

Melton City Council Annual Action Plan 2015-2016

A Proud Community Growing Together



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

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

No.	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	Performance Indicators	Service Unit	Timeline
1	1.1.1	Preparation of a Telecommunications Policy.	Telecommunications Policy presented to Council for adoption.	City Design Strategy & Environment	30-Jun-16
2	1.1.2	Develop an Urban Design Strategy 2 year project).	Stage 1 background report to Council.	City Design Strategy & Environment	30-Jun-16
3	1.1.2	Develop a new Public Art Strategy and Policy.	Strategy and Policy presented to Council for adoption.	Customer Engagement	30-Jun-16
4	1.1.2	Complete the Toolern Public Realm Strategy.	Strategy presented to Council for adoption.	City Design Strategy & Environment	30-Jun-16
5	1.1.3	Prepare the Melton South Structure Plan (2 year project).	Background Report prepared for internal consultation.	City Design Strategy & Environment	30-Jun-16
6	1.1.4	Develop Landscape Guidelines to protect elements of the natural landscape in the City.	Guidelines developed.	City Design Strategy & Environment	30-Jun-16
7	1.1.5	Implement the Housing Diversity Strategy.	Number of short term category actions implemented from the Action Plan.	City Design Strategy & Environment	30-Jun-16
8	1.1.5	Housing Character Study and Design Guidelines.	Guidelines developed.	City Design Strategy & Environment	31-Dec-15
9	1.1.6	Contribute to State Government processes in the identified Precinct Structure Plans and Developer Contributions Plans.	Number of Precinct Structure Plans and Developer Contribution Plans.	City Design Strategy & Environment	30-Jun-16

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

No.	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.
1.2.4	Prepare comprehensive feasibility studies, management plans and infrastructure plans to ensure the future provision of assets in line with community need and organisational capacity to deliver and manage.
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	Service Unit	Timeline
10	1.2.1	Complete construction of the Burnside Children's and Community Centre.	Project completed within timeframe and budget.	Families & Children	30-Jun-16
11	1.2.1	Develop a business case for the construction of Traffic School.	Business Case developed.	Engineering	31-Dec-15
12	1.2.2	Collaborate with project partners to deliver the Melton City Council actions in the One Million Tree Greening the West Project.	Number of trees planted. Number of actions implemented.	Operations	30-Jun-16
13	1.2.3	Develop a Signage Strategy to improve accessibility within the municipality (2 year project).	Discussion paper developed.	City Design Strategy & Environment	30-Jun-16
14	1.2.3	Develop a Melton Municipal Street Tree Strategy (2 year project).	Discussion paper developed.	City Design Strategy & Environment	30-Jun-16
15	1.2.3	Deliver the annual Street Tree Planting and Beautification Program across the municipality.	Number of trees planted. Number of projects completed.	Operations	30-Jun-16
16	1.2.3	Deliver Phase One of the Pride of Melton project.	Phase One of the project completed.	Engineering	31-Mar-2016
17	1.2.5	Delivery of the 2015/16 Capital Works Program.	80% of Capital Projects and Programs delivered on time and within budget.	Capital Projects	30-Jun-16

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

No. 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	Service Unit	Timeline
18	1.3.1	Completion of an Investment Attraction Strategy.	Strategy presented to Council for adoption.	Economic Development & Advocacy	30-Jun-16
19	1.3.2	Incorporate Social Procurement Principles into the 2015/16 tender process for the Parks, Open Space & Tree Maintenance Services and Road & Drainage Maintenance Services contracts.	Number of social procurement commitments in contracts.	Operations	30-Jun-16
20	1.3.3	Deliver the Uni-Link program to provide early access to university level courses for secondary school students.	Number of students. Number of schools.	Recreation & Youth	30-Jun-16
21	1.3.4	Facilitate Council and business engagement in programs, activities and spaces within the Western BACE.	Number of programs and activities.	Economic Development & Advocacy	30-Jun-16
22	1.3.5	Deliver the Digital Economy Strategy.	Outcomes reported to Council.	Economic Development & Advocacy	30-Jun-16
23	1.3.6	Implement the new Visitor Servicing Model.	Old Courthouse and pop-up sites fully operational.	Economic Development & Advocacy	30-Jun-16
24	1.3.6	Deliver an incentive based Buy Local program	Number of businesses participating in program.	Economic Development & Advocacy	30-Jun-16

