility Cleaning contract, Public Toilet & BBQ Cleaning contract and Plant and Labour Hire Agreements are in draft and are pending approval by the Legal and Procurement team. Ministerial exemption was granted for the Hard Waste Collection contract, the contract now expires on 30/6/18.	Operations	30-Jun-17	Service Level Review recommendations presented to Council for adoption. Adoption of replacement contracts.
48	2.2.1	Review Council's playgroups program.	NOT	The Review has been finalised with a report to be presented to the Executive in September 2017	Families & Children	30-Jun-17	Report presented to Executive.
49	2.2.2	Develop plan for the building of community infrastructure, to the appropriate standard.	A	The Community Infrastructure Plan was adopted at the Ordinary Council Meeting on 26 June 2017.	Community Planning	30-Jun-17	Community Infrastructure Plan presented to Council for adoption.
50	2.2.2	Implement Community Facilities Access Policy.	A	192 registered hirers with licence agreements are using Council's community facilities.	Community Planning	30-Jun-17	Number of hirers under licence agreements.
51	2.2.2	Provide opportunities for the community to have input into future improvements to Council's passive recreation reserves.	A	The 2016/17 Parks Development Program projects have been completed.	Recreation & Youth	30-Jun-17	Number of community engagement sessions.
52	2.2.3	Provision of aquatic facilities.	A	Provision, planning consistent with Council endorsed Melton City Council's Aquatics Plan 2014-2034. Planning ongoing regarding new Major aquatic centre in the Eastern Corridor. Business Case and Funding Strategy draft being finalised.	Recreation & Youth	30-Jun-17	Number of visits to aquatic facilities.
53	2.2.3	Provision of kerbside waste collection services.	A	Kerbside waste collection service provided to 46,828 properties, which includes 1989 new properties. Councils contractor has performed exceptionally well this year, the total missed services is 0.05%	Operations	30-Jun-17	Number of scheduled kerbside garbage and recycling collection bin lifts.
54	2.2.4	Develop Engineering Guidelines for Industrial Developments.	A	Guidelines completed for use on industrial developments	Engineering Services	30-Jun-17	Guidelines presented to Council for adoption.

**Objective 2.3: Facilitate community engagement in planning and decision making.**

**Strategies:**

- 2.3.1 Provide information about Council services and associated activities through a range of communication tools.
- 2.3.2 Encourage involvement, planning and decision making through Council's Community Engagement Framework.
- 2.3.3 Provide the community with balanced and objective information, to assist them in understanding Council's direction and decisions.

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline	Performance Indicators
55	2.3.1	Develop Council's social media presence.	A	The number of Facebook followers has increased by 3913 versus the previous year. The corporate Instagram page that went live in March 2017, currently has 198 followers.	Engagement & Advocacy	30-Jun-17	Social media platforms and audience reach.
56	2.3.2	Deliver the My City My Say community engagement events.	A	All 5 My City My Say events delivered as per endorsed Community Engagement Calendar in Toolern Vale, Diggers Rest, Rockbank, Eynesbury and Caroline Springs.	Community Planning	30-Jun-17	Number of community engagement sessions (4).
57	2.3.2	Develop 20 year Community Vision.	A	Melton City 2036 - The City We Imagine was endorsed by Council at the Ordinary Council Meeting on 3 April 2017.	Community Planning	30-Jun-17	Document presented to Council for adoption.
58	2.3.3	Produce weekly media releases to local and metro media and organising media photo opportunities.	A	Approximately 85-90% pick up rate of press release content.	Engagement & Advocacy	30-Jun-17	Percentage of pickup of media releases in local newspapers.
59	2.3.3	Publish Council's Annual Report.	A	The Annual Report was completed in compliance with applicable legislation, including availability on Council's website.	Engagement & Advocacy	30-Jun-17	Report published on Council's website.

**Objective 2.4: Invest into a skilled, motivated, aligned and performing workforce.**

**Strategies:**

- 2.4.1 Develop the skills and knowledge of Councilors and employees to grow capacity and optimum performance.
- 2.4.2 Through people leadership, drive accountability of strategic and operational commitments.
- 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.
- 2.4.4 Empower and support our people to realise and achieve their potential through a talent management framework.
- 2.4.5 Promote and support the health and well-being of our employees, Councilors, contractors and volunteers.

