



Council Annual Action Plan - Status Report
 Third Quarter 2016/17
 1 January 2017 to 31 March 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
Achieved The Action is completed.	A	25	16.8%
On Track The action is on track and expected to be completed by the current timeline	OT	108	72.5%
Not On Track 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.	NOT	13	8.7%
Postponed The Action has been deferred for the financial year. An explanation is provided in the 'progress comments' column.	P	3	2.0%
Total	Total	149	100%

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.	Action	Performance Indicators	Status Symbol	Progress Comments	Service Unit	Timeline
1	Develop Strategic Telecommunications Infrastructure Policy.	Strategic Telecommunications Infrastructure Policy presented to Council for adoption.	NOT	The policy is under development. Consultant has been appointed and initial workshops with Carriers and briefing of Council have been held. The policy is on track to be presented to Council in August 2017.	City Design Strategy & Environment	30-Jun-17
2	Develop an annual inspection program of the quality and liveability of new developments.	Outcomes reported to Council.	OT	Inspection is now likely to be put back to May/June 2017, based on other work priorities.	Planning Services	30-Jun-17
3	Develop Western Plains South Green Wedge Management Plan (2 year project).	Background analysis presented to Council.	NOT	This project has now commenced. The Memorandum of Understanding (MOU) and Project Scope have been agreed and the MOU is with Directors/GM for signing.	City Design Strategy & Environment	30-Jun-17
4	Develop an Urban Design Strategy (2 year project).	Stage 1 background report to Council.	P	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
5	Develop a new Public Art Strategy and Policy.	Strategy and Policy presented to Council for adoption.	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
6	Complete the Toolern Public Realm Strategy.	Strategy presented to Council for adoption.	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

7	1.1.3	Prepare the Melton South Structure Plan (2 year project).	Background report prepared.	P	The scope of works and consultation strategy have been developed and preparation of the tender documents has commenced. 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
8	1.1.4	Review Heritage Strategy.	Report presented to Council for adoption.	OT	This strategy is under development with consultation scheduled to commence April 2017 and a briefing of Council in May 2017. The final document will be presented to Council in June 2017.	City Design Strategy & Environment	30-Jun-17
9	1.1.5	Implement the Housing Diversity Strategy.	Number of short term category actions implemented from the Action Plan.	OT	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 Pre-Authorisation. - Rural Residential Supply and Demand Analysis is out for tender.	City Design Strategy & Environment	30-Jun-17
10	1.1.6	Contribute to State Government processes in the identified Precinct Structure Plans and Infrastructure Contributions Plans.	Number of Precinct Structure Plans and Infrastructure Contribution Plans.	OT	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 Report have been released and Council officers are working with the VPA to finalise the documents.	City Design Strategy & Environment	30-Jun-17

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

Strategies:

- 1.2.1 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.
- 1.2.4 to deliver and manage.
- 1.2.5 Deliver asset needs through the capital works program including Precinct Structure Plan priority projects, aligned with Council Plan outcomes.

CAP No.	CP Strategy	Action	Performance Indicators	Status Symbol	Progress Comments	Service Unit	Timeline
11	1.2.1 1.2.2	Develop Caroline Springs sub regional tennis facility.	Construction commenced within timeframes.	O T	Concept design completed with detailed design underway.	Recreation & Youth	30-Jun-17
12	1.2.3	Develop a Signage Strategy to improve accessibility within the municipality (2 year project).	Discussion paper developed.	NOT	Due to a number of successful State and Federal Government funding applications, resources have been temporarily prioritised toward the funded projects causing the Signage Strategy to be delayed. It is expected that work will recommence on this project in April 2017. It is expected that the Discussion Paper will still be completed by June 2017.	City Design Strategy & Environment	30-Jun-17
13	1.2.3	Develop a Melton Municipal Street Tree Strategy (2 year project).	Background analysis report developed.	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
14	1.2.3	Deliver the annual Street Tree Planting and Beautification Program across the municipality.	Number of trees planted. Number of projects completed.	O T	Project is on track and works being undertaken.	Operations	30-Jun-17
15	1.2.4	Complete revaluation of kerb and footpath assets.	Revaluation completed.	O T	Kerb revaluation completed, footpath in progress.	Engineering Services	30-Jun-17
16	1.2.5	Delivery of the 2016/17 Capital Works Program.	80% of Capital Projects and Programs delivered on time and within budget.	O T	The delivery of the Capital Projects and Programs are currently still on track to achieve the 80% target.	Capital Projects	30-Jun-17

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	Performance Indicators	Status Symbol	Progress Comments	Service Unit	Timeline
17	1.3.1	Develop Toolern Employment Area Urban Design Framework.	Background report presented to Council.	P	Following the release of Plan Melbourne 2017-2050 the scope of this project has been extended to include the proposed Metropolitan Activity Centre. The tender documents are under preparation and it will be publicly tendered in May 2017.	City Design, Strategy & Environment	30-Jun-17
18	1.3.2	Maintain Social Procurement commitments in the Parks, Open Space & Tree Maintenance Services and Road & Drainage Maintenance Services contracts.	Number of social procurement commitments maintained in 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
19	1.3.3	Implement identified actions from the Community Learning Plan.	Number of actions implemented.	OT	Six (6) actions completed in quarter. Actions include: Learning Directory published both printed and electronic versions. Workshop held for Community Learning Board and sub committees to review the Community Learning Plan and determine focus areas for next two years. Supported early Uni project with sponsorship and travel. Ongoing support of Jobs Labs at both libraries. Collective Impact Assessment Tool (CIAT) completed. Advocacy discussions held with Vic Uni Polytechnic to explore a tertiary education presence in Melton.	Community Planning	30-Jun-17

