

# Council Annual Action Plan End of Year Report 2015/16 1 July 2015 to 30 June 2016

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 2015/16 Annual Action Plan. The Action Plan contains 147 actions.


A summary of the status at the end of the 2015/16 financial year is as follows:

Status		Symbol	Number of Actions	% of Actions
<b>Achieved</b>	The Action is completed.	✓	134	91.2%
<b>Behind Schedule</b>	The Action has been delayed impacting on the current timeline. An explanation and the remedial action where appropriate, is provided in the 'progress comments' column with a revised due date.	●	12	8.2%
<b>Postponed</b>	The Action has been deferred for the financial year. An explanation is provided in the 'progress comments' column.	●	1	0.7%
		<b>Total</b>	<b>147</b>	<b>100%</b>

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


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

Actions	Status	Progress Comments	Responsible Service Unit	Target Date	
<b>Strategy 1.1.1:</b> Ensure appropriate land use planning for public infrastructure, non urban areas, urban development and community assets.					
1	Preparation of a Telecommunications Policy.		At the Ordinary Meeting of 2 May 2016, a Notice of Motion was adopted that required Officers to consider the scope of works and benefits of preparing a Strategic Telecommunications Infrastructure Policy. Officers prepared a response to the Notice of Motion which was reported to the Ordinary Meeting of 30 May 2016. The report outlined the scope of works and budget required to prepare the policy; this scope of works expands on the previous scope of the Telecommunications Policy to include NBN and other relevant infrastructure. The recommendations were adopted by Council, and budget to undertake the expanded project was allocated in the 16/17 Budget.	City Design Strategy & Environment	30-Jun-16
<b>Strategy 1.1.2:</b> Create local identity and character through urban design and public art that creates local pride and improves the image and perception of the City.					
2	Develop an Urban Design Strategy (2 year project).		This project has been delayed in commencement due to resource issues. The timeframe for the project will be revised following commencement of the City Design Coordinator.	City Design Strategy & Environment	30-Jun-16
3	Develop a new Public Art Strategy and Policy.		A new Events & Culture Coordinator was appointed at the end of the financial year after a prolonged vacancy. The Coordinator has been tasked with the responsibility to deliver this action within the first half of next financial year.	Customer Engagement	30-Jun-16
4	Complete the Toolern Public Realm Strategy.		There is a delay in the project due to the departure of one of the urban designers. The replacement urban designer has now commenced and is currently preparing the draft document for internal consultation. The new completion date for this project is June 2017.	City Design Strategy & Environment	30-Jun-16

<b>Strategy 1.1.3:</b> Prepare structure plans and design guidelines that seek to revitalise established urban areas, commercial precincts and other key major development sites.					
5	Prepare the Melton South Structure Plan (2 year project).		The scope of works and consultation strategy have been developed, and preparation of the tender documents has commenced. Year one of the project is on track in start-up stage.	City Design Strategy & Environment	30-Jun-16
<b>Strategy 1.1.4:</b> Partner with stakeholders to take advantage of our local distinctiveness through the conservation, protection and enhancement of heritage features and places.					
6	Develop Landscape Guidelines to protect elements of the natural landscape in the City.	✓	Landscape Guidelines to protect elements of the natural landscape were integrated into the Significant Landscape Strategy (Ref to action number 30). The Significant Landscape Strategy, including the guidelines, was adopted by Council at the Ordinary Meeting of 4 April 2016.	City Design Strategy & Environment	30-Jun-16
<b>Strategy 1.1.5:</b> Improve growth in housing diversity and provision of affordable housing options including public, transitional and social housing for vulnerable residents.					
7	Implement the Housing Diversity Strategy.	✓	The following action items have been completed or are in development: -The Housing Character Study and Design Guidelines were completed and adopted by Council in October 2015 (refer to Action 8) - Planning Scheme Amendment to implement adopted Housing Character Study and Design Guidelines including Schedules to the Residential Zones has been prepared and is with the Department of Environment, Land, Water and Planning for consideration - Melton South Structure Plan is in start-up stage (Refer to Action 5).	City Design Strategy & Environment	30-Jun-16
8	Housing Character Study and Design Guidelines.	✓	Guidelines were adopted by Council at the Ordinary Meeting on 13 October 2015.	City Design Strategy & Environment	31-Dec-15
<b>Strategy 1.1.6:</b> Develop planning guidelines and collaborate with Growth Areas Authority and land developers to facilitate improved integrated land use planning.					
9	Contribute to State Government processes in the identified Precinct Structure Plans and Developer Contributions Plans.	✓	Council officers have provided input into the Precinct Structure Plans being prepared by the Metropolitan Planning Authority. Paynes Road Precinct Structure Plan has been gazetted. Rockbank Precinct Structure Plan was subject to a Planning Panel in March 2016 and is currently waiting Ministerial Approval. Mount Atkinson and Tarneit Plains Precinct Structure Plans have been exhibited and will undergo a panel process in September 2016. Kororoit and Plumpton Precinct Structure Plans are currently being exhibited.	City Design Strategy & Environment	30-Jun-16

<b>Objective 1.2: Build a sense of place through an engaging range of community facilities and shared open spaces.</b>					
<b>Actions</b>		<b>Status</b>	<b>Progress Comments</b>		<b>Target Date</b>
<b>Strategy 1.2.1:</b> 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.					
10	Complete construction of the Burnside Children's and Community Centre.	✓	The Centre commenced operations in January 2016 and was officially opened on 8 April 2016. The project was delivered within the budget of \$4.5 million.	Capital Projects	30-Jun-16
11	Develop a business case for the construction of Traffic School.	✓	The Traffic School Business Case was completed.	Engineering	31-Dec-15
<b>Strategy 1.2.2:</b> Practice a place based management approach to the planning, design, marketing, operation and maintenance of activity centres and community hubs.					
12	Collaborate with project partners to deliver the Melton City Council actions in the One Million Tree Greening the West Project.	✓	The Service Level Agreement between Council and LeadWest is in place with 30,000 trees to be planted by June 2017. Site planning and preparation has occurred across a number of locations. Tree planting will commence in the first quarter of the 2016/17 financial year following extensive site preparations.	Operations	30-Jun-16
<b>Strategy 1.2.3:</b> Improve our gateways and entry points, open spaces and streetscapes to enhance the presentation, local pride and accessible amenity for residents, businesses and visitors.					
13	Develop a Signage Strategy to improve accessibility within the municipality (2 year project).	●	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.	City Design Strategy & Environment	30-Jun-16
14	Develop a Melton Municipal Street Tree Strategy (2 year project).	✓	Work has commenced on the Street Tree Strategy. An internal scoping and discussion document has been prepared and has informed the preparation of the Project Management Plan, Consultation and Communications Strategy and tender documentation for those elements of the work that will be undertaken by consultants.	City Design Strategy & Environment	30-Jun-16
15	Deliver the annual Street Tree Planting and Beautification Program across the municipality.	✓	There were 391 trees planted and 37 beautification projects completed this year.	Operations	30-Jun-16
16	Deliver Phase One of the Pride of Melton project.	✓	The taxi shelter was completed in September 2016.	Engineering	31-Mar-16
<b>Strategy 1.2.5:</b> Deliver asset needs through the capital works program including Precinct Structure Plan priority projects, aligned with Council Plan outcomes.					
17	Delivery of the 2015/16 Capital Works Program.	✓	Eighty per cent (80%) of Capital Projects and Programs were delivered on time and within budget.	Capital Projects	30-Jun-16