CP Strategy	CP No.	Action	Status Symbol	Progress Comments	Service Unit	Timeline	Performance Indicators
2.4.1	60	Deliver Corporate training program.	A	In the 4th Quarter Council facilitated 17 systems training sessions; 14 professional development workshops and 3 Microsoft Office workshops. There has also been 1 Corporate Induction Session and 5 Performance Planning workshops. Sessions continue to be at maximum attendance.	People & Culture	30-Jun-17	Number of courses and participants.
2.4.2	61	Deliver Council's leadership program.	A	In the 4th Quarter Council facilitated 2 leadership development workshops. Attendance continues to be at maximum capacity. Council's 2017 Emerging Leader Challenge team won the Challenge. The Elevate Program concluded with all projects being completed and excellent feedback being received.	People & Culture	30-Jun-17	Number of events.
2.4.3	62	Run Staff Recognition annual event.	A	The STAR Awards was facilitated on Wednesday 14 December. There were over 250 staff in attendance.	People & Culture	30-Jun-17	Event award numbers and type.
2.4.3	63	Develop Service Unit Workforce Plans.	P	After preliminary investigation, it has been agreed that the Manager People and Culture will become certified in an accredited Strategic Workforce Planning tool in order to develop and implement a robust Workforce Planning tool over 2017-2019.	People & Culture	30-Jun-17	Number of Plans developed.
2.4.4	64	Coordinate the Mentoring Program for staff.	A	Cycle 6 was successfully facilitated pre 30 June 2017. All relationships achieved successful outcomes. There were 13 mentoring relationships in Cycle 6.	People & Culture	30-Jun-17	Number of Mentees. Number of Mentors.
2.4.5	65	Implement Year 1 of 2016 - 2019 Occupational Health and Safety Strategy.	A	All actions from year 1 of the 2016-2019 OH&S Strategy have been completed	Risk & Performance	30-Jun-17	90% conformance with Council's Occupational Health and Safety Management System.

**Objective 2.5: Advocate in the best interests of our community and region.**

**Strategies:**

- 2.5.1 Invest in relationships and alliances with influential people and organisations for improved community outcomes.
- 2.5.2 Develop and implement an advocacy framework, advocacy strategies, associated campaigns and reporting on outcomes.
- 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.
- 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.

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline	Performance Indicators
66	2.5.1	Participate in the National Growth Areas Alliance.	A	The advocacy unit continues to work with the NGAA on key issues. The last quarter saw the advocacy unit attend two workshops run by the NGAA. One workshop was a masterclass on "modern advocacy" techniques. The workshop also involved creating the National Nightmare Commute campaign. The second workshop was conducted in collaboration with ID consulting. The workshop brought together representatives from across Australia to discuss indicators and project parameters for the State of the Growth Areas report. Council's advocacy unit, contributed throughout the workshop. Council has also expressed interest in hosting the Annual NGAA conference. The Mayor, Councillor and CEO attended breakfast meetings with politicians in Canberra and the NGAA representatives.	Engagement & Advocacy	30-Jun-17	Outcomes reported to Executive.
67	2.5.2	Advocate for Primary and Secondary school provision.	A	In the last quarter, Council's advocacy unit met with consultants who are working with major developers including Lendlease to discuss the creation of new primary and secondary school across the municipality. Meetings with State Education Department officials and City Strategy staff have continued to progress across this quarter. Both private and Government education facilities have been discussed at these meetings. Its expected that the 2017/18 reporting period will have higher increased engagement with key politicians and their staff.	Engagement & Advocacy	30-Jun-17	Number of representations.

68	2.5.3 2.5.4	Submit government funding applications to support Council's Capital Works program and Council's service delivery.	A	<p>Council has submitted 23 capital funding applications year to date 2016/17: Growing Suburbs Fund ( 9 applications), Public Libraries Funding Program, Premiers Reading Challenge, Better Indoor Stadiums Fund, Cricket Facilities (Stage 2), LGA Small Scale Infrastructure Grants Program, National Tennis Court Rebate 2016/17, Taylors Hill Children and Community Centre, Buildings Better Regions Fund, Resource Recovery Infrastructure Fund, Children's Facilities Capital Program, HACC minor capital, Female Friendly Program (2 Applications) and Shared Facilities Fund. Eleven applications have been successful, 6 unsuccessful and 6 pending. A total of approximately \$7.0 million has been approved from funding applications in 2016-17 thus far. A list of funding applications and their status is contained in the monthly snapshot report.</p>	Finance	30-Jun-17	Outcomes reported to Council.
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**Objective 2.6: Ensure timely compliance with statutory and regulatory obligations.**

**Strategies:**

- 2.6.1 Update documents, local laws, practices and tools in accordance with legislation and best practice in delivering corporate and community services.
- 2.6.2 Implement and monitor regulatory inspections to ensure industry compliance and public health and safety.
- 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.
- 2.6.4 Develop and maintain Council's emergency and disaster management planning, prevention, response and recovery capacity.
- 2.6.5 Build community resilience to emergency or disaster situations through education, programs and access to the right information.

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline	Performance Indicators
69	2.6.1	Conduct inspections of building sites, unsightly properties, abandoned vehicles, and advertising signs.	A	Council has recently undertaken a Building Sites Blitz where 1000 properties were inspected. Council has undertaken unsightly property and abandon vehicles inspections and obtained compliance in these matters.	Compliance	30-Jun-17	Percentage of customer action requests responded to within 10 business days.
70	2.6.1	Process Statutory Planning applications.	A	Median processing days - 63 compared to 125 average for other growth area councils. Completed within 60 days - 75% compared to 50% for other growth area councils.	Planning Services	30-Jun-17	The median number of days between receipt of a planning application and a decision on the application. Number of planning application decisions made within 60 days.
71	2.6.2	Deliver Domestic Animal Management services.	A	Number of animals impounded is 1985 of which 780 were reunited with their owners.	Compliance	30-Jun-17	Number of animals collected. Number of animals reclaimed.
72	2.6.2	Conduct food safety inspections of food premises.	A	A total of 348 class 1 and 2 food premises have been inspected this financial year to date.	Compliance	30-Jun-17	Number of registered class 1 food premises and class 2 food premises that received an annual food safety assessment in accordance with the Food Act 1984.
73	2.6.2	Undertake Essential Safety Measures inspection, testing and maintenance tasks for all Council buildings in accordance with legislative requirements.	A	Service agreement in place, auditing completed, annual reports issued.	Operations	30-Jun-17	Number of inspections completed. Percentage compliance with legislative requirements.
74	2.6.2	Maintain Council's road network assets in compliance with the Road Management Act and Council's Road Management Plan.	NOT	Road Management Plan compliance for road and footpath network inspections is compliant (>95%), however defect response times are not compliant (<95%). Civil Operations have been working with the service provider on improving systems to better manage this performance.	Operations	30-Jun-17	Percentage compliance with Road Management Plan (>95%).