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

No. 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	Performance Indicators	Service Unit	Timeline
25	1.4.1	Develop Sustainability Policy to inform environmentally sustainable design and construction.	Discussion paper developed.	Capital Projects	30-Jun-16
26	1.4.2	Review Council's Greenhouse Action Plan.	Presented to Council.	City Design Strategy & Environment	30-Jun-16
27	1.4.3	Expansion of the Melton Resale Centre at the Melton Recycling Facility.	Works completed within timeframe and budget. Percentage increase in available floor space for reusable items.	Operations	30-Jun-16
28	1.4.4	Implementation of Council's Lead Educate Advocate Demonstrate Sustainability (LEADS) Program and Environmental Education Program.	Number of initiatives delivered. Number of participants.	City Design Strategy & Environment	30-Jun-16
29	1.4.5	Support local environment groups and school based programs.	Number of groups supported. Number of school visits.	City Design Strategy & Environment	30-Jun-16
30	1.4.6	Delivery of a Significant Landscape Strategy.	Completion of key deliverables within identified Project Management Plan.	City Design Strategy & Environment	30-Jun-16
31	1.4.6	Deliver the Environment Enhancement Program.	Percentage of eligible landowners who retain their rebate.	City Design Strategy & Environment	30-Jun-16

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

No. 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	Service Unit	Timeline
32	1.5.1	Advocate for public transport networks.	Number of representations.	Economic Development & Advocacy	30-Jun-16
33	1.5.1	Develop an Integrated Transport Strategy.	Strategy presented to Council for adoption.	City Design Strategy & Environment	31-Dec-15
34	1.5.2	Commence Abey Road Bridge construction to provide a vital link between Melton South and the Toolern Growth area.	Works commenced within timeframe.	Engineering Services	30-Jun-16
35	1.5.2	Deliver expanded Sealed Road Resurfacing and Rehabilitation Program.	Length of roads resurfaced and rehabilitated.	Engineering Services	30-Jun-16
36	1.5.3	Advocate for government road transport infrastructure funding.	Number of representations. Improvements or investment received as a result of advocacy.	Economic Development & Advocacy	30-Jun-16
37	1.5.4	Construction and maintenance of walking and cycling networks.	Length of new walking and cycling paths.	Engineering Services	30-Jun-16
38	1.5.5	Continue to advocate for improvements to the Melton to Melbourne rail line.	Demonstrated advocacy activities.	Economic Development & Advocacy	30-Jun-16
39	1.5.6	Support the planning and implementation of active sustainable transport initiatives.	Number of initiatives delivered. Number of participants.	Community Planning	30-Jun-16

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

Objective 2.1: Build community trust through socially responsible governance for long term sustainability.

No.	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	Service Unit	Timeline
40	2.1.1	Annually review and update the Council Plan.	Compliance with Local Government Act and Local Government Financial Regulations.	Community Planning	30-Jun-16
41	2.1.1	Review 'Naming of Council Community Facilities and Open Space Policy.'	Policy presented to Council for adoption.	Recreation and Youth	31-Dec-15
42	2.1.2	Deliver the annual community budget engagement sessions.	Number of community engagement sessions (2).	Finance	30-Jun-16
43	2.1.3	Manage the annual Budget process in accordance with legislation.	Compliance with Local Government Act and Local Government Financial Regulations.	Finance	30-Jun-16
44	2.1.3	Review and update the Strategic Resource Plan.	Compliance with Local Government Act and Local Government Financial Regulations.	Finance	30-Jun-16
45	2.1.4	Implement Year 2 of the 2014 - 2017 Risk Management Strategy.	80% of stakeholders agree that most of the impacts from Risk Management Strategy Project have been realised.	People & Culture	30-Jun-16
46	2.1.4	Implement the Cloud Computing Implementation Project (year 2).	Outcomes reported to Executive.	Information Services	30-Jun-16
47	2.1.4	Deliver the Systems Architecture Review.	Outcomes reported to Executive.	Information Services	30-Jun-16
48	2.1.5	Administer Council meeting reports and minutes.	100% of Council meetings minutes published on Council's Website within seven days.	Customer Engagement	30-Jun-16