<b>Objective 1.3: Generate an innovative local economy that stimulates opportunities for investment, business and training.</b>					
<b>Actions</b>		<b>Status</b>	<b>Progress Comments</b>	<b>Responsible Service Unit</b>	<b>Target Date</b>
<b>Strategy 1.3.1:</b> Provide support and opportunities for new and emerging business development, investment and diversity of job opportunities.					
18	Completion of an Investment Attraction Strategy.	✓	The Strategy was adopted by Council at the 13 October 2015 Ordinary Meeting.	Economic Development & Advocacy	30-Jun-16
<b>Strategy 1.3.2:</b> Work with new and existing businesses to create local employment opportunities through the provision of training and support.					
19	Incorporate Social Procurement Principles into the 2015/16 tender process for the Parks, Open Space & Tree Maintenance Services and Road & Drainage Maintenance Services contracts.	✓	Seven social procurement traineeships are in place through contracts in Council's Operations Service Unit.	Operations	30-Jun-16
<b>Strategy 1.3.3:</b> Initiate, support and promote programs to improve links between higher education and vocational training to local jobs.					
20	Deliver the Uni-Link program to provide early access to university level courses for secondary school students.	✓	Three schools are participating in the program with Federation University in 2016.	Recreation & Youth	30-Jun-16
<b>Strategy 1.3.4:</b> Develop and promote the Western Business Accelerator and Centre for Excellence (BACE) as a key attractor for new and emerging businesses in the Western Region.					
21	Facilitate Council and business engagement in programs, activities and spaces within the Western BACE.	✓	A VIP Industry Event was held on 17 February with 60 attendees. A Small Business Launch was held on 2 February with 61 attendees. A Digital Masterclass was held on 10 February with 24 attendees. The Power of Smart Marketing was held on 18 May with 17 attendees. Developing and Refining your Business Vision was held on 15 June with 12 attendees.	Economic Development & Advocacy	30-Jun-16
<b>Strategy 1.3.5:</b> Promote opportunities from the rollout of the National Broadband Network (NBN) across the City to enhance web connectivity for businesses.					
22	Deliver the Digital Economy Strategy.	✓	The Digital Business Strategy was adopted at the 2 May 2016 Council Meeting .	Economic Development & Advocacy	30-Jun-16
<b>Strategy 1.3.6:</b> Support marketing initiatives that generate economic activity, attract visitors and build the value, identify and reputation of Melton City and Melbourne's West as a place to visit.					
23	Implement the new Visitor Servicing Model.	✓	The new Visitor Servicing Model at the Old Courthouse is now fully operational. Pop-up stands were delivered at Melton Library, Caroline Springs Library, Citizenship Ceremony and Harmony Day events. A Calendar is in place for further pop-ups. Static display stands on site at three venues.	Economic Development & Advocacy	30-Jun-16
24	Deliver an incentive based Buy Local program	✓	The program was completed in October 2015 with 95 engagements with local businesses resulting in 41 actively signing up to the campaign.	Economic Development & Advocacy	30-Jun-16

Objective 1.4: Value and protect the natural environment for future generations.					
Actions		Status	Progress Comments	Responsible Service Unit	Target Date
<b>Strategy 1.4.1:</b> Lead by example through innovative and environmentally sensitive design and construction of Council assets.					
25	Develop Sustainability Policy to inform environmentally sustainable design and construction.		The scope of the discussion paper has been agreed by the Project Control Group. The discussion paper has been delayed due to other priorities resulting from successful external funding initiatives taking precedence. The paper will be developed by 30 June 2017.	Capital Projects	30-Jun-16
<b>Strategy 1.4.2:</b> Promote environmental outcomes in Council assets through innovative programs and management practices to reduce resource consumption including water, energy and non renewable resources.					
26	Review Council's Greenhouse Action Plan.	✓	A review of the Greenhouse Action Plan was completed and the decision was made to incorporate the new Greenhouse Action Plan into the Environment Plan to avoid duplication in some areas.	City Design Strategy & Environment	30-Jun-16
<b>Strategy 1.4.3:</b> Minimise waste through reduction, reuse and recycling of waste products.					
27	Expansion of the Melton Resale Centre at the Melton Recycling Facility.	✓	The project was completed on 30 April 2016. Floor space has been increased by over 100% (329m <sup>2</sup> to 703m <sup>2</sup> ).	Operations	30-Jun-16
<b>Strategy 1.4.4:</b> Educate the community about the value of our natural environment and the benefits in adopting sustainable practices in their daily lives.					
28	Implementation of Council's Lead Educate Advocate Demonstrate Sustainability (LEADS) Program and Environmental Education Program.	✓	There were 51 energy efficiency training sessions including 544 participants over the period of the program from March 2014 to April 2016. It is estimated that the reach of the training extended to 3,495 community members using the 'Train the Trainer' model.	City Design Strategy & Environment	30-Jun-16
<b>Strategy 1.4.5:</b> Support community involvement in local area conservation and environmental protection projects.					
29	Support local environment groups and school based programs.	✓	There was a total of 57 school visits, and 49 environmental community groups were supported during the year.	City Design Strategy & Environment	30-Jun-16
<b>Strategy 1.4.6:</b> 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.					
30	Delivery of a Significant Landscape Strategy.	✓	The Significant Landscape Strategy was adopted by Council at the Ordinary Council meeting of 4 April 2016.	City Design Strategy & Environment	30-Jun-16
31	Deliver the Environment Enhancement Program.	✓	The 2015 Environmental Enhancement Program was finalised, and it was reported to Council at the 7 March 2016 Ordinary Meeting that 93% of eligible landowners had retained their rebate.	City Design Strategy & Environment	30-Jun-16

<b>Objective 1.5: Support a transport system that connects and moves our community.</b>					
	<b>Actions</b>	<b>Status</b>	<b>Progress Comments</b>	<b>Responsible Service Unit</b>	<b>Target Date</b>
<b>Strategy 1.5.1:</b> Advocate for the early delivery of Principal Public Transport Networks and associated infrastructure to increase accessibility and safety in partnership with other levels of government.					
32	Advocate for public transport networks.	✓	The State budget provided \$518 million for the duplication of the Ballarat Rail Line between Deer Park and Melton including station upgrades and additional carparking.	Economic Development & Advocacy	30-Jun-16
33	Develop an Integrated Transport Strategy.	✓	The Integrated Transport Strategy was adopted by Council at its Ordinary Meeting of 15 December 2015.	City Design Strategy & Environment	31-Dec-15
<b>Strategy 1.5.2:</b> Partner to deliver and maintain an integrated road network in new and existing communities.					
34	Commence Abey Road Bridge construction to provide a vital link between Melton South and the Toolern Growth area.	✓	Works commenced on 18 July 2016 in accordance with the project timeframe.	Engineering	30-Jun-16
35	Deliver expanded Sealed Road Resurfacing and Rehabilitation Program.	✓	This program delivered 14.2 kilometres of resurfaced and rehabilitated roads.	Engineering	30-Jun-16
<b>Strategy 1.5.3:</b> Advocate to government for the early delivery of arterial road infrastructure to improve the connectivity of bus routes to meet activity hubs, train services and new stations.					
36	Advocate for government road transport infrastructure funding.	✓	Advocacy is ongoing as part of the Fund Our Future Campaign and through communication with relevant government departments.	Economic Development & Advocacy	30-Jun-16
<b>Strategy 1.5.4:</b> Support the creation of a connected and active community through the design and delivery of walking and cycling networks.					
37	Construction and maintenance of walking and cycling networks.	✓	During 2015/16, 45,590 metres of footpaths and 5,916 metres of shared paths were constructed.	Engineering	30-Jun-16
<b>Strategy 1.5.5:</b> Advocate for duplication and electrification of the Melbourne line to Melton and greater frequency of train services connecting the city with other destinations.					
38	Continue to advocate for improvements to the Melton to Melbourne rail line.	✓	Ballarat Rail Line Action Committee (BRAC) met on 2 May. Their next meeting is scheduled for 27 July. Articles were included in March and May editions of the Civic Magazine.	Economic Development & Advocacy	30-Jun-16
<b>Strategy 1.5.6:</b> Work with the community and partners to provide flexible and sustainable alternative transport options to private vehicle ownership.					
39	Support the planning and implementation of active sustainable transport initiatives.	✓	There were 26 schools engaged in the 'It's Cool to Walk to School' Program. There have been more than 30 Initiatives delivered or supported. Initiatives included mapping safe walking routes, Bike Ed training, Walk to School Month, Walk Safely to School Day, Ride to School Day, Road Safety Around Schools information sessions, Active Paths Project, Part Way is OK, Hands Up data collection, school walking groups, walking school bus and Drive Safely Around Our School brochures.	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.