20	1.3.4	Facilitate Council and business engagement in programs, activities and spaces within the Western BACE.	Number of programs and activities.	OT	A proposal for business events to be held at the BACE for 2017 Small Business Festival (held in Aug 2017) has been submitted to State Government and we are now awaiting approval of the program. Tenderwrite Workshop has been scheduled at Western BACE for May 9th. Through an agreement with the Western BACE, 6 new workshops will be scheduled in for this financial year that will help activate the Digital BACE and provide training opportunities for City of Melton businesses.	Engagement & Advocacy	30-Jun-17
21	1.3.5	Deliver actions within the Digital Economy Strategy.	Outcomes reported to Council.	OT	Public Wi-Fi feasibility has been investigated as part of the Melton Town Centre Redevelopment. Electronic Business Database/Directory is about to be reinstated to Council website. Other actions being progressively delivered.	Engagement & Advocacy	30-Jun-17
22	1.3.6	Provide tourism information services through the Visitor Information Centre.	Number of visitors using Visitor Information services.	OT	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 - Apr 2017 with the pop-up featuring at many events.	Engagement & Advocacy	30-Jun-17
23	1.3.6	Deliver an incentive based Buy Local program	Number of businesses participating in program.	A	Early plans for the 2017 Buy Local Campaign are being made.	Engagement & Advocacy	30-Jun-17

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
- 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	Performance Indicators	Status Symbol	Progress Comments	Service Unit	Timeline
24	1.4.1	Develop and implement Climate Resilience Checklist for Council assets.	Checklist developed.	OT	The checklist has been developed and will be implemented following the adoption of the Environment Plan which is scheduled to go to Council in June 2017	City Design Strategy & Environment	30-Jun-17
Carry over	1.4.1	Develop Sustainability Policy to inform environmentally sustainable design and construction.	Discussion paper developed.	OT	The Project Working Group is progressing work on defining and drafting the discussion paper.	Capital Projects	30-Jun-17

25	1.4.2	Develop Environment Plan to address climate change impacts and the protection of natural resources.	Plan presented to Council for adoption.	O T	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 is currently being drafted and is scheduled to be presented to Council by June 2017	City Design Strategy & Environment	30-Jun-17
26	1.4.3	Review operation of Melton Recycling Facility.	Review presented to Executive.	O T	Consultants report due in May 2017, Exec briefed in March 2017, project on track.	Operations	30-Jun-17
27	1.4.4 1.4.5	Support local environment groups and school based programs.	Number of groups supported. Number of school visits.	O T	Owing to schools being on a break and leave taken by the Council Officer, no activity occurred during the third quarter.	City Design Strategy & Environment	30-Jun-17
28	1.4.6	Deliver the Environment Enhancement Program.	Percentage of eligible landowners who retain their rebate.	A	The 2017 program is now complete and achieved a 93% compliance rate.	City Design Strategy & Environment	30-Jun-17

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	Performance Indicators	Status Symbol	Progress Comments	Service Unit	Timeline
29	1.5.1	Advocate for public transport networks.	Number of representations.	O T	The Advocacy Unit has conducted meetings with the Opposition Minister for Planning, Environment and Equality. Additionally, we have had discussions with the Parliamentary Secretary for Transport and Roads. Discussions with both MPs centred around the following: increasing bus services across the municipality, infrastructure needs and Toolern station.	Engagement & Advocacy	30-Jun-17
30	1.5.2	Complete Abbey Road Bridge construction to provide a vital link between Melton South and the Toolern Growth area.	Works completed within timeframe.	O T	Construction works are in progress and due to be completed within the timeframe.	Engineering Services	30-Jun-17

31	1.5.2	Develop and implement the Minor Maintenance Agreement in collaboration with Vic Roads and Citywide.	Parameters in the agreement achieved.	A	Agreement has been executed.	Operations	30-Jun-17
32	1.5.2	Complete the Mount Cottrell road widening project between Greigs Road and Boundary Road.	Works completed within timeframe.	OT	Construction works are in progress and due to be completed within the timeframe.	Engineering Services	30-Jun-17
33	1.5.3	Advocate for government road transport infrastructure funding.	Number of representations.	OT	The Advocacy Unit has conducted meetings with the Opposition Minister for Planning, Environment and Equality. Additionally, we have had discussions with the Parliamentary Secretary for Transport and Roads. Discussions with both MPs centred around the following: increasing bus services across the municipality, infrastructure needs and Toolern station.	Engagement & Advocacy	30-Jun-17
34	1.5.4	Construction of walking and cycling networks.	Length of new walking and cycling paths.	OT	The length of all new paths will be quantified and reported at end of year as part of the asset capitalisation process	Engineering Services	30-Jun-17
35	1.5.5	Advocate for inclusion of pedestrian rail crossings in the Melton rail duplication project.	Demonstrated advocacy activities.	OT	MMRA are currently costing the inclusion of pedestrian rail crossings in the duplication project	Engineering Services	30-Jun-17
36	1.5.6	Support the planning and implementation of active sustainable transport initiatives.	Number of initiatives delivered. Number of participants.	OT	Three (3) initiatives have been delivered: it's Cool to Walk to School (24 schools), Active Paths (3 schools), and Bicycle Network Ride2School Day (5 schools), with approximately 1,500 participants in total.	Community Planning	30-Jun-17
37	1.5.7	Implement Moving Melton, Council's integrated transport strategy.	Number of actions achieved.	OT	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 to advocate for improvements to the Western Highway, Melton Highway and Palmers Road (Westwood Drive Extension). A Council report has been prepared for the Transport Reference Group for presentation to the May meeting.	City Design Strategy & Environment	30-Jun-17