75	2.6.2	Develop an inspection program of new developments to ensure compliance with planning permits	A	The Planning Enforcement Officer has been carrying out inspections mainly at this stage within the new industrial areas to ensure compliance with planning permits.	Planning Services	30-Jun-17	Number of inspections conducted.
76	2.6.2	Develop the Electric Line Clearance Plan and submit for approval by Energy Safe Victoria.	A	Plan completed and approved by Energy Safe Victoria. Available on website	Operations	31-Dec-16	Plan available on Council website.
77	2.6.3	Implementation of the Project Management Framework.	P	The timeline for completion of the Business Case is revised to end of Sept 2017 due to the impact of the IT Transformation Program delaying the non-functional (technical) requirements.	Capital Projects	31-Mar-17	Business Case for the Portfolio Office Project presented to Executive for approval.
78	2.6.3	Develop contract management plans for the Parks, Open Space & Tree Maintenance Services and Road & Drainage Maintenance Services contracts.	A	Contract management plans have been completed.	Operations	30-Jun-17	Actions completed within timeframes.
79	2.6.4	Coordinate the annual testing, review and evaluation of Council's Business Continuity Plans.	A	Desktop Exercise held in Gisborne on Tue 22/11/2016 with Central Municipal Emergency Management Enhancement Group (MEMEG). Topic: Pandemic – the exercise explored how Council supports the Department of Health and Human Services (DHHS) as the control agency and the impact on business continuity should a large number of staff be unable to come to work.	Risk & Performance	30-Jun-17	Annual Test Exercise completed and action plan developed.
80	2.6.5	Test and assess Emergency Response and Recovery Preparedness in accordance with the Emergency Management Act 2013 through annual desktop and event exercises.	A	A joint Melton, Wyndham and Hobson's Bay Emergency Relief Centre (ERC) Exercise was undertaken – an ERC Activation for Melton City Council. Named exercise Blockade, it occurred at the Melton Youth Facility, 193 Barriess Road on Thursday 14/07/2016	Risk & Performance	30-Jun-17	Number of test exercises completed.

- 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.**  
**Strategies:**
- 3.1.1 Plan and coordinate appropriate and affordable services for our growing population.
  - 3.1.2 Provide targeted support and assistance to disadvantaged, at-risk and vulnerable residents.
  - 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.
  - 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.
  - 3.1.5 Provide environments and services that encourage independent ageing in the community and at home.
  - 3.1.6 Support the capacity of the local community to plan for and increase participation of people with a disability and their carers.

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline	Performance Indicators
81	3.1.1	Provision of library services.	A	Library members 46,723 with 599,533 visits to the library from Jul 2016 - June 2017	Libraries	30-Jun-17	Number of active library members. Number of visits to the library.
82	3.1.1	Provide Commonwealth Home Support services to eligible people over 65 years.	A	<b>July 2016 - June 2017 CHSP</b> Home Care: 848 clients, 17584 hours Personal Care: 276 clients, 10240 hours Respite Care: 51 clients, 2129 hours Delivered Meals (At Home): 156 clients, 11319 meals Delivered Meals (At Centre): 228 clients, 5660 meals Home Modifications: 144 clients, 134 hours Home Maintenance: 402 clients, 657 hours Transport: 128 clients, 702 hours Support Group: 270 clients, 33895 hours	Community Care	30-Jun-17	Number of people that received a CHSP service. Number of hours delivered.
83	3.1.1	Provide Home and Community Care services for eligible people under 65.	A	<b>July 2016 - June 2017 HACC PYP</b> Home Care: 115 clients, 2560 hours Personal Care: 60 clients, 4016 hours Respite Care: 146 clients, 8621 hours Delivered Meals (At Home): 29 clients, 2176 meals Delivered Meals (At Centre): 29 clients, 873 meals Home Modifications: 27 clients, 85 hours Home Maintenance: 59 clients, 228 hours Transport: 15 clients, 101 hours PAG High: 18 clients, 2054 hours PAG Core: 9 clients, 783 hours	Community Care	30-Jun-17	Number of people that received a HACC service. Number of hours delivered.
84	3.1.2	Provide centre based and delivered meals to older adults and people with disabilities.	A	20,465 meals delivered (total at centre and at home) to CHSP and HACC PYP clients combined. Decline has been trending consistently - meals targets for CHSP clients to be renegotiated with Department of Health	Community Care	30-Jun-17	≥ 29,999 meals delivered.