	Actions	Status	Progress Comments	Responsible Service Unit	Target Date
<b>Strategy 2.1.1:</b> Practice a strategic evidence based policy approach to guide Council's decision making.					
40	Annually review and update the Council Plan.	✓	Council conducted the annual review of the Council Plan in accordance with the Local Government Act 1989. Minor adjustments were made to the Council Plan as reported at the Council Meeting held on 4 April 2016.  The revised draft plan was placed on exhibition during May and was formally adopted by Council at the 27 June Council Meeting.	Community Planning	30-Jun-16
41	Review 'Naming of Council Community Facilities and Open Space Policy.'	●	This Policy has been drafted.	Recreation & Youth	31-Dec-15
<b>Strategy 2.1.2:</b> Align planning, resources and reporting through the delivery of Council's Integrated Planning Framework and Corporate Performance Management System.					
42	Deliver the annual community budget engagement sessions.	✓	The Budget Community Engagement Sessions were held in February 2016, and resulted in a number of submissions from rate payers and community organisations. The successful and approved submissions have been included in the 2016/17 Budget.	Finance	30-Jun-16
<b>Strategy 2.1.3:</b> Ensure Council's long term sustainability through responsible financial management.					
43	Manage the annual Budget process in accordance with legislation.	✓	The 2016/17 Model Budget was adopted by Council on 27 June 2016.	Finance	30-Jun-16
44	Review and update the Strategic Resource Plan.	✓	The Strategic Resource Plan 2016-2020 was adopted by Council on 27 June 2016.	Finance	30-Jun-16
<b>Strategy 2.1.4:</b> Continually review and improve management systems, structures and processes to ensure they are aligned, efficient and effective.					
45	Implement Year 2 of the 2014 - 2017 Risk Management Strategy.	✓	Training has been delivered. New fraud and corruption control procedures are currently out for consultation. Dashboard reporting to managers and Executive has been implemented.  A review of the Strategy was considered by the Risk Management Committee.	People & Culture	30-Jun-16
46	Implement the Cloud Computing Implementation Project (year 2).	✓	The project plan has been developed, with design work and building of the technology platform complete. Migration of applications to the new environment is continuing during July. Additional work was undertaken to migrate additional applications associated with public library services, to be completed by mid August 2016.	Information Services	30-Jun-16
47	Deliver the Systems Architecture Review.	✓	The staff survey and consultation were completed. Findings were presented to a selection of General Managers and Managers.	Information Services	30-Jun-16




**Strategy 2.1.5:** Support transparency through public access to relevant information, decision making and strategic documents.

48	Administer Council meeting reports and minutes.	✓	100% of Council Agendas were published on Council's website at least 48 hours before the scheduled meeting of Council. 100% of Council Meeting Minutes were published on Council's website within 72 hours of the Council meeting being held.	Customer Engagement	30-Jun-16
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<b>Objective 2.2: Provide levels of service that balance community need with organisational capacity.</b>					
	<b>Actions</b>	<b>Status</b>	<b>Progress Comments</b>	<b>Responsible Service Unit</b>	<b>Target Date</b>
<b>Strategy 2.2.1:</b> Undertake reviews to determine types and levels of service and assets provided by Council, aligned with community need, to continuously improve service quality.					
49	Review service model and levels for Parks, Trees, Road and Drainage Maintenance Services.	✓	The Review Report was endorsed by Council at the 14 July 2015 Council meeting.	Operations	30-Jun-16
<b>Strategy 2.2.2:</b> 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.					
50	Develop Engineering Guidelines for Industrial Developments.	✓	Engineering Guidelines for Industrial Developments were completed in June 2016.	Engineering	30-Jun-16
<b>Strategy 2.2.3:</b> Provide facilities and services in an effective and cost-efficient manner through a range of public and private partnerships.					
51	Undertake a competitive tender process for the provision of Parks, Trees, Road and Drainage Maintenance Services.	✓	The Tender Evaluation Report was presented and endorsed by Council at the December 2015 meeting. New contracts were let and implementation is underway.	Operations	30-Jun-16
52	Provision of aquatic facilities.	✓	The Melton Waves Leisure Centre had an attendance of 265,872 for the 2015/16 year. This included attendance for Learn to Swim (LTS), gym, general entry, and health programs.	Recreation & Youth	30-Jun-16
53	Provision of kerbside waste collection services.	✓	There were 2,275,174 kerbside garbage bins, 1,072,550 kerbside recyclable bins and 340,293 kerbside green organic bins collected.	Operations	30-Jun-16
<b>Strategy 2.2.4:</b> Engage with land developers in the design of open spaces and infrastructure that ensures the delivery of an accepted standard of asset.					
54	Develop a comprehensive Community Infrastructure Policy.	✓	The Community Infrastructure Planning Policy was endorsed by the Policy Review Panel at the 30 June 2016 meeting. The Policy is expected to be adopted at the 22 August 2016 Council Meeting.	Community Planning	30-Jun-16
55	Develop the City of Melton Open Space Strategy.	✓	The Open Space Plan was adopted by Council at the Ordinary Meeting of 4 April 2016.	Recreation & Youth	30-Jun-16

