



Council Annual Action Plan - Status Report
 Second Quarter 2016/17
 1 October 2016 to 31 December 2016

The Council Plan demonstrates how Melton City Council's activities are being delivered against the Council Plan's objectives and strategies.

The Annual Report provides additional data including Council Plan strategic measures results, financial statements and capital works program.

This report provides a summary of the achievement of the Council's 2016/17 Annual Action Plan. The Action Plan contains 149 actions.

A summary of the status at the end of the 2016/17 financial year second quarter is as follows:

Status		Symbol	Number of Actions	% of Actions
Achieved	The Action is completed.	A	14	9.4%
On Track	The action is on track and expected to be completed by the current timeline	OT	122	81.9%
Not On Track	The Action has been delayed impacting on the current timeline. An explanation and the remedial action where appropriate, is provided in the 'progress comments' column with a revised due date.	NOT	10	6.7%
Postponed	The Action has been deferred for the financial year. An explanation is provided in the 'progress comments' column.	P	3	2.0%
		Total	149	100%

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

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

Strategies:

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

CAP No.	CP Strategy	Action	Performance Indicators	Status Symbol (2nd Quarter)	Progress Comments	Service Unit	Timeline
1	1.1.1	Develop Strategic Telecommunications Infrastructure Policy.	Strategic Telecommunications Infrastructure Policy presented to Council for adoption.	NOT	This project required engagement of consultants to prepare the work. Due to the Council caretaker period there were slight delays in going out to tender. As a consequence of this, project timeframes have been delayed. The Policy will now be presented to Council for adoption in August 2017.	City Design Strategy & Environment	30-Jun-17
2	1.1.1	Develop an annual inspection program of the quality and liveability of new developments.	Outcomes reported to Council.	OT	Inspection is likely to be conducted during March/April 2017 depending on availability of required attendees.	Planning Services	30-Jun-17
3	1.1.1	Develop Western Plains South Green Wedge Management Plan (2 year project).	Background analysis presented to Council.	NOT	Melton City Council Officers have been working with Wyndham City Council officers to develop the project plan and a Memorandum of Understanding (MOU) for the project as it is a joint project. This has resulted in some delays to the project, however it is critical to the success of the project that a clear governance structure was implemented through an MOU to minimise any potential risks to each organisation. It is expected that this document will not be complete September 2018.	City Design Strategy & Environment	30-Jun-17
4	1.1.2	Develop an Urban Design Strategy (2 year project).	Stage 1 background report to Council.	P	This project has been delayed in commencement due to resource issues particularly the absence of the City Design Coordinator. The timescale for the project is being revisited now that the Coordinator has commenced (Nov 2016).	City Design Strategy & Environment	30-Jun-17
5	1.1.2	Develop a new Public Art Strategy and Policy.	Strategy and Policy presented to Council for adoption.	NOT	Workforce planning is progressing in this area. As a result completion of the Strategy may be impacted this financial year	Engagement & Advocacy	31-Dec-16

6	1.1.2	Complete the Toolern Public Realm Strategy.	Strategy presented to Council for adoption.	OT	The draft document is in development and will be completed by June 2017. The project had been delayed due to resource issues which are now being resolved. Internal consultation is expected to occur in February 2017.	City Design Strategy & Environment	30-Jun-17
7	1.1.3	Prepare the Melton South Structure Plan (2 year project).	Background report prepared.	P	The scope of works and consultation strategy have been developed and preparation of the tender documents has commenced. It is currently behind Schedule as resources were re-directed to the Precinct Structure Plans (PSPs) and associated Infrastructure Contributions Plans. A number of urgent Planning Scheme Amendments have also taken precedence. Council officers do not have control over the PSP program or Planning Scheme Amendments requested by external parties.	City Design Strategy & Environment	30-Jun-17
8	1.1.4	Review Heritage Strategy.	Report presented to Council for adoption.	OT	Council officers are actively working through the Heritage Strategy review and are on track to present this revised document to Council for adoption in June.	City Design Strategy & Environment	30-Jun-17
9	1.1.5	Implement the Housing Diversity Strategy.	Number of short term category actions implemented from the Action Plan.	OT	The following action items have been completed or are in development: - Planning Scheme Amendment to implement adopted Housing Character Study and Design Guidelines including Schedules to the Residential Zones has been prepared, with feedback received from the Department of Environment, Land, Water and Planning currently being incorporated into the planning scheme amendment documentation. - Melton South Structure Plan in Start-up stage (Refer CAP No. 7). - Council officers have also prepared a scope of works and tender documents for the Rural Residential Supply and Demand Analysis which was another Action identified in the Strategy.	City Design Strategy & Environment	30-Jun-17
10	1.1.6	Contribute to State Government processes in the identified Precinct Structure Plans and Infrastructure Contributions Plans.	Number of Precinct Structure Plans and Infrastructure Contribution Plans.	OT	Council Officers have provided input into the Precinct Structure Plans (PSPs) being prepared by the Victorian Planning Authority. Rockbank Precinct Structure Plan was gazetted in November 2016 and Mount Atkinson and Tarneit Plains PSP, Plumpton PSP and Kororoit PSP were all subject to planning panel processes between September and December in 2016.	City Design Strategy & Environment	30-Jun-17