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	Performance Indicators	Status Symbol	Progress Comments	Service Unit	Timeline
38	2.1.1	Develop the 2017 – 2021 Council Plan.	Compliance with Local Government Act and Local Government Financial Regulations.	O T	The Council Plan continues in the development stage. A Councillor workshop was conducted in February 2017 where the Themes, Objectives and Strategies were discussed and provisionally approved. Development of the Indicators of achievement for inclusion in the Plan as well as the structuring the Plan has significantly progressed.	Risk & Performance	30-Jun-17
39	2.1.1	Review 'Naming of Council Community Facilities and Open Space Policy.'	Policy presented to Council for adoption.	O T	Draft policy updated for review internally.	Recreation and Youth	30-Jun-17
40	2.1.2	Deliver the annual community budget engagement sessions.	Number of community engagement sessions (2).	A	Completed. Engagement sessions held in February and initiatives approved from those sessions have been factored into Draft 2017-18 budget.	Finance	30-Jun-17
41	2.1.2	Develop the 2017 – 2021 Municipal Public Health and Wellbeing Plan.	Compliance with Health Act and Public Health and Wellbeing Act.	O T	The Municipal Public Health and Wellbeing Plan is being developed concurrently with the Council Plan, and will be adopted at the Ordinary Council Meeting on 26 June 2017.	Community Planning	30-Jun-17
42	2.1.3	Manage the annual Budget process in accordance with legislation.	Compliance with Local Government Act and Local Government Financial Regulations.	O T	Draft Budget 2017-18 and Strategic Resource Plan 2017-21 was approved by Council (April 3) for Sec 223 statutory consultation period.	Finance	30-Jun-17
43	2.1.3	Review and update the Strategic Resource Plan.	Compliance with Local Government Act and Local Government Financial Regulations.	O T	Draft Budget 2017-18 and Strategic Resource Plan 2017-21 was approved by Council (April 3) for Sec 223 statutory consultation period.	Finance	30-Jun-17

44	2.1.4	Implement Year 3 of the 2014 - 2017 Risk Management Strategy.	Report presented to Risk Management Committee.	NOT	The Risk Management Committee has advised that the replacement of the Risk Register should be completed before any further actions in Year 3 of the Risk Management Strategy are undertaken. The project plan for the new Risk Register is proceeding to schedule, with completion by 30 June 2017.	Risk & Performance	30-Jun-17
45	2.1.4	Upgrade Council's core business IT system.	Works completed within timeframe.	OT	Authority upgrade progressing to plan with go-live expected in May 2017.	Finance	30-Jun-17
46	2.1.5	Administer Council meeting reports and minutes.	100% of Council meetings minutes published on Council's Website within seven days.	OT	All Council meeting minutes have been published within the designated timeframes	Legal & Governance	30-Jun-17

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	Performance Indicators	Status Symbol	Progress Comments	Service Unit	Timeline
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.	Service Level Review recommendations presented to Council for adoption. Adoption of replacement contracts.	OT	Facility Cleaning, Public Toilet & BBQ Cleaning contracts currently being reviewed by Legal Services. Public Tender will commence by end of April, new contracts will commence on 1/7/17. Ministerial exemption has been received for Hard Waste Collection contract, contract has been extended to 30/6/18. Plant & Labour hire contract being drafted by Civil Operations Coordinator.	Operations	30-Jun-17
48	2.2.1	Review Council's playgroups program.	Report presented to Executive.	OT	In progress	Families & Children	30-Jun-17
49	2.2.2	Develop plan for the building of community infrastructure, to the appropriate standard.	Community Infrastructure Plan presented to Council for adoption.	OT	The Community Infrastructure Plan is in final draft stage, and is scheduled to be presented at the Ordinary Council Meeting on 26 June 2017	Community Planning	30-Jun-17
50	2.2.2	Implement Community Facilities Access Policy.	Number of hirers under licence agreements.	OT	174 registered hirers with licence agreements are using Council's community facilities. This is an increase of 18 hirers this quarter.	Community Planning	30-Jun-17

51	2.2.2	Provide opportunities for the community to have input into future improvements to Council's passive recreation reserves.	Number of community engagement sessions.	OT	Community engagement undertaken to input future parks development program. Recent session held February and March 2017.	Recreation & Youth	30-Jun-17
52	2.2.3	Provision of aquatic facilities.	Number of visits to aquatic facilities.	OT	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
53	2.2.3	Provision of kerbside waste collection services.	Number of scheduled kerbside garbage and recycling collection bin lifts.	OT	Contract to collect kerbside waste is continuing. Actual number of scheduled lifts will be reported in June 2017	Operations	30-Jun-17
54	2.2.4	Develop Engineering Guidelines for Industrial Developments.	Guidelines presented to Council for adoption.	OT	Draft guidelines reviewed and document is being finalised.	Engineering Services	30-Jun-17