<b>Objective 2.3: Facilitate community engagement in planning and decision making.</b>					
	<b>Actions</b>	<b>Status</b>	<b>Progress Comments</b>	<b>Responsible Service Unit</b>	<b>Target Date</b>
<b>Strategy 2.3.1: Provide information about Council services and associated activities through a range of communication tools.</b>					
56	Increase and develop Council's social media presence.		Council launched a new website in 2016. In addition, Council has initiated Facebook campaigns for programs such as community partnerships. As of 30 June 2016, Council had received 2,690 likes on Council's corporate Facebook page.	Customer Engagement	30-Jun-16
57	Implement Community Engagement Framework.	✓	An engagement expo was conducted on 2 March 2016. An Engagement Champions group is operating. The Community Engagement Toolkit has been uploaded to the intranet, and four township community engagement days were held in Rockbank, Diggers Rest, Toolern Vale and Eynesbury in April and May.	Community Planning	30-Jun-16
<b>Strategy 2.3.3: Provide the community with balanced and objective information, to assist them in understanding Council's direction and decisions.</b>					
58	Produce weekly media releases to local and metro media and organising media photo opportunities.	✓	There were 131 media releases distributed to media outlets, with a 90 per cent (90%) pick-up rate.	Customer Engagement	30-Jun-16
59	Publish Council's Annual Report.	✓	The Annual Report was delivered to the Minister for Local Government by 30 September and was published on Council's website on 1 October 2015.	Customer Engagement	30-Jun-16
<b>Objective 2.4: Invest into a skilled, motivated, aligned and performing workforce.</b>					
	<b>Actions</b>	<b>Status</b>	<b>Progress Comments</b>	<b>Responsible Service Unit</b>	<b>Target Date</b>
<b>Strategy 2.4.1: Develop the skills and knowledge of Councillors and employees to grow capacity and optimum performance.</b>					
60	Deliver Corporate training program.	✓	There were 106 training programs delivered via the Corporate Training Calendar in the 2015-16 Financial Year. There was an average of eight employees attending each program so an approximate total of 848 attendees over the year.	People & Culture	30-Jun-16
<b>Strategy 2.4.2: Through people leadership, drive accountability of strategic and operational commitments.</b>					
61	Deliver Council's leadership program.	✓	In total there were 27 Leadership Training programs delivered in the 2015-16 financial Year. The programs delivered were: Strategic Leadership; Manager as Coach; Strategic Execution; Enneagram Self Awareness program; Improving Performance Within Your Team; Building Stakeholder Relationships; Leading Change through ADKAR; Recruitment and Selection Fundamentals; Behavioural Interview Techniques; OHS Guide Map; Risk Management Guide Map; Injury Management Training.	People & Culture	30-Jun-16
<b>Strategy 2.4.3: Generate a culture of learning and development that attracts and retains quality employees and delivers recognition programs to support innovation and motivate high performance.</b>					
62	Run Staff Recognition annual event.	✓	The STAR Awards ceremony took place on 3 December 2015 with over 220 people in attendance to see employees recognised for sustained Length of Service (five, 10, 15, 20, 25 and 30 years) and outstanding performance (eight STAR Award categories).	People & Culture	30-Jun-16

63	Develop Service Unit Workforce Plans.		The concept of Workforce Planning will be included in the 2016-19 People Strategy.	People & Culture	30-Jun-16
<b>Strategy 2.4.4: Empower and support our people to realise and achieve their potential through a talent management framework.</b>					
64	Coordinate the Mentoring Program for staff.	✓	There were two mentoring cycles delivered in the 2015-16 Financial Year. Cycle three (July - Dec 2015) included 11 partnerships (22 people) and Cycle four (Jan - June 2016) included 12 partnerships (24 people).	People & Culture	30-Jun-16
<b>Strategy 2.4.5: Promote and support the health and well-being of our employees, Councillors, contractors and volunteers.</b>					
65	Implement Year 3 of "Talking Safety", Council's Occupational Health and Safety Strategy.	✓	Council has developed an automated, and more coordinated, approach to managing Occupational Health & Safety risks to employees. In addition, Occupational Health & Safety incident reporting software has been chosen and is currently being implemented. An exhaustive review of Occupational Health & Safety procedures has been completed.	People & Culture	30-Jun-16

<b>Objective 2.5: Advocate in the best interests of our community and region.</b>					
	<b>Actions</b>	<b>Status</b>	<b>Progress Comments</b>	<b>Responsible Service Unit</b>	<b>Target Date</b>
<b>Strategy 2.5.1:</b> Invest in relationships and alliances with influential people and organisations for improved community outcomes.					
66	Participate in the Regional Management Forum and related activities.	✓	Members of Executive participate in the Regional Management Forum, and staff from Community Planning are assisting with an initiative for Preventing Violence Against Women.	Economic Development & Advocacy	30-Jun-16
<b>Strategy 2.5.2:</b> Develop and implement an advocacy framework, advocacy strategies, associated campaigns and reporting on outcomes.					
67	Implement the Advocacy Framework.	✓	The Melton Advocacy Priorities publication was completed and launched in November 2015. The revised Advocacy Policy was adopted by Council at the 30 March Council meeting.	Economic Development & Advocacy	30-Jun-16
<b>Strategy 2.5.3:</b> Build on a coordinated approach to securing other Government sources of funding that will support Council's capacity to deliver community infrastructure, planning and programs.					
68	Submit government funding applications to support Council's Capital Works program and Council's service delivery.	✓	<p>Council submitted 13 major funding applications for projects during the year as follows:</p> <ul style="list-style-type: none"> <li>Interface Growth Fund round one – five projects</li> <li>Interface Growth Fund round two – four projects</li> <li>National Stronger Regions Fund – two projects</li> <li>National Black Spot Program – two projects</li> </ul> <p>Seven applications were successful in obtaining funding as follows.</p> <p>\$5.546 million from the National Stronger Regions Fund for the Pride of Melton</p> <p>\$6.321 million from the Interface Growth Fund for the following projects:</p> <ul style="list-style-type: none"> <li>Pride of Melton</li> <li>5 McKenzie St Aged Precinct</li> <li>Bridge Rd Regional Play Space</li> <li>Fraser St Reserve.</li> </ul> <p>\$2.165 million from the National Blackspot Program for the following projects:</p> <ul style="list-style-type: none"> <li>Boundary Rd Guard Rails</li> <li>Sinclairs Rd Guard Rails.</li> </ul>	Finance	30-Jun-16

<b>Objective 2.6: Ensure timely compliance with statutory and regulatory obligations.</b>					
	<b>Actions</b>	<b>Status</b>	<b>Progress Comments</b>	<b>Responsible Service Unit</b>	<b>Target Date</b>
<b>Strategy 2.6.1: Update documents, local laws, practices and tools in accordance with legislation and best practice in delivering corporate and community services.</b>					
69	Conduct inspections of building sites, unsightly properties, abandoned vehicles, and advertising signs.	✓	There were 528 inspection requests received this year, 98% of which were responded to within 10 days.	Compliance	30-Jun-16
70	Process Statutory Planning applications.	✓	The median number of days between receipt of a planning application and a decision on the application is 63 days. The proportion of planning application decisions made within 60 days was 77%.	Planning Services	30-Jun-16
71	Update the General Local Law.	✓	The General Local Law (2015) was adopted by Council at the Ordinary Meeting 13 October 2015. The Local Law was effective 13 October 2015 and gazetted in the Victorian Government Gazette 22 October 2015.	Customer Engagement	31-Dec-15
72	Implement the Lease and Licence Policy.	✓	There have been eight leases drafted for this financial year.	Legal Services	30-Jun-16
<b>Strategy 2.6.2: Implement and monitor regulatory inspections to ensure industry compliance and public health and safety.</b>					
73	Deliver Domestic Animal Management services.	✓	There were 1,857 animals collected during the year (1181 dogs and 676 cats).	Compliance	30-Jun-16
74	Conduct food safety inspections of food premises.	✓	There were 276 high risk food premises inspected in accordance with the Food Act 1984 this year.	Compliance	30-Jun-16
75	Undertake Essential Safety Measures inspection, testing and maintenance tasks for all Council buildings in accordance with legislative requirements.	✓	There were 3,390 inspections completed, and 100% compliance with legislative requirements was achieved.	Operations	30-Jun-16
76	Compliance with the Road Management Act and Council's Road Asset Management Plan.	✓	Council achieved the following levels of compliance with the Road Asset Management Plan: - Road inspections - 99.97% - Footpath inspections - 99.98% - Defect completions - 99.29%.	Operations	30-Jun-16
<b>Strategy 2.6.3: Ensure procurement processes and external service contracts and projects are managed with probity to comply with legislative requirements and best practice performance standards.</b>					
77	Implementation of the Project Management Framework.	✓	Over 90 Council staff have been professionally trained, including: Executive Team trained as Project Sponsors, Managers trained as Project Owners, selected coordinators and officers trained as Project Managers, staff trained as Change Champions including facilitation capability, and 33 staff professionally trained in writing Business Cases. All identified users trained on how to use Council's new project management system IPM (Integrated Project Management).	Capital Projects	31-Dec-15