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

Strategies:

- 1.2.1 space.
- 1.2.2 Practice a place based management approach to the planning, design, marketing, operation and maintenance of activity centres and community hubs.
- 1.2.3 Improve our gateways and entry points, open spaces and streetscapes to enhance the presentation, local pride and accessible amenity for residents, businesses and visitors.
- 1.2.4 to deliver and manage.
- 1.2.5 Deliver asset needs through the capital works program including Precinct Structure Plan priority projects, aligned with Council Plan outcomes.

CAP No.	CP Strategy	Action	Performance Indicators	Status Symbol (2nd Quarter)	Progress Comments	Service Unit	Timeline
11	1.2.1 1.2.2	Develop Caroline Springs sub regional tennis facility.	Construction commenced within timeframes.	OT	Concept design completed with detailed design underway.	Recreation & Youth	30-Jun-17
12	1.2.3	Develop a Signage Strategy to improve accessibility within the municipality (2 year project).	Discussion paper developed.	NOT	Due to a number of successful State and Federal Government funding applications, resources have been temporarily prioritised toward the funded projects causing the Signage Strategy to be delayed. It is expected that work will recommence on this project in April 2017. It is expected that the Discussion Paper will still be completed by June 2017.	City Design Strategy & Environment	30-Jun-17
13	1.2.3	Develop a Melton Municipal Street Tree Strategy (2 year project).	Background analysis report developed.	NOT	Due to a number of successful State and Federal Government funding applications, resources have been temporarily prioritised toward the funded projects causing the Street Tree Strategy to be delayed. However a new Senior Landscape Architect has commenced and will recommence work in line with the previously prepared Project Management Plan, including a consultation and communications strategy and tender documentation for those elements of the work that will be undertaken by Consultants. It is anticipated that the background analysis report will be finalised in June 2018.	City Design Strategy & Environment	30-Jun-17
14	1.2.3	Deliver the annual Street Tree Planting and Beautification Program across the municipality.	Number of trees planted. Number of projects completed.	OT	Tree Planting program awarded to contractor and trees to be planted during the Autumn. All programmed beautification projects are underway and on track for completion by 30 June 2017	Operations	30-Jun-17
15	1.2.4	Complete revaluation of kerb and footpath assets.	Revaluation completed.	OT	Kerb revaluation completed	Engineering Services	30-Jun-17
16	1.2.5	Delivery of the 2016/17 Capital Works Program.	80% of Capital Projects and Programs delivered on time and within budget.	OT	The delivery of the Capital Projects and Programs are currently on track to achieve the 80% target.	Capital Projects	30-Jun-17

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

Strategies:

- 1.3.1 Provide support and opportunities for new and emerging business development, investment and diversity of job opportunities.
- 1.3.2 Work with new and existing businesses to create local employment opportunities through the provision of training and support.
- 1.3.3 Initiate, support and promote programs to improve links between higher education and vocational training to local jobs.
- 1.3.4 Develop and promote the Western Business Accelerator and Centre for Excellence (BACE) as a key attractor for new and emerging businesses in the Western Region.
- 1.3.5 Promote opportunities from the rollout of the National Broadband Network (NBN) across the City to enhance web connectivity for businesses.
- 1.3.6 Support marketing initiatives that generate economic activity, attract visitors and builds the value, identity and reputation of Melton City and Melbourne's West as a place to visit.