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

No. 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	Service Unit	Timeline
49	2.2.1	Review service model and levels for Parks, Trees, Road and Drainage Maintenance Services.	Service Level Review recommendations presented to Council for adoption.	Operations	30-Jun-16
50	2.2.2	Develop Engineering Guidelines for Industrial Developments.	Guidelines presented to Council for adoption.	Engineering Services	30-Jun-16
51	2.2.3	Undertake a competitive tender process for the provision of Parks, Trees, Road and Drainage Maintenance Services.	Tender evaluation presented to Council for adoption. New contracts in place.	Operations	30-Jun-16
52	2.2.3	Provision of aquatic facilities.	Number of visits to aquatic facilities.	Recreation & Youth	30-Jun-16
53	2.2.3	Provision of kerbside waste collection services.	Number of scheduled kerbside garbage and recycling collection bin lifts.	Operations	30-Jun-16
54	2.2.4	Develop a comprehensive Community Infrastructure Policy.	Policy presented to Council for adoption.	Community Planning	30-Jun-16
55	2.2.4	Develop the City of Melton Open Space Strategy.	Strategy presented to Council for adoption.	Recreation & Youth	30-Jun-16

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

No. 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	Service Unit	Timeline
56	2.3.1	Increase and develop Council's social media presence.	Social media platforms and audience reach.	Customer Engagement	30-Jun-16
57	2.3.2	Implement Community Engagement Framework.	Outcomes reported to Council's Community Engagement Advisory Committee.	Community Planning	30-Jun-16
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.	Customer Engagement	30-Jun-16
59	2.3.3	Publish Council's Annual Report.	Report published on Council's website.	Customer Engagement	30-Jun-16

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

No. 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	Service Unit	Timeline
60	2.4.1	Deliver Corporate training program.	Number of courses and participants.	People & Culture	30-Jun-16
61	2.4.2	Deliver Council's leadership program.	Number of events.	People & Culture	30-Jun-16
62	2.4.3	Run Staff Recognition annual event.	Event award numbers and type.	People & Culture	30-Jun-16
63	2.4.3	Develop Service Unit Workforce Plans.	Number of Plans developed.	People & Culture	30-Jun-16
64	2.4.4	Coordinate the Mentoring Program for staff.	Number of Mentees. Number of Mentors.	People & Culture	30-Jun-16
65	2.4.5	Implement Year 3 of "Talking Safety", Council's Occupational Health and Safety Strategy.	90% conformance with Council's Occupational Health and Safety Management System.	People & Culture	30-Jun-16

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

No. 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	Performance Indicators	Service Unit	Timeline
66	2.5.1	Participate in the Regional Management Forum and related activities.	Outcomes reported to Executive.	Economic Development and Advocacy	30-Jun-16
67	2.5.2	Implement the Advocacy Framework.	Outcomes reported to Council.	Economic Development and Advocacy	30-Jun-16
68	2.5.3 2.5.4	Submit government funding applications to support Councils Capital Works program and Councils service delivery.	Outcomes reported to Council.	Finance	30-Jun-16

Objective 2.6: Ensure timely compliance with statutory and regulatory obligations.