<b>Strategy 2.6.4:</b> Develop and maintain Council's emergency and disaster management planning, prevention, response and recovery capacity.					
78	Coordinate the annual testing, review and evaluation of Council's Business Continuity Plans.	✓	Annual test exercise completed and Exercise Report produced by Linus Consulting. The Jardine Lloyd Thompson (Municipal Asset Protection Plan) Discretionary Trust Arrangement (JMAPP) audits were reviewed favorably, and scored 92%. Work is in place to develop a Business Continuity Policy for the organisation to address the improvements recommended by the audit.	Operations	30-Jun-16
<b>Strategy 2.6.5:</b> Build community resilience to emergency or disaster situations through education, programs and access to the right information.					
79	Test and assess Emergency Response and Recovery Preparedness in accordance with the Emergency Management Act 2013 through annual desktop and event exercises.	✓	Exercise Prometheus, a multi-agency simulated event was held at Craigieburn on 21 October 2015. A desktop refresher exercise was held for Emergency Liaison Officers on 17 February 2016 in Sunshine.	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.

	Actions	Status	Progress Comments	Responsible Service Unit	Target Date
<b>Strategy 3.1.1:</b> Plan and coordinate appropriate and affordable services for our growing population.					
80	Deliver a Library Collection Strategy for 2015-2018.	✓	The Collection Strategy was endorsed by Executive at the 9 December 2015 meeting.	Libraries	31-Dec-15
81	Provision of library services.	✓	As at 30 June 2016 there were 47,139 library members. There have been 586,248 Library Visitors during the year.	Libraries	30-Jun-16
82	Provide Home and Community Care services to eligible clients.	✓	There were 1,587 people that received Home and Community Care services by 30 June 2016.	Community Care	30-Jun-16
<b>Strategy 3.1.2:</b> Provide targeted support and assistance to disadvantaged, at-risk and vulnerable residents.					
83	Provide centre based or delivered meals to older adults and people with disabilities.	✓	There were 21,992 centre-based and delivered meals provided during 2015/16.	Community Care	30-Jun-16
<b>Strategy 3.1.3:</b> Support the attraction of required Community Service Organisations to our City and pursue stakeholder partnerships to ensure an integrated approach to quality community services.					
84	Collaborate with service providers to provide access to services for young people.	✓	Youth Services currently supports the following identified organisations to conduct business from Council facilities as an in-kind contribution: Gate House (Royal Children's Hospital), ORYGEN Youth Mental Health, Djerriwarrh Health Services Adolescent and Young Adult Counselling Program (including the Melton Youth GP Health Clinic) and the Community and Learning Melton school (CaLM). Odyssey House Youth Services has also commenced service at the Melton Youth Centre on a lease arrangement.	Recreation & Youth	30-Jun-16
<b>Strategy 3.1.5:</b> Provide environments and services that encourage independent ageing in the community and at home.					
85	Commence the Redevelopment of Aged Precinct to include an extension on the east side to Smith Street.	✓	The contract was awarded at 7 January 2016 Council Meeting and a works program commenced at the McKenzie Street development in February 2016.	Community Care	30-Jun-16
<b>Strategy 3.1.6:</b> Support the capacity of the local community to plan for and increase participation of people with a disability and their carers.					
86	Implement the Disability Action Plan.	✓	Outcomes reported to the Disability Advisory Committee bi-monthly meetings included a mid-term presentation on progress at the December 2015 meeting. A total of 40 actions were achieved, with a further four actions deferred for consideration during development of the 2017 – 2021 Disability Action Plan.	Community Care	30-Jun-16



<b>Objective 3.2: Build resilient people and communities through opportunities to participate in community life.</b>					
	<b>Actions</b>	<b>Status</b>	<b>Progress Comments</b>	<b>Responsible Service Unit</b>	<b>Target Date</b>
<b>Strategy 3.2.1: Facilitate partnerships between relevant stakeholders to build and strengthen the community's capacity to formulate their own solutions to issues.</b>					
87	Administer Council's Annual Grant Program.	✓	Council funded 86 applications with a total of \$414,771.51 distributed to community groups.	Community Planning	30-Jun-16
88	Deliver men's health and wellbeing activities from Melton and Taylors Hill Men's Sheds.	✓	Across both sheds, 829 programs and 56 special events were delivered, engaging 8,321 attendees with an average of 19 attendees per day.	Community Care	30-Jun-16
<b>Strategy 3.2.2: Enhance the capacity of local residents through programs that develop and promote local leadership and community participation pathways.</b>					
89	Implement the Whitten Project (Youth Leadership Program in partnership with Western Bulldogs).	✓	There were 10 Melton young people selected to participate in the 2016 Whitten Project. Selection was via an application process.	Recreation & Youth	30-Jun-16
<b>Strategy 3.2.3: Develop relationships that combine resources to support and promote the role of local community groups and volunteers.</b>					
90	Deliver the Community Care and Inclusion HACC volunteer initiative.	✓	A total of 18 new volunteers were recruited to the program in 2015/16. There are currently 58 active volunteers who delivered a total of 12,775 hours during the year.	Community Care	30-Jun-16
<b>Strategy 3.2.4: Provide intervention, support, education and professional development opportunities for individuals, families, groups and networks to build capacity, sustainability and self-reliance.</b>					
91	Deliver the Integrated Family Support Program to vulnerable families as referred through the Brimbank Melton Child FIRST Alliance.	✓	Family Services provided 4,733.7 hours of case management services during the year.	Families & Children	30-Jun-16
<b>Strategy 3.2.5: Facilitate new community development programs and groups that support community capacity building.</b>					
92	Development of a New Community Groups Resource Kit.	✓	The New Groups Kit was launched as part of the SHARE event held on 21 June 2016.	Community Planning	30-Jun-16
93	Support the establishment of new community groups.	✓	A total of 19 new community groups were supported to establish during the year.	Community Planning	30-Jun-16