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	Performance Indicators	Status Symbol	Progress Comments	Service Unit	Timeline
55	2.3.1	Develop Council's social media presence.	Social media platforms and audience reach.	OT	The number of Facebook followers has increased by 4677 versus the previous year. A corporate Instagram account went live in March 2017.	Engagement & Advocacy	30-Jun-17
56	2.3.2	Deliver the My City My Say community engagement events.	Number of community engagement sessions (4).	OT	Completed three (3) events in Toolern Vale, Rockbank and Diggers Rest. Preparations are on track for Eynesbury event on 23 April.	Community Planning	30-Jun-17
57	2.3.2	Develop 20 year Community Vision.	Document presented to Council for adoption.	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
58	2.3.3	Produce weekly media releases to local and metro media and organising media photo opportunities.	Percentage of pickup of media releases in local newspapers.	OT	Approximately 85-90% pick up rate of Press Release content.	Engagement & Advocacy	30-Jun-17
59	2.3.3	Publish Council's Annual Report.	Report published on Council's website.	A	The Annual Report was completed in compliance with applicable legislation, including availability on Council's website.	Engagement & Advocacy	30-Jun-17

Objective 2.4: Invest into a skilled, motivated, aligned and performing workforce.
Strategies:
 2.4.1 Develop the skills and knowledge of Councillors 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, Councillors, contractors and volunteers.

CAP No.	CP Strategy	Action	Performance Indicators	Status Symbol	Progress Comments	Service Unit	Timeline
60	2.4.1	Deliver Corporate training program.	Number of courses and participants.	OT	Since the 2nd Quarter Comments were submitted, Council has facilitated: 12 systems training sessions; 12 professional development workshops and 15 Microsoft Office Workshops. There has also been 1 Corporate Induction Session and 10 days of Workplace Behaviour Training. Sessions continue to be at maximum attendance.	People & Culture	30-Jun-17
61	2.4.2	Deliver Council's leadership program.	Number of events.	OT	Since the 2nd Quarter Comments were submitted, Council has facilitated 3 Leadership Development Workshops. Attendance continues to be at maximum capacity. Council team for the 2017 Emerging Leader Challenge has been selected and they are now 1 month into their preparation period. Elevate projects remain on course.	People & Culture	30-Jun-17
62	2.4.3	Run Staff Recognition annual event.	Event award numbers and type.	A	The STAR Awards was facilitated on Wednesday 14 December. There were over 250 staff in attendance.	People & Culture	30-Jun-17
63	2.4.3	Develop Service Unit Workforce Plans.	Number of Plans developed.	OT	A pilot workforce planning process is under development	People & Culture	30-Jun-17
64	2.4.4	Coordinate the Mentoring Program for staff.	Number of Mentees. Number of Mentors.	OT	Cycle 6 is halfway through completion. Mentoring partnerships have completed their introductory coaching sessions and community of practice sessions.	People & Culture	30-Jun-17

65	2.4.5	Implement Year 1 of 2016 - 2019 Occupational Health and Safety Strategy.	90% conformance with Council's Occupational Health and Safety Management System.	O T	The working group on staff Emergency Preparedness is coming to a close with a revised and publicised OHS procedure. A second working group reviewing staff exposure to Ultraviolet Radiation has been formed; its work is currently progressing to schedule.	Risk & Performance	30-Jun-17
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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
- 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	Performance Indicators	Status Symbol	Progress Comments	Service Unit	Timeline
66	2.5.1	Participate in the National Growth Areas Alliance.	Outcomes reported to Executive.	A	The Advocacy unit is in regular contact with the National Growth Area Alliance (NGAA) secretariat. Submissions to the NGAA include - Value Capture feedback and the Commonwealth Budget submission. Furthermore, feedback was given about the Commonwealths agenda of a Smart City framework to the secretariat. All submissions were run through the Advocacy Project Control Group.	Engagement & Advocacy	30-Jun-17
67	2.5.2	Advocate for Primary and Secondary school provision.	Number of representations.	OT	Council has written to the Minister for Education about school needs. Council has also met with representatives from the Victoria School Building Authority about Taylors Hill West construction. A meeting request was sent to the Education Department Secretary. Subsequently, we have been referred to the CEO for the Victoria School Building Authority. A meeting with the CEO, Mayor and GM for Community Planning.	Engagement & Advocacy	30-Jun-17
68	2.5.3 2.5.4	Submit government funding applications to support Council's Capital Works program and Council's service delivery.	Outcomes reported to Council.	OT	Council has submitted 16 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 and Taylors Hill Children and Community Centre. Ten applications have been successful, 5 unsuccessful and 1 pending. A total of approximately \$5.4 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.	Finance	30-Jun-17

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	Performance Indicators	Status Symbol	Progress Comments	Service Unit	Timeline
69	2.6.1	Conduct inspections of building sites, unsightly properties, abandoned vehicles, and advertising signs.	Percentage of customer action requests responded to within 10 business days.	NOT	Need to develop a report from Council's Enterprise Content Management System (ECM) to provide accurate information on this action. Majority of Customer Action Requests are actioned within 5 business days.	Compliance	30-Jun-17
70	2.6.1	Process Statutory Planning applications.	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.	OT	Median processing days - 60 compared to 119 average for other growth area councils. Completed within 60 days - 79% compared to 50% for other growth area councils.	Planning Services	30-Jun-17
71	2.6.2	Deliver Domestic Animal Management services.	Number of animals collected. Number of animals reclaimed.	OT	Number of animals impounded is 1455 of which 581 were reunited with their owners.	Compliance	30-Jun-17
72	2.6.2	Conduct food safety inspections of food premises.	Number of registered class 1 food premises and class 2 food premises that received an annual food safety assessment in accordance with the <i>Food Act 1984</i> .	OT	A total of 290 class 1 and 2 food premises have been inspected this financial year to date.	Compliance	30-Jun-17
73	2.6.2	Undertake Essential Safety Measures inspection, testing and maintenance tasks for all Council buildings in accordance with legislative requirements.	Number of inspections completed. Percentage compliance with legislative requirements.	OT	In progress, on track awarded to Statcom.	Operations	30-Jun-17
74	2.6.2	Maintain Council's road network assets in compliance with the Road Management Act and Council's Road Management Plan.	Percentage compliance with Road Management Plan (>95%).	OT	Service provider captured performance data and this is being reviewed by Civil Operations to quantify compliance.	Operations	30-Jun-17
75	2.6.2	Develop an inspection program of new developments to ensure compliance with planning permits	Number of inspections conducted.	NOT	The Planning Enforcement Officers are still to be recruited.	Planning Services	30-Jun-17