85	3.1.3	Participate in working group to establish multi-provider community health facility with Djerritwarrh Health consortium.	A	The working group has met, the facility is now funded and construction is about to commence	General Manager Community Services	30-Jun-17	Number of meetings attended.
86	3.1.3	Provide project management services for construction of Hope Street Youth Refuge.	A	The Project Control Group and Project Working Group continue to meet regularly to ensure the delivery project outcomes identified by Hope Street.	Capital Projects	30-Jun-17	Works completed within timeframe.
87	3.1.4	Deliver children's events and activities that celebrate the diversity of children and families.	A	30 activities delivered	Families and Children	30-Jun-17	Number of activities delivered.
88	3.1.5	Complete the Redevelopment of the Aged Precinct, including an extension on the east side to Smith Street.	A	Completion of Redevelopment of Aged Precinct buildings.	Community Care	30-Jun-17	Project completed within timeframes.
89	3.1.6	Deliver the Disability Action Plan.	A	Final outcomes report for the 2013 - 2017 Disability Action Plan will be presented to the Melton Disability Advisory Committee at 3 August 2017 meeting.	Community Care	30-Jun-17	Outcomes reported to Melton Disability Advisory Committee.

**Objective 3.2: Build resilient people and communities through opportunities to participate in community life.**

**Strategies:**

- 3.2.1 Facilitate partnerships between relevant stakeholders to build and strengthen the community's capacity to formulate their own solutions to issues.
- 3.2.2 Enhance the capacity of local residents through programs that develop and promote local leadership and community participation pathways.
- 3.2.3 Develop relationships that combine resources to support and promote the role of local community groups and volunteers.
- 3.2.4 Provide intervention, support, education and professional development opportunities for individuals, families, groups and networks to build capacity, sustainability and self-reliance.
- 3.2.5 Facilitate new community development programs and groups that support community capacity building.

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline	Performance Indicators
90	3.2.1	Administer Council's Annual Grant Program.	A	In the final quarter, \$137,308.26 was provided to 22 community Groups through the Annual Grants Program; \$13,900 was awarded to 6 Groups in Monthly Responsive Grants; and \$5,000 was awarded to 9 people in Resident Achievement Donations.	Community Planning	30-Jun-17	Amount awarded. Number of successful applications.
91	3.2.2	Develop a program to enhance and strengthen community leadership skills and networks.	A	Twenty-seven (27) participants completed the Community Leadership Program.	Community Planning	30-Jun-17	Program presented to Executive for approval.
92	3.2.3	Deliver initiatives to recruit, develop and support volunteers.	A	5 volunteer recruited 4th quarter, 11 new volunteers recruited YTD. 55 active volunteers YTD. 2,804 volunteer hours delivered 4th quarter, 12,088 volunteer hours delivered YTD.	Community Care	30-Jun-17	≥ 8 new volunteers recruited. ≥ 45 active volunteers. ≥ 8500 volunteer hours delivered annually.
93	3.2.4	Deliver the Integrated Family Support Program to vulnerable families as referred through the Brimbank Melton Child FIRST Alliance.	A	3,629 hours delivered to the end of 30/06/2017	Families & Children	30-Jun-17	Number of case management hours provided (3750 hours).
94	3.2.5	Support the establishment of new community groups.	A	Six (6) new community groups supported in this quarter, from the following communities: Assyrian Friendship group, Samaan Seniors, Melton Community Garden Group, Congolese Women's and Pacifica Women's group and New Seniors Multicultural Group in Caroline Springs.	Community Planning	30-Jun-17	Number of new community groups supported.

**Objective 3.3: Develop an environment that supports imagination, creative expression and engagement in cultural experiences.**

**Strategies:**

- 3.3.1 Plan and provide community and neighbourhood celebrations, events and programs that create a sense of pride in our community identity.
- 3.3.2 Encourage awareness of the diversity and value of arts and culture experiences.
- 3.3.3 Promote and assist access to existing and future local arts and cultural program spaces.
- 3.3.4 Create opportunities for the community to develop their creativity and experience the artistic work of others.
- 3.3.5 Develop the potential of existing and emerging artists through development pathways for children, young people and aspiring artists.