No. 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	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.	Compliance	30-Jun-16
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.	Planning Services	30-Jun-16
71	2.6.1	Update the General Local Law.	General Local Law presented to Council for adoption.	Customer Engagement	31-Dec-15
72	2.6.1	Implement the Lease and Licence Policy.	Number of Leases drafted.	Legal Services	30-Jun-16
73	2.6.2	Deliver Domestic Animal Management services.	Number of animals collected. Number of animals reclaimed.	Compliance	30-Jun-16
74	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> .	Compliance	30-Jun-16
75	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.	Operations	30-Jun-16

CAP No.	CP Strategy	Action	Performance Indicators	Service Unit	Timeline
76	2.6.2	Compliance with the Road Management Act and Councils Road Asset Management Plan.	Percentage compliance with Road Asset Management Plan (>95%).	Operations	30-Jun-16
77	2.6.3	Implementation of the Project Management Framework.	Percentage of key staff trained.	Capital Projects	31-Dec-15
78	2.6.4	Coordinate the annual testing, review and evaluation of Council's Business Continuity Plans.	Annual Test Exercise completed and action plan developed.	Operations	30-Jun-16
79	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.	Operations	30-Jun-16

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.

No.	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	Service Unit	Timeline
80	3.1.1	Deliver a Library Collection Strategy for 2015-2018.	Strategy presented to Council for adoption.	Libraries	31-Dec-15
81	3.1.1	Provision of library services.	Number of active library members. Number of visits to the library.	Libraries	30-Jun-16
82	3.1.1	Provide Home and Community Care services to eligible clients.	Number of people that received a HACC service. Number of hours delivered.	Community Care & Inclusion	30-Jun-16
83	3.1.2	Provide centre based or delivered meals to older adults and people with disabilities.	≥ 29,999 meals delivered.	Community Care & Inclusion	30-Jun-16
84	3.1.3	Collaborate with service providers to provide access to services for young people.	Value of in-kind support provided by Council through accommodation to service providers.	Recreation & Youth	30-Jun-16
85	3.1.5	Commence the Redevelopment of Aged Precinct to include an extension on the east side to Smith Street.	Project commenced within timeframes.	Community Care & Inclusion	30-Jun-16
86	3.1.6	Implement the Disability Action Plan.	Outcomes reported to Melton Disability Advisory Committee.	Community Care & Inclusion	30-Jun-16

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

No.	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	Service Unit	Timeline
87	3.2.1	Administer Council's Annual Grant Program.	Amount awarded. Number of successful applications.	Community Planning	30-Jun-16
88	3.2.1	Deliver men's health and wellbeing activities from Melton and Taylors Hill Men's Sheds.	≥100 programs per quarter. ≥15 participants per day.	Community Care & Inclusion	30-Jun-16
89	3.2.2	Implement the Whitten Project (Youth Leadership Program in partnership with Western Bulldogs).	Number of local participants.	Recreation & Youth	30-Jun-16
90	3.2.3	Deliver the Community Care and Inclusion HACC volunteer initiative.	≥ 8 new volunteers recruited. ≥ 45 active volunteers. ≥ 8500 volunteer hours delivered annually.	Community Care & Inclusion	30-Jun-16
91	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).	Families & Children	30-Jun-16
92	3.2.5	Development of a New Community Groups Resource Kit.	New Community Groups Resource Kit developed.	Community Planning	31-Dec-15
93	3.2.5	Support the establishment of new community groups.	Number of new community groups supported.	Community Planning	30-Jun-16

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

No. 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	Service Unit	Timeline
94	3.3.1	Run community events including Djerriwarrh & Summersault Festival.	Attendance levels. Customer /community satisfaction.	Customer Engagement	30-Jun-16
95	3.3.1	Deliver Seniors Festival Week activities.	≥ 8 activities/programs held. ≥ 130 attendance at Seniors Dinner Dance	Community Care & Inclusion	30-Jun-16
96	3.5.1	Deliver Pop Culture events as a community gathering opportunity.	Number of events. Number of attendees.	Customer Engagement	30-Jun-16
97	3.3.3	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.	Customer Engagement	30-Jun-16
98	3.3.4	Deliver the Inclusive Arts Initiative to encourage children and young people with a disability, aged 5-17 years, to participate in an arts based program.	Number of activities delivered. Number of participants.	Community Care & Inclusion	30-Jun-16
99	3.3.5	Deliver the Youth Performing Arts Program.	Number of young people engaged in program.	Recreation & Youth	30-Jun-16

Objective 3.4: Provide lifelong learning opportunities to build social connections and self development.