76	2.6.2	Develop the Electric Line Clearance Plan and submit for approval by Energy Safe Victoria.	Plan available on Council website.	A	Plan completed and approved by Energy Safe Victoria. Available on website	Operations	31-Dec-16
77	2.6.3	Implementation of the Project Management Framework.	Business Case for the Portfolio Office Project presented to Executive for approval.	NOT	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
78	2.6.3	Develop contract management plans for the Parks, Open Space & Tree Maintenance Services and Road & Drainage Maintenance Services contracts.	Actions completed within timeframes.	A	Completed.	Operations	30-Jun-17
79	2.6.4	Coordinate the annual testing, review and evaluation of Council's Business Continuity Plans.	Annual Test Exercise completed and action plan developed.	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
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.	Number of test exercises completed.	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 Barries Road on Thursday 14/07/2016	Risk & Performance	30-Jun-17

- 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	Performance Indicators	Status Symbol	Progress Comments	Service Unit	Timeline
81	3.1.1	Provision of library services.	Number of active library members. Number of visits to the library.	OT	Library members 46394 with 412625 visits to the library from Jul 2016 - Mar 2017	Libraries	30-Jun-17
82	3.1.1	Provide Commonwealth Home Support services to eligible people over 65 years.	Number of people that received a CHSP service. Number of hours delivered.	OT	July 2016 - March 2017 CHSP Home Care : 729 clients, 13183 hours Personal Care : 222 clients, 7616 hours Respite Care : 29 clients, 1307 hours Delivered Meals (At Home): 110 clients, 8248 meals Delivered Meals (At Centre): 191 clients, 4330 meals Home Modifications: 78 clients, 133 hours Home Maintenance: 239 clients, 783 hours Transport: 79 clients, 536 hours Social Support Group: 209 clients, 23896 hours	Community Care	30-Jun-17
83	3.1.1	Provide Home and Community Care services for eligible people under 65.	Number of people that received a HACC service. Number of hours delivered.	OT	July 2016 - March 2017 HACC PYP Home Care: 104 clients, 1974 hours Personal Care: 54 clients, 2999 hours Respite Care: 132 clients, 6408 hours Delivered Meals (At Home): 31 clients, 1588 meals Delivered Meals (At Centre): 27 clients, 648 meals Home Modifications: 13 clients, 59 hours Home Maintenance: 29 clients, 162 hours Transport: 8 clients, 66 hours PAG Core: 9 clients, 611 hours PAG High: 18 clients, 1627 hours	Community Care	30-Jun-17

84	3.1.2	Provide centre based and delivered meals to older adults and people with disabilities.	≥ 29,999 meals delivered.	NOT	14,836 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
85	3.1.3	Participate in working group to establish multi-provider community health facility with Djerrivarrh Health consortium.	Number of meetings attended.	A	The working group has met, the facility is now funded and construction is about to commence	General Manager Community Services	30-Jun-17
86	3.1.3	Provide project management services for construction of Hope Street Youth Refuge.	Works completed within timeframe.	OT	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
87	3.1.4	Deliver children's events and activities that celebrate the diversity of children and families.	Number of activities delivered.	OT	Kindergarten Readiness Month delivered in March 2017. Kindergarten Open Sessions delivered week commencing 27/3. Three Parent Information Sessions were held, week commencing 20/3 at Melton Library & Learning Hub, Caroline Springs Library and Bridge Rd Children's & Community Centre	Families and Children	30-Jun-17
88	3.1.5	Complete the Redevelopment of the Aged Precinct, including an extension on the east side to Smith Street.	Project completed within timeframes.	A	Completion of Redevelopment of Aged Precinct buildings.	Community Care	30-Jun-17
89	3.1.6	Deliver the Disability Action Plan.	Outcomes reported to Melton Disability Advisory Committee.	OT	Final outcomes report for the 2013 - 2017 Disability Action Plan will be presented to the Melton Disability Advisory Committee at June 2017 meeting.	Community Care	30-Jun-17

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	Performance Indicators	Status Symbol	Progress Comments	Service Unit	Timeline
90	3.2.1	Administer Council's Annual Grant Program.	Amount awarded. Number of successful applications.	OT	Total year to date grant dispersal is \$114,989.50 for 33 successful grant applications. Council's Annual Grants round opened on 1 February 2017 and received 31 applications. Dispersal of funds will be in June.	Community Planning	30-Jun-17