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline	Performance Indicators
95	3.3.1	Run community events including Djerriwarrh & Summersault Festival.	A	Summersault Festival delivered on 11th Feb 2017 with record crowd - estimated at 34,000 throughout the day. Djerriwarrh Festival 2017 currently in planning. Survey reports 93% satisfaction for Djerriwarrh Festival and 92% satisfaction for Summersault. Survey results on file.	Engagement & Advocacy	30-Jun-17	Attendance levels. Customer /community satisfaction.
96	3.3.1	Deliver Seniors Festival Week activities.	A	Seniors Festival was delivered in October 2016 with 8 activities delivered including the Seniors Dinner Dance which attracted 110 participants. Planning for the October 2017 Festival has commenced.	Community Care	31-Oct-16	≥ 8 activities/programs held.
97	3.3.2	Deliver Pop Culture events as a community gathering opportunity.	A	"A Pinch of Spice" delivered on 4th of April. "Groovey Movie" was delivered on May 11th with the final event "Skin & String" delivered in June 2017. Six events in total for 2016/17 with an estimate of 2,000 pax in total.	Engagement & Advocacy	30-Jun-17	Number of events. Number of attendees.
98	3.3.3 3.3.4	Deliver a range of artistic & cultural events and exhibitions at Caroline Springs Gallery incorporating professional and amateur practice.	A	5 exhibitions presented at CS Gallery in quarter 4, incorporating diversity of professional and amateur artists. Wet-on-Wet   Charles Perri   Thursday 23 March to Wednesday 12 April 2017 PAIR(s)   PamPaS Arts and Craft Group   Friday 14 April to Sunday 30 April 2017 Sew and Tell   Presented as part of Neighbourhood House Week   Monday 1 May to Monday 15 May 2017 ReNewed   Barry Melder   Wednesday 17 May to Sunday 11 June 2017 On the Fabric of the Ngarrindjeri Body – Volume II   Damien Shen   Friday 16 June to Sunday 23 July 2017	Engagement & Advocacy	30-Jun-17	≥ 4 professional installations. ≥ 4 amateur installations. ≥ 36 weeks activation of the gallery.

99	3.3.5	Deliver Artist in Residence program.	A	<p>Following the revision of the Raglan's Cottage Residency process and application form, and listing of the opportunity on the Creative Spaces national platform, Melton City Council placed its first resident (an exhibition of paintings by Waldemar Santos organised through H N Art Décor) on 22 June, with the exhibition set to be demounted on 21 August. Numerous other enquiries and two formal applications have also be submitted for review.</p>	Engagement & Advocacy	30-Jun-17	Number of residencies conducted.
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**Objective 3.4: Provide lifelong learning opportunities to build social connections and self development.**

**Strategies:**

- 3.4.1 Facilitate flexible lifelong learning opportunities through Neighbourhood Houses, community facilities, library services and the attraction of training providers.
- 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.
- 3.4.3 Support the provision of a diverse and current range of reading and learning materials, reflecting our changing demographics.
- 3.4.4 Create a learning culture in the City through early engagement with children, young people and families.

CP Strategy	CP No.	Action	Status Symbol	Progress Comments	Service Unit	Timeline	Performance Indicators
3.4.1	100	Review the Neighbourhood House Strategy.	NOT	Delayed due to the 26 June 2017 adoption of Council and Wellbeing Plan and Community Infrastructure Plan to ensure alignment. Final Strategy to be presented to Council in December 2017.	Community Planning	30-Jun-17	Report presented to Council.
3.4.1	101	Deliver learning, literacy and social connection programs through libraries.	A	Delivered 966 programs with 19,645 participants.	Libraries	30-Jun-17	Number of program sessions. Number of participants.
3.4.2	102	Develop online Learning Directory with facility to enrol in listed courses.	A	Supplier selected for design and development of online Learning Directory. First phase of project (design & development) completed by 30 June. A functional model of the system is now being user tested prior to implementation. System enables online browsing, booking and payment for Council programs.	Community Planning	30-Jun-17	Learning Directory site accessible by the community.
3.4.3	103	Provide enhanced library collection through improved access to ebooks.	A	8,819 items available for loan.	Libraries	30-Jun-17	Number of ebooks available for download.
3.4.3	104	Deliver the Melton City Word Fest Literary Festival.	A	Held 15 additional events with 418 people in attendance during the Lit Fest in August 2016. Delivered the Short Story competition with 91 entries. Hosted the Short Story competition presentation night with 90 people in attendance.	Libraries	30-Nov-16	≥10 events held. Short story competition completed.
3.4.4	105	Implement the 1000 Books Before School program in partnership with State Library of Victoria.	A	Launched on 15/2/17. As of 31 March 343 children registered, with 649 registered by 30 June.	Libraries	30-Mar-17	Number of children registered for the program.

**Objective 3.5: Build an inclusive community that embraces and values cultural diversity and celebrates our collective heritage.**

**Strategies:**

- 3.5.1 Celebrate diversity and generate awareness, understanding and appreciation of indigenous and other diverse communities through support, information, activities and networks.
- 3.5.2 Advocate to attract community service organisations that can coordinate service options for resident settlement and integration support.
- 3.5.3 Engage multicultural and faith leaders to enhance communication between cultural and linguistically diverse residents and community organisations.
- 3.5.4 Deliver programs and projects to increase community knowledge and appreciation of our collective heritage and development as a City.