CAP No.	CP Strategy	Action	Performance Indicators	Status Symbol (2nd Quarter)	Progress Comments	Service Unit	Timeline
17	1.3.1	Develop Toolern Employment Area Urban Design Framework.	Background report presented to Council.	P	The scope of works and background documents have been developed for this project, however a revision of the scope may be required to incorporate a review of the existing Toolern Town Centre Urban Design Framework to reflect changes in State Policy with respect to the role of the town centre. The project is currently on hold, awaiting a decision on this proposed increase in scope by the Manager City Design, Strategy & Environment and the General Manager Planning & Development.	City Design, Strategy & Environment	30-Jun-17
18	1.3.2	Maintain Social Procurement commitments in the Parks, Open Space & Tree Maintenance Services and Road & Drainage Maintenance Services contracts.	Number of social procurement commitments maintained in contracts.	OT	June contract reports will include evidence of number of social procurement commitments being maintained	Operations	30-Jun-17
19	1.3.3	Implement identified actions from the Community Learning Plan.	Number of actions implemented.	OT	Nine (9) actions implemented. Actions include the following. Learning Directory published and Electronic Directory implemented. Disability Employment Business Breakfast held. Victoria University Melton Skills and Jobs Centre established. Vulnerable Children's Working Party Program Logic Tool developed. Jobs Laboratory established at both libraries. Kirrip Aboriginal Corporation support worker appointed by Council. Planning for new Community Hub and funding application EOI lodged for Kurunjang. Working Parties priority projects for 2017 undertaken. Community Impact Assessment Tool final draft completed.	Community Planning	30-Jun-17

20	1.3.4	Facilitate Council and business engagement in programs, activities and spaces within the Western BACE.	Number of programs and activities.	OT	One major event was delivered at Western BACE in 2016 as part of the Small Business Victoria Festival. Further events are planned for August 2017. The Western BACE has matured to the level where they are successfully delivering their own events and activities to support their tenants and the general Melton business community.	Engagement & Advocacy	30-Jun-17
21	1.3.5	Deliver actions within the Digital Economy Strategy.	Outcomes reported to Council.	OT	Actions of the Digital Economy Strategy are progressively being delivered.	Engagement & Advocacy	30-Jun-17
22	1.3.6	Provide tourism information services through the Visitor Information Centre.	Number of visitors using Visitor Information services.	OT	Visitor services are being delivered both through the Visitor Information Centre 7 days a week and also through the pop-up Visitor Information Centre program at various locations around the municipality.	Engagement & Advocacy	30-Jun-17
23	1.3.6	Deliver an incentive based Buy Local program	Number of businesses participating in program.	A	The 2016 Buy Local Campaign was successfully delivered with over 150 businesses participating.	Engagement & Advocacy	30-Jun-17

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

Strategic Strategies

- 1.4.1 Lead by example through innovative and environmentally sensitive design and construction of Council assets.
- 1.4.2 Promote environmental outcomes in Council assets through innovative programs and management practices to reduce resource consumption including water, energy and non
- 1.4.3 Minimise waste through reduction, reuse and recycling of waste products.
- 1.4.4 Educate the community about the value of our natural environment and the benefits in adopting sustainable practices in their daily lives.
- 1.4.5 Support community involvement in local area conservation and environmental protection projects.
- 1.4.6 Engage land owners to improve the productivity and appearance of our rural landscape and waterways to enhance local pride and the reputation of our City.

CAP No.	CP Strategy	Action	Performance Indicators	Status Symbol (2nd Quarter)	Progress Comments	Service Unit	Timeline
24	1.4.1	Develop and implement Climate Resilience Checklist for Council assets.	Checklist developed.	OT	The checklist has been developed and will be implemented following the adoption of the Environment Plan.	City Design Strategy & Environment	30-Jun-17
Carry over	1.4.1	Develop Sustainability Policy to inform environmentally sustainable design and construction.	Discussion paper developed.	OT	The Project Working Group has commenced work on defining the discussion paper scope.	Capital Projects	30-Jun-17