91	3.2.2	Develop a program to enhance and strengthen community leadership skills and networks.	Program presented to Executive for approval. ≥ 8 new volunteers recruited. ≥ 45 active volunteers.	A	Thirty (30) participants are enrolled in the Community Leadership Program. The Program will commence sessions on 30 April.	Community Planning	30-Jun-17
92	3.2.3	Deliver initiatives to recruit, develop and support volunteers.	≥ 8500 volunteer hours delivered annually.	OT	2 volunteer recruited 3rd quarter, 6 new volunteers recruited YTD. 55 active volunteers YTD. 2,797 volunteer hours delivered 3rd quarter, 9,284 volunteer hours delivered YTD.	Community Care	30-Jun-17
93	3.2.4	Deliver the Integrated Family Support Program to vulnerable families as referred through the Brimbank Melton Child FIRST Alliance.	Number of case management hours provided (3750 hours).	OT	2681.17 hours delivered to the end of 31/03/2017	Families & Children	30-Jun-17
94	3.2.5	Support the establishment of new community groups.	Number of new community groups supported.	OT	Seven (7) new community groups supported in quarter including: Iraqi-Syrian Community support group, Women with Disabilities Friendship group, Grandparents Arnolds Creek Playgroup, Congolese Women's group, Melton Revelation Church community group and Parents of Transgender children.	Community Planning	30-Jun-17

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	Performance Indicators	Status Symbol	Progress Comments	Service Unit	Timeline
95	3.3.1	Run community events including Djerrivarrh & Summersault Festival.	Attendance levels. Customer /community satisfaction.	OT	Summersault Festival delivered on 11th Feb 2017 with record crowd - estimated at 34,000 throughout the day. Djerrivarrh Festival 2017 currently in planning. Survey reports 93% satisfaction for Djerrivarrh Festival and 92% satisfaction for Summersault. Survey results on file.	Engagement & Advocacy	30-Jun-17
96	3.3.1	Deliver Seniors Festival Week activities.	≥ 8 activities/programs held.	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

97	3.3.2	Deliver Pop Culture events as a community gathering opportunity.	Number of events. Number of attendees.	OT	"A Pinch of Spice" delivered on 4th of April. Next event "Groovey Movie" to be delivered on May 11th with the final 2016/17 event to be delivered in June (currently in planning) . Six events in total for 2016/17 with an estimate of 2,000 pax in total.	Engagement & Advocacy	30-Jun-17
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.	≥ 4 professional installations. ≥ 4 amateur installations. ≥ 36 weeks activation of the gallery.	OT	4 exhibitions presented at CS Gallery in quarter 3, incorporating diversity of professional and amateur artists. Nocturnes Katrina Fiscaro Monday 5 December 2016 to Monday 30 January 2017 Pet Photo Booth Yvonne Doherty and Justine Spiers Wednesday 1 February to Wednesday 1 March 2017 I Belong Community project celebrating the city's rich cultural diversity Friday 3 March to Saturday 18 March 2017 Wet-on-Wet Charles Parni Thursday 23 March to Wednesday 12 April 2017	Engagement & Advocacy	30-Jun-17
99	3.3.5	Deliver Artist in Residence program.	Number of residencies conducted.	OT	Following the appointment of the Arts and Culture Officer, the Raglan's Cottage Residency process and application form have been amended, with the opportunity also now listed on Creative Spaces national platform to increase interest in the program	Engagement & Advocacy	30-Jun-17

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.

CAP No.	CP Strategy	Action	Performance Indicators	Status Symbol	Progress Comments	Service Unit	Timeline
100	3.4.1	Review the Neighbourhood House Strategy.	Report presented to Council.	OT	Consultation phase for the Strategy is well progressed. Data analysis and drafting to commence in fourth quarter.	Community Planning	30-Jun-17
101	3.4.1	Deliver learning, literacy and social connection programs through libraries.	Number of program sessions. Number of participants.	OT	Delivered 667 programs with 12654 participants.	Libraries	30-Jun-17

102	3.4.2	Develop online Learning Directory with facility to enrol in listed courses.	Learning Directory site accessible by the community.	OT	A Request for Quote for the online learning directory with integrated booking and payment system was developed and sent to selected vendors. Three (3) proposals have been received and will be evaluated. Timeframes are tight, but go-live for the online directory is scheduled for end of June.	Community Planning	30-Jun-17
103	3.4.3	Provide enhanced library collection through improved access to ebooks.	Number of ebooks available for download.	OT	8130 items available for loan end March 2017	Libraries	30-Jun-17
104	3.4.3	Deliver the Melton City Word Fest Literary Festival.	≥10 events held. Short story competition completed.	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
105	3.4.4	Implement the 1000 Books Before School program in partnership with State Library of Victoria.	Number of children registered for the program.	A	Launched on 15/2/17. As of 31 March 343 children registered, 39 reached the 100 milestone and 3 reached the 250 milestone.	Libraries	30-Mar-17

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.

CAP No.	CP Strategy	Action	Performance Indicators	Status Symbol	Progress Comments	Service Unit	Timeline
106	3.5.1	Deliver Citizenship Ceremonies for City of Melton residents.	Percentage of all conferees invited to attend a Council citizenship ceremony within 3 months of department approval.	OT	All approved conferees have been invited to ceremonies within the designated timeframes	Legal & Governance	30-Jun-17
107	3.5.1	Support the activation of the Kirrip Aboriginal Community Hub.	Activation plan developed. Number of activities delivered.	OT	Kirrip has attracted three (3) agencies now providing services from premises: Victorian Aboriginal Child Care Agency, Victorian Aboriginal Legal Services, and JobCo. A new Koori Youth Justice worker to be located at Kirrip from end of April. Discussions have progressed in attracting Victorian Aboriginal Health Services and Koolin Balit path way worker to operate from Kirrip. Kirrip directly provides four (4) programs: Elders Group, Men and Boys groups, and Marla Women's Group.	Community Planning	30-Jun-17