CP Strategy	CP No.	Action	Status Symbol	Progress Comments	Service Unit	Timeline	Performance Indicators
3.5.1	106	Deliver Citizenship Ceremonies for City of Melton residents.	A	All approved conferees have been invited to ceremonies within the designated timeframes	Legal & Governance	30-Jun-17	Percentage of all conferees invited to attend a Council citizenship ceremony within 3 months of department approval.
3.5.1	107	Support the activation of the Kirrip Aboriginal Community Hub.	A	This quarter Kirrip has run 2 Sorry day events this being a sorry day morning tea with staff from MCC held at Kirrip. Elders from Kirrip attended MCC for a sorry day and cultural talk with staff from MCC. This was followed by Reconciliation week events starting with a combined event with Hope St youth and family services held at Hope St in Coburns road, followed by a BBQ at Kirrip House. This was attended by community and the Mayor and several Councillors and the CEO of Hope St. Kirrip also held an Elders lunch this was attended by MCC staff and members of the community. Kirrip held a Community family day this was run by Maria women's group and was very successful. Kirrip now has a Child first worker, Family therapist/councillor attending Kirrip weekly, this is to assist families in community and help prevent child protection intervention. Kirrip now has a men's Shed running this is a cultural workshop to make wood and other cultural things as well as a possum skin cloak.	Community Planning	30-Jun-17	Activation plan developed. Number of activities delivered.
3.5.2	108	Facilitate Culturally and Linguistically Diverse Advisory Committee.	A	One (1) meeting of the CALDAC have been held in the quarter.	Community Planning	30-Jun-17	Number of meetings.
3.5.2	109	Participate in Melton New and Emerging Communities Network.	A	Two (2) meetings of the Network have been attended by a Council Officer in the quarter.	Community Planning	30-Jun-17	Number of meetings attended.
3.5.3	110	Develop the Intercultural Plan.	A	The Intercultural Plan 2017-21 was adopted at the Ordinary Meeting of Council on 29 May 2017	Community Planning	31-Mar-17	Plan presented to Council for adoption.
3.5.3	111	Support the Melton Interfaith Network.	A	Two (2) meetings of the Network have been attended by a Council Officer in the quarter. In addition, two (2) events were supported by the Officer.	Community Planning	31-Mar-17	Number of meetings attended.



112	3.5.4	Preserve local and family history records of local significance in a digital format.	A	145 volunteer hours to assist the community with research.	Libraries	30-Jun-17	Number of volunteer hours of family history research assistance delivered.
113	3.5.4	Deliver a publication to celebrate the 150 years of history as a local government body.	A	Procurement process completed and Historian appointed. Research commenced for completion in 17/18 financial year	Libraries	30-Jun-17	Author/Historian contracted.

**Objective 3.6: Create a safer community through building a sense of belonging and community pride.**

**Strategies:**

- 3.6.1 Deliver community safety initiatives that connect community, increase participation, build capacity and address crime and graffiti prevention.
- 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.
- 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.
- 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.

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline	Performance Indicators
114	3.6.1	Proactively utilise the provisions of the <i>Graffiti Prevention Act 2007</i> to remove graffiti in a timely manner.	A	19,557 sqm of graffiti has been removed in the 2016 / 2017 financial year.	Operations	30-Jun-17	Number of square metres of graffiti removed.
115	3.6.1	Review Community Emergency Risk Assessments that build capacity of communities to respond to emergencies.	A	The Community Emergency Risk Assessment (CERA) process annual review was carried out in May 2017.	Risk & Performance	30-Jun-17	Number of risk assessments reviewed.
116	3.6.2	Deliver Stage Two of the Pride of Melton project.	A	Stage 2 completed and opened for public use	Engineering Services	31-Mar-17	Stage two of the project completed.
117	3.6.3	Implement Year 7 of the Road 2 Zero Action Plan.	A	A total of 61 initiatives were implemented in 2016/17.	Community Planning	30-Jun-17	Number of actions implemented.
118	3.6.4	Propose a motion at the Municipal Association of Victoria State Conference calling on State Government to increase police numbers in growth areas.	A	Motion was put and unanimously supported at the MAV State Forum held on 10 September 2016	GM Corporate Services	31-Dec-16	Motion proposed.
119	3.6.4	Advocate to State Government regarding urgent need for increased police numbers.	A	In the last quarter, the advocacy unit organised a meeting between North Western Regional Commander Barrett, Melton's CEO and Council's Mayor. The meeting centred around community concerns about the frequency of home invasions across the municipality. In the last 12 months, regular contact with local police has achieved little success in influencing State government resourcing for the municipality. In the 2017/18 reporting period, Council will be undertaking meeting with senior officials.	Engagement & Advocacy	30-Jun-17	Number of representations.

**Objective 3.7: Ensure our established and new communities are well connected and supported.**

**Strategies:**

- 3.7.1 Build cohesive communities through the connection and integration of established and new residential areas.
- 3.7.2 Undertake a coordinated approach to service access and the celebration of the identity of small townships and local neighbourhoods.

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline	Performance Indicators
120	3.7.1	Deliver community development initiatives for residents in small townships and new developments.	A	74 initiatives have been implemented in Diggers Rest and Rockbank and 39 in Eynesbury.	Community Planning	30-Jun-17	Number of initiatives implemented.
121	3.7.2	Develop neighbourhood networks in Rockbank and Diggers Rest townships.	A	The Diggers Rest Neighbours Network has 84 members and 9 meetings were held. The Rockbank Neighbours Network has 24 members and met 5 times. A network of 18 individuals, organisations and groups also meets in Rockbank and met 5 times during the year.	Community Planning	30-Jun-17	Outcomes reported to Council.
122	3.7.2	Deliver outreach services to local neighbourhoods to create awareness of library services.	A	Delivered 216 outreach sessions with 3270 people in attendance.	Libraries	30-Jun-17	Number of outreach programs delivered.