25	1.4.2	Develop Environment Plan to address climate change impacts and the protection of natural resources.	Plan presented to Council for adoption.	OT	Two background technical reports titled 'Climate Resilient Infrastructure' and 'Growth Modelling' were completed in September 2016 and December 2016 respectively. A briefing on the project and workshop was held with the new Council in November 2016 to provide an opportunity for the Council to have input into the plan. The Environment Plan is currently being drafted and is scheduled to be presented to Council by June 2017	City Design Strategy & Environment	30-Jun-17
26	1.4.3	Review operation of Melton Recycling Facility.	Review presented to Executive.	OT	Consultant engaged and commenced. Report due in May 2017, currently on track.	Operations	30-Jun-17
27	1.4.4 1.4.5	Support local environment groups and school based programs.	Number of groups supported. Number of school visits.	OT	Number of groups supported in Q1 = 14, and Q2 = 11. Number of school visits in Q1 = 23, and Q2 = 10.	City Design Strategy & Environment	30-Jun-17
28	1.4.6	Deliver the Environment Enhancement Program.	Percentage of eligible landowners who retain their rebate.	OT	This 2017 program is still underway and will be reported to Council in April 2017. The percentage of landowners who retain their rebate cannot be reported until the program has concluded. Site inspections and assessment of weed management works undertaken by eligible landowners are currently being undertaken in accordance with the requirement of the annual program.	City Design Strategy & Environment	30-Jun-17

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

Strategic Strategies

- 1.5.1 Advocate for the early delivery of Principal Public Transport Networks and associated infrastructure to increase accessibility and safety in partnership with other levels of government.
- 1.5.2 Partner to deliver and maintain an integrated road network in new and existing communities.
- 1.5.3 Advocate to government for the early delivery of arterial road infrastructure and to improve the connectivity of bus routes to meet activity hubs, train services and new stations.
- 1.5.4 Support the creation of a connected and active community through the design and delivery of walking and cycling networks.
- 1.5.5 Advocate for duplication and electrification of the Melbourne line to Melton and greater frequency of train services connecting the city with other destinations.
- 1.5.6 Work with the community and partners to provide flexible and sustainable alternate transport options to private vehicle ownership.
- 1.5.7 Improve community access to services in areas of high transport disadvantage through a shared-service model of transport assets and outreach services.

CAP No.	CP Strategy	Action	Performance Indicators	Status Symbol (2nd Quarter)	Progress Comments	Service Unit	Timeline
29	1.5.1	Advocate for public transport networks.	Number of representations.	OT	The Advocacy Project Control Group (PCG) will formalise approaches to State Government and other third parties of influence.	Engagement & Advocacy	30-Jun-17
30	1.5.2	Complete Abbey Road Bridge construction to provide a vital link between Melton South and the Toolern Growth area.	Works completed within timeframe.	OT	Construction works commenced in Aug 2016	Engineering Services	30-Jun-17

31	1.5.2	Develop and implement the Minor Maintenance Agreement in collaboration with Vic Roads and Citywide.	Parameters in the agreement achieved.	OT	Minor Maintenance Agreement developed and operational. Implementation will be measured in June 2017	Operations	30-Jun-17
32	1.5.2	Complete the Mount Cottrell road widening project between Greigs Road and Boundary Road.	Works completed within timeframe.	OT	Contract for construction works has been awarded	Engineering Services	30-Jun-17
33	1.5.3	Advocate for government road transport infrastructure funding.	Number of representations.	OT	The Advocacy Project Control Group (PCG) will formalise approaches to State Government and other third parties of influence.	Engagement & Advocacy	30-Jun-17
34	1.5.4	Construction of walking and cycling networks.	Length of new walking and cycling paths.	OT	Length of new paths will be provided by required date	Engineering Services	30-Jun-17
35	1.5.5	Advocate for inclusion of pedestrian rail crossings in the Melton rail duplication project.	Demonstrated advocacy activities.	OT	Advocacy actions to date include - letter to Premier, meeting with CEO of MMRA and 2 meetings with project manager from MMRA	Engineering Services	30-Jun-17
36	1.5.6	Support the planning and implementation of active sustainable transport initiatives.	Number of initiatives delivered. Number of participants.	OT	Three (3) initiatives have been delivered: VicHealth Walk to School, It's Cool to Walk to School and Active Paths, with approximately 1000 participants in total.	Community Planning	30-Jun-17
37	1.5.7	Implement Moving Melton, Council's integrated transport strategy.	Number of actions achieved.	OT	A number of advocacy initiatives are currently underway to implement the strategy, this includes key deliverables such as the duplication of the Melbourne to Ballarat railway line and the upgrade of the Western Freeway. Council officers have had several meetings with Vic Roads to discuss the Western Freeway, Melton Highway and the arterial road network and work has commenced on a number of studies in respect of the future of these key elements of road infrastructure. Council officers have also had several meetings with the Melbourne Metropolitan Rail Authority in respect of the now committed duplication of the rail line. Council officers have also prepared a background document that will form the basis of a report to Council in March 2017 recommending the establishment of the Melton Transport Reference Group.	City Design Strategy & Environment	30-Jun-17