108	3.5.2	Facilitate Culturally and Linguistically Diverse Advisory Committee.	Number of meetings.	OT	One (1) meeting of the Committee was held in the quarter.	Community Planning	30-Jun-17
109	3.5.2	Participate in Melton New and Emerging Communities Network.	Number of meetings attended.	OT	One (1) meeting of the Network was attended by a Council Officer in the quarter.	Community Planning	30-Jun-17
110	3.5.3	Develop the Intercultural Plan.	Plan presented to Council for adoption.	OT	The Intercultural Plan was presented to the Executive in March and will be presented to Council at the Ordinary Council Meeting on 1 May 2017.	Community Planning	31-Mar-17
111	3.5.3	Support the Melton Interfaith Network.	Number of meetings attended.	OT	One (1) meeting of the Network was attended by a Council Officer in the quarter.	Community Planning	31-Mar-17
112	3.5.4	Preserve local and family history records of local significance in a digital format.	Number of volunteer hours of family history research assistance delivered.	OT	108 volunteer hours to assist the community with research.	Libraries	30-Jun-17
113	3.5.4	Deliver a publication to celebrate the 150 years of history as a local government body.	Author/Historian contracted.	OT	Procurement process completed and Historian appointed March 2017.	Libraries	30-Jun-17

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
- 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	Performance Indicators	Status Symbol	Progress Comments	Service Unit	Timeline
114	3.6.1	Proactively utilise the provisions of the <i>Graffiti Prevention Act 2007</i> to remove graffiti in a timely manner.	Number of square metres of graffiti removed.	OT	Progress to the end of February 2017 = 12,914sq.m. Actual sqm removed will be reported in June 2017	Operations	30-Jun-17
115	3.6.1	Review Community Emergency Risk Assessments that build capacity of communities to respond to emergencies.	Number of risk assessments reviewed.	OT	CERA Community Emergency Risk Assessment process is reviewed annually. The next review will take place in May 2017 during the Municipal Emergency Management Planning Committee meeting and informs the Municipal Emergency Management Plan.	Risk & Performance	30-Jun-17
116	3.6.2	Deliver Stage Two of the Pride of Melton project.	Stage two of the project completed.	A	Stage 2 completed and opened for public use	Engineering Services	31-Mar-17
117	3.6.3	Implement Year 7 of the Road 2 Zero Action Plan.	Number of actions implemented.	OT	52 initiatives have been implemented year to date.	Community Planning	30-Jun-17

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.	Motion proposed.	A	Motion was put and unanimously supported at the MAV State Forum held on 10 September 2016	GM Corporate Services	31-Dec-16
119	3.6.4	Advocate to State Government regarding urgent need for increased police numbers.	Number of representations.	OT	With Crime/ Policing now becoming a political issue for the Government, the advocacy unit will continue to monitor the response from the Government. No formal approach by Council to Government has been required. The Government has recently announced an extra 3000 police to be deployed in the coming year. While the opposition considers Crime/Policing as the number one priority for the upcoming election. We are taking a wait and see approach	Engagement & Advocacy	30-Jun-17

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	Performance Indicators	Status Symbol	Progress Comments	Service Unit	Timeline
120	3.7.1	Deliver community development initiatives for residents in small townships and new developments.	Number of initiatives implemented.	OT	27 initiatives have been implemented in Diggers Rest, eleven (11) in Rockbank and eleven (11) in Eynesbury.	Community Planning	30-Jun-17
121	3.7.2	Develop neighbourhood networks in Rockbank and Diggers Rest townships.	Outcomes reported to Council.	OT	The Diggers Rest Neighbours Network has 84 members and has held seven (7) meetings this year to date. The Rockbank Neighbours Network has 24 members and has met 3 times. A network of 18 individuals, organisations and groups also meets in Rockbank and has met 3 times this year to date.	Community Planning	30-Jun-17
122	3.7.2	Deliver outreach services to local neighbourhoods to create awareness of library services.	Number of outreach programs delivered.	OT	Delivered 128 outreach sessions with 2481 people in attendance.	Libraries	30-Jun-17

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

CAP No.	CP Strategy	Action	Performance Indicators	Status Symbol	Progress Comments	Service Unit	Timeline
123	4.1.1	Develop strategy to address the health, wellbeing and social connectedness of older people.	Strategy presented to Council for adoption.	OT	Strategy Working Group have undertaken review of existing documentation including consultation outcomes from Council Plan, relevant documents and available data. Working Group in process of identifying themes and objectives.	Community Care	30-Jun-17
124	4.1.2	Update Public Health and Wellbeing Profile.	Updated Public Health and Wellbeing Profile completed.	A	Health and Wellbeing Profile completed	Community Planning	31-Dec-16
125	4.1.3	Advocate for the provision of a purpose-built community health facility.	Report presented to Executive.	OT	The Advocacy Project Working Group 1 have been tasked with updating the Melton Advocacy Priorities booklet. The purpose built community health facility will be updated as a significant priority for the Council.	Engagement & Advocacy	30-Jun-17
126	4.1.4	Deliver Breastfeeding support services to families.	Number of self-referrals to the program. Number of agency referrals to the program.	OT	292 ytd self referrals and 219 ytd agency referrals	Families & Children	30-Jun-17
127	4.1.4	Deliver baby sleep settling sessions to new parents.	Number of sessions provided. Number of attendees at sessions.	OT	19 sleep and settling sessions delivered with 98 parents attending	Families & Children	30-Jun-17
128	4.1.5	Advocate to State government to promote improved health facilities including day procedure facility and general hospital	Number of representations.	OT	Discussions with Cesar Melihem MP, regarding future health precinct in Q3 occurred. This was not a formal meeting but was part of a health facility opening by the State Government.	Engagement & Advocacy	30-Jun-17