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

**Objective 4.1: Collaborate for an accessible, integrated and aligned health service system.**

**Strategies:**

- 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.
- 4.1.2 Undertake assessment and gap analysis of existing health infrastructure and health service needs for current and future populations.
- 4.1.3 Plan, attract and advocate for primary health care and allied health service providers, aligned with evidence of need.
- 4.1.4 Partner to support an effective and accessible referral system to ensure timely and relevant access to community health services.
- 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.

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline	Performance Indicators
123	4.1.1	Develop strategy to address the health, wellbeing and social connectedness of older people.	NOT	Strategy Working Group dismantled and new 4 Way Plan working group established incorporating Early Years, Youth, Aged and Disability. New expected delivery date is December 2017.	Community Care	30-Jun-17	Strategy presented to Council for adoption.
124	4.1.2	Update Public Health and Wellbeing Profile.	A	Health and Wellbeing Profile completed	Community Planning	31-Dec-16	Updated Public Health and Wellbeing Profile completed.
125	4.1.3	Advocate for the provision of a purpose-built community health facility.	A	Over the last quarter Council has spoken to MPs including Cesar Melham, Senator Jane Hume and Dr Ines Rio - NWMPHN Chair about the need for a purpose built community health facility. In this quarter, Council's advocacy team organised a meeting with the Parliamentary Sec for Health Ms Gabrielle Williams MP to discuss the provision of health funds for the municipality.	Engagement & Advocacy	30-Jun-17	Report presented to Executive.
126	4.1.4	Deliver Breastfeeding support services to families.	A	485 self referrals and 351 y/d agency referrals	Families & Children	30-Jun-17	Number of self-referrals to the program. Number of agency referrals to the program.
127	4.1.4	Deliver baby sleep settling sessions to new parents.	A	25 sleep and settling sessions delivered with 121 parents attending	Families & Children	30-Jun-17	Number of sessions provided. Number of attendees at sessions.
128	4.1.5	Advocate to State government to promote improved health facilities including day procedure facility and general hospital	A	Over the last quarter Council has spoken to MPs including Cesar Melham, Senator Jane Hume and Dr Ines Rio - NWMPHN Chair about the need for a purpose built community health facility. In this quarter, Council's advocacy team organised a meeting with the Parliamentary Sec for Health Ms Gabrielle Williams MP to discuss the provision of health funds for the municipality.	Engagement & Advocacy	30-Jun-17	Number of representations.

**Objective 4.2: Address health inequalities in our community.**

**Strategies:**

- 4.2.1 Collaborate to deliver targeted health initiatives to address health inequalities.
- 4.2.2 Work in partnership to increase the community's understanding of the impact of mental health issues.
- 4.2.3 Implement initiatives that support and increase social inclusion for people at risk of clinical and/or preventable mental illness.
- 4.2.4 Build community awareness and attitudinal changes about the causes of family violence through community education campaigns.
- 4.2.5 Strengthen partnerships to address the underlying causes of family violence through early intervention initiatives and services.

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline	Performance Indicators
129	4.2.1	Collaborate with Djerriwarrh Health Services to deliver the Koolin Bailit project to enhance the health and development outcomes for Aboriginal children and their families.	A	8 meetings attended	Families & Children	30-Jun-17	Number of meetings attended.
130	4.2.2	Deliver men's health and wellbeing activities from Melton and Taylors Hill Men's Sheds.	A	<b>Melton Men's Shed:</b> - average of 129 programs delivered per quarter. 4133 attendees YTD, average of 22 participants per day <b>Taylors Hill Men's Shed:</b> - average of 137 programs delivered per quarter. 4,104 attendees YTD, average of 28.3 participants per day	Community Care	30-Jun-17	≥100 programs per quarter. ≥15 participants per day.
131	4.2.3	Support delivery of the Adolescent, Young Adult and Family Counselling service by Djerriwarrh Health Services at Melton Youth Centre.	A	Partnership remains positive with referrals to the services completed for the 16/17 financial year. Ongoing for the 17/18 financial year.	Recreation & Youth	30-Jun-17	Number of referrals to program.
132	4.2.4	Deliver Preventing Violence Against Women initiatives through the White Ribbon Action Team.	A	Two (2) initiatives were implemented for White Ribbon Day 2016, an internal forum on gender equity, and the community 'coffee cup' campaign with participating cafes.	Community Planning	30-Jun-17	Number of White Ribbon Day initiatives.
133	4.2.5	Develop Gender Equity Strategy.	NOT	The development of the 'Preventing Violence against Women through Gender Equity Strategy' has been delayed due to the timing of key State and Federal documents being released. It will now be presented to the Ordinary Council Meeting on 13 November 2017. This will ensure the strategy is consistent with the western regional plan, recently released State and Federal policy, upcoming funding announcements and the Council and Wellbeing Plan 2017-2021. The November adoption date also aligns with White Ribbon Day which will enable a relevant launch opportunity.	Community Planning	30-Jun-17	Strategy presented to Council for adoption.