No.	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	Service Unit	Timeline
100	3.4.1	Deliver Neighbourhood House Programs.	Number of programs delivered.	Community Planning	30-Jun-16
101	3.4.1	Implement the Library Services Annual Activities Program.	Number of activities delivered. Number of participants.	Libraries	31-Dec-15
102	3.4.2	Facilitate higher education programs at the Melton Library & Learning Hub in partnership with Federation University Australia.	Number of Higher Education Courses provided.	Community Planning	30-Jun-16
103	3.4.3	Review and publish the Melton City Council Early Years Guide.	Guide published.	Families & Children	30-Jun-16
104	3.4.3	Develop the Library Collection to expand its CALD community resources in print, online and in DVDs.	Number of new items.	Libraries	30-Jun-16
105	3.4.4	Deliver a range of programs and services from the Melton Youth Centre and Taylors Hill Youth & Community Centre.	Number of programs. Number of events.	Recreation & Youth	30-Jun-16
106	3.4.4	Deliver the Library Service Youth and Children's Annual Activities Program.	Number of activities delivered. Number of participants.	Libraries	30-Jun-16
107	3.4.4	Deliver the Enhanced Homework Support Initiative to encourage young people to participate in 'drop in' programs at Council's Youth centres.	Number of participants.	Recreation & Youth	30-Jun-16
108	3.4.4	Implement year 1 of the Community Learning Plan 2015-2018 Annual Action Plans.	Outcomes reported to Council.	Community Planning	30-Jun-16

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

No. 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	Service Unit	Timeline
109	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.	Customer Engagement	30-Jun-16
110	3.5.2	Implement the Community Services Capacity & Attraction Framework.	Number of actions achieved. Outcomes reported to Council.	Community Planning	30-Jun-16
111	3.5.3	Delivery of initiatives in conjunction with the Melton Interfaith Network.	Number of initiatives. Number of participants.	Community Planning	30-Jun-16
112	3.5.4	Preserve local and family history records of local significance in a digital format.	160 volunteer hours of family history research assistance delivered.	Libraries	31-Dec-15
113	3.5.4	Deliver the Community Partnership Program to foster cross-cultural connections.	Number of community organisations engaged.	Community Planning	30-Jun-16
114	3.5.4	Deliver a publication to celebrate the 150 years of history as a local government body.	Author/Historian contracted.	Libraries	30-Jun-16

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

No. Strategies

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- 3.6.1 Deliver community safety initiatives that connect community, increase participation, build capacity and address crime and graffiti prevention.
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- 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	Performance Indicators	Service Unit	Timeline
115	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.	Operations	30-Jun-16
116	3.6.1	Deliver the Western Area Resilience Project in partnership with Wyndham City Council.	Number of program outcomes delivered.	Operations	30-Jun-16
117	3.6.2	Deliver the Rapid Transformation pop-up park project at the corner of Palmerston and MacKenzie Streets.	Number of activities delivered.	Community Planning	30-Apr-16
118	3.6.3	Implement Year 6 of the Road 2 Zero Action Plan.	Number of actions implemented.	Community Planning	30-Jun-16

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

No.	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	Service Unit	Timeline
119	3.7.1	Deliver community development initiatives for residents in small townships and new developments.	Number of initiatives implemented.	Community Planning	30-Jun-16
120	3.7.1	Establish feasibility of a framework for small towns experiencing planned rapid growth.	Discussion Paper presented to Executive.	Community Planning	31-Dec-15
121	3.7.2	Develop neighbourhood networks in Rockbank and Diggers Rest townships.	Outcomes reported to Council.	Community Planning	30-Jun-16
122	3.7.2	Develop the Library Outreach Strategy to deliver services to local neighbourhoods and communities.	Strategy presented to Council for adoption.	Libraries	30-Jun-16