<b>Objective 3.3: Develop an environment that supports imagination, creative expression and engagement in cultural experiences.</b>					
	<b>Actions</b>	<b>Status</b>	<b>Progress Comments</b>	<b>Responsible Service Unit</b>	<b>Target Date</b>
<b>Strategy 3.3.1: Plan and provide community and neighbourhood celebrations, events and programs that create a sense of pride in our community identity.</b>					
94	Run community events including Djerriwarrh & Summersault Festival.	✓	Djerriwarrh Festival and Summersault attracted a collective audience of approximately 30,000 people. From the surveys collected from both festivals (689), there was a 94% customer satisfaction rating, indicating that they would attend the event next year and would recommend the event to their friends and family.	Customer Engagement	30-Jun-16
95	Deliver Seniors Festival Week activities.	✓	The 2015/16 Seniors Festival was successfully delivered, and planning continues for the 2016/17 Festival, scheduled for October 2017. Ten activity programs were delivered, including Seniors Movie Morning, Still Life Drawing classes and a guided tour of the Melton Botanic Garden. There were 136 attendees of the Seniors Dinner Dance.	Community Care	30-Jun-16
96	Deliver Pop Culture events as a community gathering opportunity.	✓	Six events were held during the year to an estimated audience of 2,500 people, during the periods from July to November, and February to June.	Customer Engagement	30-Jun-16
<b>Strategy 3.3.3: Promote and assist access to existing and future local arts and cultural program spaces.</b>					
97	Deliver a range of artistic & cultural events and exhibitions at Caroline Springs Gallery incorporating professional and amateur practice.	✓	<p>During the year there were five professional installations, seven amateur installations and 45 weeks' activation of the gallery.</p> <p>Professional installations included Jacqueline Le Souef, Stephanie Skinner, Three Well Known Australians, Chris Taylor photography and Rudy Jass.</p> <p>Amateur installations included Chinese Friendship Association, Lakeview Senior College, Melton Secondary College, Planned Activity Group, Reconciliation Week and Silvia Tomarchio.</p> <p>The gallery also underwent a refurbishment during this time to upgrade current features.</p>	Customer Engagement	30-Jun-16
<b>Strategy 3.3.4: Create opportunities for the community to develop their creativity and experience the artistic work of others.</b>					
98	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.	✓	A four-week program for eight young people with a disability was conducted in June 2016. This program provided participants the opportunity to learn photographic skills, with a selection of their images being incorporated into a travelling Art Exhibition at the Melton Library & Learning Hub, Caroline Springs Civic Centre & Library and the Melton Civic Centre.	Community Care	30-Jun-16
<b>Strategy 3.3.5: Develop the potential of existing and emerging artists through development pathways for children, young people and aspiring artists.</b>					
99	Deliver the Youth Performing Arts Program.	✓	Currently eight young people are engaged in the Taylors Hill-based North by North West Drama program and six young people are engaged in the Melton-based West by North West Drama program.	Recreation & Youth	30-Jun-16

<b>Objective 3.4: Provide lifelong learning opportunities to build social connections and self development.</b>					
	<b>Actions</b>	<b>Status</b>	<b>Progress Comments</b>	<b>Responsible Service Unit</b>	<b>Target Date</b>
<b>Strategy 3.4.1: Facilitate flexible lifelong learning opportunities through Neighbourhood Houses, community facilities, library services and the attraction of training providers.</b>					
100	Deliver Neighbourhood House Programs.	✓	There were 361 Neighbourhood House Programs delivered during the year. This equates to 4,020 hours of programming with a total of 5,231 Participants.	Community Planning	30-Jun-16
101	Implement the Library Services Annual Activities Program.	✓	This year a total of 1,154 activities and programs were delivered to 24,336 participants.	Libraries	31-Dec-15
<b>Strategy 3.4.2: Partner with community organisations to deliver pathways from learning programs or formal education to employment for disadvantaged, at-risk or vulnerable residents.</b>					
102	Facilitate higher education programs at the Melton Library & Learning Hub in partnership with Federation University Australia.	✓	Federation University was a tenant at the Melton Library & Learning Hub during 2015/16.	Community Planning	30-Jun-16
<b>Strategy 3.4.3: Support the provision of a diverse and current range of reading and learning materials, reflecting our changing demographics.</b>					
103	Review and publish the Melton City Council Early Years Guide.	✓	An online directory to replace the Early Years Guide has been developed.	Families & Children	30-Jun-16
104	Develop the Library Collection to expand its CALD community resources in print, online and in DVDs.	✓	There were 1,335 new items added to the library service's Culturally and Linguistically Diverse (CALD) resource collection for the year.	Libraries	30-Jun-16
<b>Strategy 3.4.4: Create a learning culture in the City through early engagement with children, young people and families.</b>					
105	Deliver a range of programs and services from the Melton Youth Centre and Taylors Hill Youth & Community Centre.	✓	Eleven Council programs were delivered from the Melton Youth facility per week and seven programs were delivered per week from the Taylors Hill facility. Twelve additional programs are delivered from both Taylors Hill and Melton during School Holidays. Five events were delivered from Melton Youth Facility and two events from the Taylors Hill Facility.	Recreation & Youth	30-Jun-16
106	Deliver the Library Service Youth and Children's Annual Activities Program.	✓	This year a total of 681 activities involving 19,192 participants were delivered.	Libraries	30-Jun-16
107	Deliver the Enhanced Homework Support Initiative to encourage young people to participate in 'drop in' programs at Council's Youth centres.	✓	Council's Youth Services, operating in partnership with New Hope Foundation, have linked Victoria University students in the field of Youth Work to deliver the Enhanced Homework Support Initiative to 20 youth participants at the Melton Library & Learning Hub.	Recreation & Youth	30-Jun-16

108	Implement year 1 of the Community Learning Plan 2015-2018 Annual Action Plans.	✓	<p>During this year:</p> <ul style="list-style-type: none"> <li>- A new Community Learning Board Terms of Reference 2015-2018 was approved by Council</li> <li>- Four Learning Directory editions were published, and an online Learning Directory was scoped</li> <li>- A Life skills Community Audit and Gap Analysis research project was completed and the report has been drafted</li> <li>- A Pathways to Employment For People With Disabilities Action Plan was completed</li> <li>- A parent event was held with 150 participants</li> <li>- A Report responding to the Parliamentary Inquiry Into Autism was delivered</li> <li>- Council endorsed membership of the UNESCO Global Learning Cities Network</li> <li>- Council achieved the Global Learning Cities Award</li> <li>- The Western Youth Employment Partnership was formed</li> <li>- A skills gap analysis was completed by Economic Development</li> <li>- A web-based Collective Impact Assessment tool was developed.</li> </ul>	Community Planning	30-Jun-16
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<b>Objective 3.5: Build an inclusive community that embraces and values cultural diversity and celebrates our collective heritage.</b>					
	<b>Actions</b>	<b>Status</b>	<b>Progress Comments</b>	<b>Responsible Service Unit</b>	<b>Target Date</b>
<b>Strategy 3.5.1:</b> Celebrate diversity and generate awareness, understanding and appreciation of indigenous and other diverse communities through support, information, activities and networks.					
109	Deliver Citizenship Ceremonies for City of Melton residents.	✓	One hundred per cent of conferees are invited to a ceremony within 3 months of the approval of the Department of Immigration and Border Protection. Citizenship ceremonies were held on 26 January and 17 March, conferring 255 new citizens.	Customer Engagement	30-Jun-16
<b>Strategy 3.5.2:</b> Advocate to attract community service organisations that can coordinate service options for resident settlement and integration support.					
110	Implement the Community Services Capacity & Attraction Framework.	✓	Council has supported a number of community service organisations to deliver services to the Melton community through financial and accommodation support. Australian Community Logistics, Western Emergency Relief Network, and Pinare are examples of community services supported.	Community Planning	30-Jun-16
<b>Strategy 3.5.3:</b> Engage multicultural and faith leaders to enhance communication between cultural and linguistically diverse residents and community organisations.					
111	Delivery of initiatives in conjunction with the Melton Interfaith Network.	✓	Melton Interfaith Network monthly meetings were supported by a Council Officer. Council partnered with the Network to deliver a Refugee Week 2016 community event on 22 June 2016.	Community Planning	30-Jun-16
<b>Strategy 3.5.4:</b> Deliver programs and projects to increase community knowledge and appreciation of our collective heritage and development as a City.					
112	Preserve local and family history records of local significance in a digital format.	✓	There were 364 volunteer hours of family history research assistance delivered.	Libraries	30-Jun-16
113	Deliver the Community Partnership Program to foster cross-cultural connections.	✓	Eleven Community Partnership Projects, involving 22 community groups, were undertaken in 2015/16.	Community Planning	30-Jun-16
114	Deliver a publication to celebrate the 150 years of history as a local government body.	●	Tender Process documentation has been completed and is being reviewed by the Manager Legal Services, prior to advertising at the end of July 2016.	Libraries	30-Jun-16