**Objective 4.3: Encourage the community to be physically active and healthy.**

**Strategies:**

- 4.3.1 Reduce the burden of chronic disease on our community through education that supports positive behaviour change in healthy lifestyles.
- 4.3.2 Research barriers and enablers to regular planned and incidental physical activity and respond through affordable, sustained and accessible physical activity programs.
- 4.3.3 Undertake marketing activities to increase the levels of physical activity and access to recreation pursuits.
- 4.3.4 Educate community on the importance of healthy eating and support an increase in the accessibility of fresh nutritious food.
- 4.3.5 Encourage and facilitate sustained physical activity in our growth areas through implementing 'healthy by design principles'.
- 4.3.6 Implement prevention and intervention programs that improve the physical health of vulnerable community members and the developmental outcomes of children.
- 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.
- 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.
- 4.3.9 Deliver immunisation programs against preventable disease to infants and children, including vaccinations and health education programs.

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline	Performance Indicators
134	4.3.1	Promote healthy eating and drinking within sports clubs and leisure facilities.	A	Two initiatives have been delivered including healthy choices in recreation centres and healthy eating grants for sports clubs (with nine clubs participating).	Community Planning	30-Jun-17	Number of initiatives delivered.
135	4.3.2	Apply for State Government funding opportunities to support female participation in sport.	A	Application to improve female change facilities at Melton Recreation Reserve was unsuccessful for the 2017/18 year. Additional applications for Blackwood Drive Recreation Reserve with Melton Recreation Reserve resubmitted to seek funding for the 2018/19 year.	Recreation & Youth	30-Jun-17	Funding applications submitted.
136	4.3.3	Support ongoing and new community walking groups.	A	There are currently 12 walking groups and an average of 125 participants per month.	Community Planning	30-Jun-17	Number of walking groups. Number of participants.
137	4.3.4	Implement the Green Light Lunchbox program in partnership with local food outlets.	A	Project is completed with six (6) outlets having participated.	Community Planning	30-Jun-17	Number of outlets participating.
138	4.3.5	Develop Atherstone Regional Playspace.	A	Atherstone Regional Playspace was opened to the public in November 2016 and is being well used by the local community.	City Design, Strategy & Environment	30-Jun-17	Works completed within timeframes.
139	4.3.6	Review Maternal and Child Health Positive Parenting Program.	NOT	The Review was not able to be completed by the due date and has been carried forward to 2017/18 Council action plan	Families & Children	30-Jun-17	Report presented to Executive.
140	4.3.7	Support the Friends of the Melton Botanic Gardens in the development of the garden.	A	Works for 2016/17 completed. The launch of the gardens is currently planned for September after amphitheatre completion.	Recreation & Youth	30-Jun-17	Works completed within timeframes.
141	4.3.7	Deliver improvements to Council's passive recreation reserves.	A	Fraser Street completed. Boronia Drive, Millennium Gardens and Kensington Drive nearing completion.	Recreation & Youth	30-Jun-17	Number of reserves improved (4).

142	4.3.7	Develop Macpherson Park Future Directions Plan.	NOT	Draft directions paper due week of 10 July. Briefings to executive on Thursday 20 July 2017	Recreation & Youth	30-Jun-17	Directions paper presented to Council for adoption.
143	4.3.7	Develop Taylors Hill West sports precinct.	A	Tender process is currently underway closing July 28 2017.	Recreation & Youth	30-Jun-17	Construction commenced within timeframes.
144	4.3.8	Develop a Playspace Strategy.	A	Has been addressed as part of the Adopted Open Space Strategy 2016-2026	Recreation & Youth	30-Jun-17	Strategy presented to Council for adoption.
145	4.3.9	Deliver the vaccinations against preventable diseases to children and secondary school children.	A	School immunisation program has completed 2 rounds of year 7 immunisations	Compliance	30-Jun-17	Percentage of secondary school consent cards returned (>90%). Percentage of eligible children in years 7 and 10 fully vaccinated (>75%).

**Objective 4.4: Minimise social harms caused by gambling, tobacco, alcohol and other drugs.**

**Strategies:**

- 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.
- 4.4.2 Undertake Social Impact Assessments on venue-based liquor licence and gaming applications to minimise impact on high risk areas.
- 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.
- 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.

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline	Performance Indicators
146	4.4.1 4.4.2	Develop an Alcohol Management Framework informed by harm minimisation and health promotion principles.	NOT	The Alcohol Management Framework will be presented at the Ordinary Council Meeting on 18 September 2017. This action has been delayed to ensure the Framework is consistent with the Council and Wellbeing Plan 2017-2021.	Community Planning	30-Jun-17	Policy presented to Policy Review Panel.
147	4.4.3	Provide education and training for community organisations in the areas of gambling, alcohol, tobacco and other drugs.	A	All planned education and training completed for 2017. "Gamblers Help" have attended Melton Youth Advisory Network to train and inform workers on referral pathways.	Recreation & Youth	30-Jun-17	Number of education courses run.
148	4.4.4	Conduct annual sale of tobacco to minors testing program.	A	Second stage completed, 2 official warnings issued.	Compliance	30-Jun-17	Number of premises tested. Number of infringement notices issued.