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

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

Strategies:

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

CAP No.	CP Strategy	Action	Performance Indicators	Status Symbol (2nd Quarter)	Progress Comments	Service Unit	Timeline
38	2.1.1	Develop the 2017 – 2021 Council Plan.	Compliance with Local Government Act and Local Government Financial Regulations.	OT	A number of workshops have been held involving the community and staff to ascertain what each group sees as important leading up to the development of the 2017 - 2021 Council Plan	Risk & Performance	30-Jun-17
39	2.1.1	Review 'Naming of Council Community Facilities and Open Space Policy.'	Policy presented to Council for adoption.	OT	Draft policy being reviewed internally.	Recreation and Youth	30-Jun-17
40	2.1.2	Deliver the annual community budget engagement sessions.	Number of community engagement sessions (2).	OT	Two community engagement sessions have been booked in for February 4 2017	Finance	30-Jun-17
41	2.1.2	Develop the 2017 – 2021 Municipal Public Health and Wellbeing Plan.	Compliance with Health Act and Public Health and Wellbeing Act.	OT	The Municipal Public Health and Wellbeing Plan is being developed concurrently with the Council Plan, and will be adopted at the Ordinary Council Meeting on 26 June 2017.	Community Planning	30-Jun-17
42	2.1.3	Manage the annual Budget process in accordance with legislation.	Compliance with Local Government Act and Local Government Financial Regulations.	OT	Budget process has commenced and is on track to meet legislative timelines as per budget timetable.	Finance	30-Jun-17
43	2.1.3	Review and update the Strategic Resource Plan.	Compliance with Local Government Act and Local Government Financial Regulations.	OT	Review and update of Strategic Resource Plan is being undertaken and is on track to meet deadline.	Finance	30-Jun-17
44	2.1.4	Implement Year 3 of the 2014 - 2017 Risk Management Strategy.	Report presented to Risk Management Committee.	NOT	The software vendor for Council's online Risk Register has advised that the Register is to be discontinued. All efforts have been focused on replacing the online Risk Register. As a result, not all actions in Year 3 will be completed by the due date. Input will be sought from the Risk Management Committee in February 2017 as to which actions are to be completed.	Risk & Performance	30-Jun-17

45	2.1.4	Upgrade Council's core business IT system.	Works completed within timeframe.	OT	Authority upgrade has commenced with go-live expected in May 2017.	Finance	30-Jun-17
46	2.1.5	Administer Council meeting reports and minutes.	100% of Council meetings minutes published on Council's Website within seven days.	OT	All Council meeting minutes have been published within the designated timeframes	Legal & Governance	30-Jun-17

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

Strategies:

- 2.2.1 Undertake reviews to determine types and levels of service and assets provided by Council, aligned with community need, to continuously improve service quality.
- 2.2.2 Implement a strategic evidence based approach for the provision, management and maintenance of civic and community assets to ensure sustainable Council operations and
- 2.2.3 Provide facilities and services in an effective and cost-efficient manner through a range of public and private partnerships.
- 2.2.4 Engage with land developers in the design of open spaces and infrastructure that ensures the delivery of an accepted standard of asset.