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	Performance Indicators	Status Symbol	Progress Comments	Service Unit	Timeline
129	4.2.1	Collaborate with Djerriwarrh Health Services to deliver the Koolin Bailt project to enhance the health and development outcomes for Aboriginal children and their families.	Number of meetings attended.	OT	6 meetings attended	Families & Children	30-Jun-17
130	4.2.2	Deliver men's health and wellbeing activities from Melton and Taylors Hill Men's Sheds.	≥100 programs per quarter. ≥15 participants per day.	OT	Melton Men's Shed: - average of 136 programs delivered per quarter. 3,152 attendees YTD, average of 23.1 participants per day Taylors Hill Men's Shed: - average of 141 programs delivered per quarter. 3,034 attendees YTD, average of 28.6 participants per day	Community Care	30-Jun-17
131	4.2.3	Support delivery of the Adolescent, Young Adult and Family Counselling service by Djerriwarrh Health Services at Melton Youth Centre.	Number of referrals to program.	OT	Partnership remains positive with referrals to the service continuing to be successful.	Recreation & Youth	30-Jun-17
132	4.2.4	Deliver Preventing Violence Against Women initiatives through the White Ribbon Action Team.	Number of White Ribbon Day initiatives.	OT	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

133	4.2.5	Develop Gender Equity Strategy.	Strategy presented to Council for adoption.	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
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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	Performance Indicators	Status Symbol	Progress Comments	Service Unit	Timeline
134	4.3.1	Promote healthy eating and drinking within sports clubs and leisure facilities.	Number of initiatives delivered.	OT	Two (2) initiatives are being currently delivered including healthy choices in recreation centres, and healthy eating grants for sports clubs, with a third being planned in partnership with Melton Waves.	Community Planning	30-Jun-17
135	4.3.2	Apply for State Government funding opportunities to support female participation in sport.	Funding applications submitted.	A	Funding applications made to Sport and Recreation Victoria. Application to improve female change facilities at Melton Recreation Reserve pending	Recreation & Youth	30-Jun-17
136	4.3.3	Support ongoing and new community walking groups.	Number of walking groups. Number of participants.	OT	There are twelve (12) walking groups and 125 active members with almost 50% men influenced by the Sons of the West program (average for heart foundation walking groups is 15% men). In addition, there are 127 men in the Sons of the West pre-season program.	Community Planning	30-Jun-17
137	4.3.4	Implement the Green Light Lunchbox program in partnership with local food outlets.	Number of outlets participating.	A	Project is completed with six (6) outlets having participated.	Community Planning	30-Jun-17
138	4.3.5	Develop Atherstone Regional Playspace.	Works completed within timeframes.	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
139	4.3.6	Review Maternal and Child Health Positive Parenting Program.	Report presented to Executive.	OT	Review being conducted	Families & Children	30-Jun-17

140	4.3.7	Support the Friends of the Melton Botanic Gardens in the development of the garden.	Works completed within timeframes.	OT	Works progressing with a launch of the gardens currently being planned for September after amphitheatre completion	Recreation & Youth	30-Jun-17
141	4.3.7	Deliver improvements to Council's passive recreation reserves.	Number of reserves improved (4).	OT	Fraser Street has been launched, works have commenced at Boronia Drive, Millennium Gardens and Kensington Drive contractors have been appointed and soon to commence as per the Parks Development Program	Recreation & Youth	30-Jun-17
142	4.3.7	Develop Macpherson Park Future Directions Plan.	Directions paper presented to Council for adoption.	OT	Project has been activated and community engagement is about to commence.	Recreation & Youth	30-Jun-17
143	4.3.7	Develop Taylors Hill West sports precinct.	Construction commenced within timeframes.	OT	Concept design completed, detailed design underway. Lease being drafted.	Recreation & Youth	30-Jun-17
144	4.3.8	Develop a Playspace Strategy.	Strategy presented to Council for adoption.	NOT	Not to proceed. Addressed as part of Adopted Open Space Strategy 2016-2026	Recreation & Youth	30-Jun-17
145	4.3.9	Deliver the vaccinations against preventable diseases to children and secondary school children.	Percentage of secondary school consent cards returned (>90%). Percentage of eligible children in years 7 and 10 fully vaccinated (>75%).	OT	School Immunisation program commenced in February. Consent cards have been received (greater than 90%) and immunisation of all year 7 has commenced.	Compliance	30-Jun-17

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, 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	Performance Indicators	Status Symbol	Progress Comments	Service Unit	Timeline
146	4.4.1 4.4.2	Develop an Alcohol Management Framework informed by harm minimisation and health promotion principles.	Policy presented to Policy Review Panel.	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
147	4.4.3	Provide education and training for community organisations in the areas of gambling, alcohol, tobacco and other drugs.	Number of education courses run.	OT	Training program ongoing. Responsible serving of alcohol and First Aid training completed Feb 17, a grant writing workshop is planned for April 2017.	Recreation & Youth	30-Jun-17
148	4.4.4	Conduct annual sale of tobacco to minors testing program.	Number of premises tested. Number of infringement notices issued.	OT	Second stage of tobacco testing program is schooled in the fourth quarter.	Compliance	30-Jun-17