<b>Objective 3.6: Create a safer community through building a sense of belonging and community pride.</b>					
	<b>Actions</b>	<b>Status</b>	<b>Progress Comments</b>	<b>Responsible Service Unit</b>	<b>Target Date</b>
<b>Strategy 3.6.1:</b> Deliver community safety initiatives that connect community, increase participation, build capacity and address crime and graffiti prevention.					
115	Proactively utilise the provisions of the <i>Graffiti Prevention Act 2007</i> to remove graffiti in a timely manner.	✓	There was 19,010.5m2 of graffiti removed within the municipality this financial year.	Operations	30-Jun-16
116	Deliver the Western Area Resilience Project in partnership with Wyndham City Council.	✓	The final grant acquittal has occurred and the project is closed. The project has been nominated for a 2016 RACV Resilience Award and a full write up of the Community Forum has been published in the Australian Journal of Emergency Management.	Operations	30-Jun-16
<b>Strategy 3.6.2:</b> Through design, develop safe and welcoming public spaces that improve perceptions of safety, encourage crime prevention and provide opportunity for positive social engagement.					
117	Deliver the Rapid Transformation pop-up park project at the corner of Palmerston and MacKenzie Streets.	✓	The project ceased at the end of March 2016. An evaluation report and financial acquittal was submitted to VicHealth.	Community Planning	30-Jun-16
<b>Strategy 3.6.3:</b> 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.					
118	Implement Year 6 of the Road 2 Zero Action Plan.	✓	Road safety activities were delivered at Safer City Day event in March 2016, during road safety information sessions and events at the Corner. During 2015/16, 41 actions were implemented.	Community Planning	30-Jun-16
<b>Objective 3.7: Ensure our established and new communities are well connected and supported.</b>					
	<b>Actions</b>	<b>Status</b>	<b>Progress Comments</b>	<b>Responsible Service Unit</b>	<b>Target Date</b>
<b>Strategy 3.7.1:</b> Build cohesive communities through the connection and integration of established and new residential areas.					
119	Deliver community development initiatives for residents in small townships and new developments.	✓	During the year 67 programs and activities have been run in Diggers Rest, Eynesbury and Rockbank, involving 942 participants.	Community Planning	30-Jun-16
120	Establish feasibility of a framework for small towns experiencing planned rapid growth.	✓	A Discussion Paper has been developed, which will advise community development actions planned for small townships in the municipality.	Community Planning	31-Dec-15
<b>Strategy 3.7.2:</b> Undertake a coordinated approach to service access and the celebration of the identity of small townships and local neighbourhoods.					
121	Develop neighbourhood networks in Rockbank and Diggers Rest townships.	✓	Diggers Rest Neighbourhood Network has 46 members and met 10 times in 2015-2016. Rockbank Network has 8 members and met quarterly.	Community Planning	30-Jun-16
122	Develop the Library Outreach Strategy to deliver services to local neighbourhoods and communities.	✓	The Library Outreach Strategy has been incorporated into the broader Library Service Strategy as recommended by the Executive.	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.

	Actions	Status	Progress Comments	Responsible Service Unit	Target Date
<b>Strategy 4.1.1:</b> Collaborate with stakeholders to provide an integrated planning approach to health services delivery that responds to emerging public health and wellbeing needs.					
123	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.	✓	During the year: - Fifteen cafes promoted Melton Women Making it Happen campaign - 700 community members were engaged online - A joint funding submission to Sport and Recreation Victoria was made with five other councils - Four regional network practice meetings were attended - Forty Council staff attended a Gender Equality Workshop planned and delivered in collaboration with Women's Health West.	Community Planning	30-Jun-16
<b>Strategy 4.1.2:</b> Undertake assessment and gap analysis of existing health infrastructure and health service needs for current and future populations.					
124	Update Public Health and Wellbeing Profile.	●	The Profile is unable to be completed until the Population Health Survey data is published in July 2016 by State Government. This Profile is expected to be updated by September 2016.	Community Planning	30-Jun-16
<b>Strategy 4.1.3:</b> Plan, attract and advocate for primary health care and allied health service providers, aligned with evidence of need.					
125	Advocate for locally-based mental health services.	✓	Detailed design work continues on the Melton Community Health facility which will include 30 Equivalent Full Time (EFT) of mental health staffing.	Economic Development & Advocacy	30-Jun-16
<b>Strategy 4.1.4:</b> Partner to support an effective and accessible referral system to ensure timely and relevant access to community health services.					
126	Deliver Breastfeeding support services to families.	✓	There were 708 self-referrals and 353 agency referrals made during the year.	Families & Children	30-Jun-16
127	Deliver baby sleep settling sessions to new parents.	✓	A total of 26 sleep settling sessions were provided to 102 parents during the year.	Families & Children	30-Jun-16
<b>Strategy 4.1.5:</b> 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.					
128	Advocate for expanded primary care services and provision of a day surgery.	✓	The Melton Advocacy Priorities document was completed, which included fact sheets for health priorities.	Economic Development & Advocacy	30-Jun-16

<b>Objective 4.2: Address health inequalities in our community.</b>					
	<b>Actions</b>	<b>Status</b>	<b>Progress Comments</b>	<b>Responsible Service Unit</b>	<b>Target Date</b>
<b>Strategy 4.2.1: Collaborate to deliver targeted health initiatives to address health inequalities.</b>					
129	Implement the Community Activation Program within the Melton Township.	✓	The Community Activation Program was delivered between September 2015 and March 2016 in the Melton Township. An online participant survey with 35 respondents, along with internal and stakeholder group focus group consultation, was undertaken during April 2016 following cessation of the project. Results were compiled in the Final Evaluation Report, submitted to VicHealth.	Community Planning	30-Jun-16
130	Support implementation of the Linking Melton South Project in collaboration with Djerriwarrh Health Services.	✓	A Council officer has attended one Evaluation Working Group meeting, and one Steering Committee meeting, as well as one event planning meeting.	Community Planning	30-Jun-16
<b>Strategy 4.2.3: Implement initiatives that support and increase social inclusion for people at risk of clinical and/or preventable mental illness.</b>					
131	Support delivery of the Adolescent, Young Adult and Family Counselling service by Djerriwarrh Health Services at Melton Youth Centre.	✓	The Adolescent, Young Adult and Family Counselling service is a tenant at the Melton Youth Centre, with four staff working from the facility. There were 15 young people referred to the General Practitioner Health Clinic, and nine young people referred to the Adolescent, Young Adult and Family Counselling Service.	Recreation & Youth	30-Jun-16
<b>Strategy 4.2.4: Build community awareness and attitudinal changes about the causes of family violence through community education campaigns.</b>					
132	Implement Year 3 actions of the Preventing Violence Against Women and their Children Action Plan 2013-2016.	✓	Of 45 actions in the Preventing Violence Against Women and their Children Action Plan, 43 were implemented .	Community Planning	30-Jun-16
<b>Strategy 4.2.5: Strengthen partnerships to address the underlying causes of family violence though early intervention initiatives and services.</b>					
133	Convene Council's White Ribbon Action team and deliver key Preventing Violence Against Women initiatives.	✓	White Ribbon Action Team meetings were convened to plan the White Ribbon events, three Action Team members supported facilitation of Gender Equality Workshop for staff and one Team member attended a VicHealth Prevention of Violence Against Women Short Course.	Community Planning	30-Jun-16