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

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

No.	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	Performance Indicators	Service Unit	Timeline
123	4.1.1	Collaborate to deliver improved, coordinated health services promotion and issue based campaigns with community providers such as Djerriwarrh Health Services and Women's Health West.	Number of stakeholders engaged.	Community Planning	30-Jun-16
124	4.1.2	Update Public Health and Wellbeing Profile.	Updated Public Health and Wellbeing Profile completed.	Community Planning	30-Jun-16
125	4.1.3	Advocate for locally-based mental health services.	Outcomes reported to Council.	Economic Development and Advocacy	30-Jun-16
126	4.1.4	Deliver Breastfeeding support services to families.	Number of self-referrals to the program. Number of agency referrals to the program.	Families & Children	30-Jun-16
127	4.1.4	Deliver baby sleep settling sessions to new parents.	Number of sessions provided. Number of attendees at sessions.	Families & Children	30-Jun-16
128	4.1.5	Advocate for expanded primary care services and provision of a day surgery.	Outcomes reported to Council.	Economic Development and Advocacy	30-Jun-16

Objective 4.2: Address health inequalities in our community.

No. 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	Service Unit	Timeline
129	4.2.1	Implement the Community Activation Program within the Melton Township.	Community satisfaction with the transformation of the space.	Community Planning	30-Jun-16
130	4.2.1	Support implementation of the Linking Melton South Project in collaboration with Djerriwarrh Health Services.	Council representation on Steering Committee.	Community Planning	30-Jun-16
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.	Recreation & Youth	30-Jun-16
132	4.2.4	Implement Year 3 actions of the Preventing Violence Against Women and their Children Action Plan 2013-2016.	Number of actions implemented.	Community Planning	30-Jun-16
133	4.2.5	Convene Council's White Ribbon Action team and deliver key Preventing Violence Against Women initiatives.	Number of meetings. Number of White Ribbon Day initiatives.	Community Planning	30-Jun-16

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

No. 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	Service Unit	Timeline
134	4.3.1	Promote healthy eating within sports clubs and leisure facilities.	Number of initiatives delivered.	Community Planning	30-Jun-16
135	4.3.2	Review opportunities to increase female participation in sport in line with State Government priorities.	Outcomes reported to Council. Gender audit of sports facilities completed.	Recreation & Youth	30-Jun-16
136	4.3.3	Support ongoing and new community walking groups.	Number of walking groups. Number of participants.	Community Planning	30-Jun-16
137	4.3.4	Support edible community gardens.	Outcomes reported to Council. Edible Community Gardens Policy developed.	Community Planning	30-Jun-16
138	4.3.6	Deliver the Healthy Children Growing Together Program.	Number of children engaged with the program.	Community Planning	30-Jun-16
139	4.3.7	Deliver and activate the Bridge Road Sports Precinct in Bridge Road, Melton South.	Completed within timeframe and budget. Stakeholder engagement undertaken.	Recreation & Youth	30-Jun-16
140	4.3.7	Implement an activation plan for the Arnold's Creek Recreation Reserve that will develop a partnership with the Riddell and District Football League.	Stakeholder engagement undertaken.	Recreation & Youth	30-Jun-16
141	4.3.8	Provide opportunities for children to have input into the design of play spaces that they utilise.	Consultations with children undertaken.	Families & Children	30-Jun-16

CAP No.	CP Strategy	Action	Performance Indicators	Service Unit	Timeline
142	4.3.8	Develop a Playspace Strategy.	Strategy presented to Council for adoption.	Recreation & Youth	30-Jun-16
143	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%).	Compliance	30-Jun-16

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

No. 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	Performance Indicators	Service Unit	Timeline
144	4.4.1	Develop a local planning policy for gaming.	Reference document developed.	Community Planning	30-Jun-16
145	4.4.2	Develop an Alcohol Policy informed by harm minimisation and health promotion principles.	Policy presented to Council for adoption.	Community Planning	30-Jun-16
146	4.4.3	Develop a partnership to coordinate an illicit drugs forum with sporting clubs.	Partnerships developed with drug and alcohol experts. Forum delivered to sporting clubs.	Recreation & Youth	30-Jun-16
147	4.4.4	Conduct annual sale of tobacco to minors testing program	Number of premises tested. Number of infringement notices issued.	Compliance	30-Jun-16