<b>Objective 4.3: Encourage the community to be physically active and healthy.</b>					
	<b>Actions</b>	<b>Status</b>	<b>Progress Comments</b>	<b>Responsible Service Unit</b>	<b>Target Date</b>
<b>Strategy 4.3.1:</b> Reduce the burden of chronic disease on our community through education that supports positive behaviour change in healthy lifestyles.					
134	Promote healthy eating within sports clubs and leisure facilities.	✓	Four new clubs engaged in round two of the Healthy Eating Grants (10 in total engaged to date); 10 participants attended a Healthy Eating in Sports Club workshop; four participants attended Healthy Eating in Sports Club networking meeting; three recreation centres participated in a menu assessment and Economic Impact Assessment study led by Deakin University and one presentation was made to Melton Waves staff.	Community Planning	30-Jun-16
<b>Strategy 4.3.2:</b> Research barriers and enablers to regular planned and incidental physical activity and respond through affordable, sustained and accessible physical activity programs.					
135	Review opportunities to increase female participation in sport in line with State Government priorities.	✓	The Western Metropolitan Region Football Facilities Strategy was completed. A multisport day for girls was held on 31 March 2016, with 70 participants supported by AFL Victoria, Cricket Victoria and Netball Victoria. A funding application was made to Sport and Recreation Victoria for the construction of female friendly change room facilities at the Town Centre Recreation Reserve.	Recreation & Youth	30-Jun-16
<b>Strategy 4.3.3:</b> Undertake marketing activities to increase the levels of physical activity and access to recreation pursuits.					
136	Support ongoing and new community walking groups.	✓	There are 11 walking groups operating with a total of 148 active participants. There are six general groups open for access to all; one workplace group; one Nordic walking group; one group with Djerriwarrh Health Services clients; one mens' group and a new group formed as part of the Sons of the West program.	Community Planning	30-Jun-16
<b>Strategy 4.3.4:</b> Educate community on the importance of healthy eating and support an increase in the accessibility of fresh nutritious food.					
137	Support edible community gardens.	✓	The revised Community Gardens Policy was endorsed by the Policy Review Panel on 30 June 2016, and is expected to be formally adopted by Council at the July Council meeting.	Community Planning	30-Jun-16
<b>Strategy 4.3.6:</b> Implement prevention and intervention programs that improve the physical health of vulnerable community members and the developmental outcomes of children.					
138	Deliver the Healthy Children Growing Together Program.	✓	Over 500 children and their families were engaged. Active April Event was held with 425 attendees. Conversations with Parents continued to run with an average of 28 participants per month. A Healthy Eating Guide was developed for educators. A Breast Pump Scheme commenced in partnership with Djerriwarrh Health Services.	Community Planning	30-Jun-16
<b>Strategy 4.3.7:</b> Facilitate active lifestyles and community interaction through the provision of a range of local and regional level play spaces, sporting and leisure facilities.					
139	Deliver and activate the Bridge Road Sports Precinct in Bridge Road, Melton South.	✓	The Management Plan was adopted by Council at the Ordinary Meeting on 27 June 2016, with the site officially opened on the same day. An Expression of Interest process for the tenancy was undertaken regarding occupancy in addition to anchor tenants: the Melton Hockey Club and Melton Little Athletics.	Recreation & Youth	30-Jun-16

140	Implement an activation plan for the Arnold's Creek Recreation Reserve that will develop a partnership with the Riddell and District Football League.	✓	<p>The site has been activated with a range of activities and programs in place including:</p> <ul style="list-style-type: none"> <li>- Club training and competition St Anthony's CC and Melton Centrals Football Club</li> <li>- Coaching clinics and accreditation</li> <li>- TAC Training</li> <li>- New Totally Sports Clinic</li> <li>- New Community Holiday Camp</li> <li>- Arnolds Creek Primary School hire and use</li> <li>- Regional Cricket Finals</li> <li>- Catholic Regional College Melton hire and use</li> <li>- Community Group Hire Available</li> <li>- Group Fitness AFL Active</li> <li>- Community Club Education Session</li> <li>- New Auskick Centre</li> <li>- New Melton Central Youth Girls side</li> <li>- New Under 12 girls Come and Try footy program</li> <li>- New Club Executive Training</li> <li>- New Multicultural officer in residence actively presenting in schools employed by Riddell and District Football League (RDFL)</li> <li>- Five staff from RDFL based at centre ongoing</li> <li>- Two new jobs created.</li> </ul>	Recreation & Youth	30-Jun-16
<b>Strategy 4.3.8:</b> Consult and empower children and young people to design a diverse range of play and recreation opportunities that provide education, sensory, accessible, experiential outcomes.					
141	Provide opportunities for children to have input into the design of play spaces that they utilise.	✓	Children were consulted in the design of the Bridge Road Regional Play Space.	Families & Children	30-Jun-16
142	Develop a Playspace Strategy.	●	Work is scheduled to commence following the completion and Council adoption of the Open Space Plan.	Recreation & Youth	30-Jun-16
<b>Strategy 4.3.9:</b> Deliver immunisation programs against preventable disease to infants and children, including vaccinations and health education programs.					
143	Deliver the vaccinations against preventable diseases to children and secondary school children.	✓	School immunisation program sessions were held in October 2015, March 2016 and June 2016. Twelve infant sessions were conducted each month.	Compliance	30-Jun-16

<b>Objective 4.4: Minimise social harms caused by gambling, tobacco, alcohol and other drugs.</b>					
	<b>Actions</b>	<b>Status</b>	<b>Progress Comments</b>	<b>Responsible Service Unit</b>	<b>Target Date</b>
<b>Strategy 4.4.1:</b> 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.					
144	Develop a local planning policy for gaming.	✓	The Reference Document and Local Policy are in finalised draft forms and have been approved by the Project Control Group subject to some minor changes.	Community Planning	30-Jun-16
<b>Strategy 4.4.2:</b> Undertake Social Impact Assessments on venue-based liquor licence and gaming applications to minimise impact on high risk areas.					
145	Develop an Alcohol Policy informed by harm minimisation and health promotion principles.	✓	The Draft Alcohol Policy has been developed and is being reviewed by the Working Group. It is expected that this will be presented to Council for adoption in September 2016.	Community Planning	30-Jun-16
<b>Strategy 4.4.3:</b> 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.					
146	Develop a partnership to coordinate an illicit drugs forum with sporting clubs.	✓	A workshop was held during August in partnership with the Australian Drug Foundation and Victoria Police. A number of local sporting clubs were represented.	Recreation & Youth	30-Jun-16
<b>Strategy 4.4.4:</b> 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.					
147	Conduct annual sale of tobacco to minors testing program	✓	The annual tobacco testing program tested 64 premises. The testing resulted in the issue of an infringement notice and seven official warnings.	Compliance	30-Jun-16