CAP No.	CP Strategy	Action	Performance Indicators	Status Symbol (2nd Quarter)	Progress Comments	Service Unit	Timeline
47	2.2.1	Review service model and undertake a competitive tender process for the provision of public toilet & BBQ cleaning; plant & labour hire; hard waste collection; and cleaning services.	Service Level Review recommendations presented to Council for adoption. Adoption of replacement contracts.	OT	Council briefing scheduled for 20 February 2017 - this will cover Cleaning Services, public toilet & BBQ cleaning. Hard Waste Collection was presented to Council in November 2016. Plant & Labour Hire Contract will be presented to Council in April 2017	Operations	30-Jun-17
48	2.2.1	Review Council's playgroups program.	Report presented to Executive.	OT	Review is in final draft stage	Families & Children	30-Jun-17
49	2.2.2	Develop plan for the building of community infrastructure, to the appropriate standard.	Community Infrastructure Plan presented to Council for adoption.	OT	The Community Infrastructure Plan is in final draft stage, and Officers are providing feedback.	Community Planning	30-Jun-17
50	2.2.2	Implement Community Facilities Access Policy.	Number of hirers under licence agreements.	OT	156 registered hirers with licence agreements are using Council's community facilities.	Community Planning	30-Jun-17
51	2.2.2	Provide opportunities for the community to have input into future improvements to Council's passive recreation reserves.	Number of community engagement sessions.	OT	Community provided opportunity through community engagement sessions to input future parks development program. Recent session held November 2016.	Recreation & Youth	30-Jun-17
52	2.2.3	Provision of aquatic facilities.	Number of visits to aquatic facilities.	OT	Provision, planning consistent with Council endorsed Melton City Council's Aquatics Plan 2014-2034. Planning ongoing regarding new Major aquatic centre in the Eastern Corridor	Recreation & Youth	30-Jun-17
53	2.2.3	Provision of kerbside waste collection services.	Number of scheduled kerbside garbage and recycling collection bin lifts.	OT	Contract to collect kerbside waste is continuing. Actual number of scheduled lifts will be reported in June 2017	Operations	30-Jun-17

54	2.2.4	Develop Engineering Guidelines for Industrial Developments.	Guidelines presented to Council for adoption.	OT	Draft guidelines have been completed	Engineering Services	30-Jun-17
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Objective 2.3: Facilitate community engagement in planning and decision making.

Strategies:

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

CAP No.	CP Strategy	Action	Performance Indicators	Status Symbol (2nd Quarter)	Progress Comments	Service Unit	Timeline
55	2.3.1	Develop Council's social media presence.	Social media platforms and audience reach.	OT	Facebook reach has grown by over 900% versus previous year, Instagram business case currently being developed.	Engagement & Advocacy	30-Jun-17
56	2.3.2	Deliver the My City My Say community engagement events.	Number of community engagement sessions (4).	OT	Advanced preparations for the 2017 engagement events in Toolern Vale, Eynesbury, Rockbank and Diggers Rest are in place.	Community Planning	30-Jun-17
57	2.3.2	Develop 20 year Community Vision.	Document presented to Council for adoption.	OT	The draft Community Vision is to be presented to Council at the Ordinary Council Meeting on 6 February 2017. The final Community Vision will be presented to Council on 3 April 2017.	Community Planning	30-Jun-17
58	2.3.3	Produce weekly media releases to local and metro media and organising media photo opportunities.	Percentage of pickup of media releases in local newspapers.	OT	Approximately 85-90% pick up rate of Press Release content.	Engagement & Advocacy	30-Jun-17
59	2.3.3	Publish Council's Annual Report.	Report published on Council's website.	A	The Annual Report was completed in compliance with applicable legislation including availability on Council's website.	Engagement & Advocacy	30-Jun-17

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

Strategies:

- 2.4.1 Develop the skills and knowledge of Councillors and employees to grow capacity and optimum performance.
- 2.4.2 Through people leadership, drive accountability of strategic and operational commitments.
- 2.4.3 Generate a culture of learning and development that attracts and retains quality employees and delivers recognition programs to support innovation and motivate high performance.
- 2.4.4 Empower and support our people to realise and achieve their potential through a talent management framework.
- 2.4.5 Promote and support the health and well-being of our employees, Councillors, contractors and volunteers.

CAP No.	CP Strategy	Action	Performance Indicators	Status Symbol (2nd Quarter)	Progress Comments	Service Unit	Timeline
60	2.4.1	Deliver Corporate training program.	Number of courses and participants.	OT	Council is currently half way through the 2016-17 Corporate Training Calendar. Thus far, 33 systems training sessions have been facilitated; 21 professional development workshops have been facilitated and 7 Microsoft Office workshops have been facilitated. There has also been 2 Corporate Induction sessions facilitated. Attendance at all sessions has neared maximum capacity based on the alignment to Development Plans in PES (and the directive from the Executive).	People & Culture	30-Jun-17
61	2.4.2	Deliver Council's leadership program.	Number of events.	OT	Council is currently half way through the 2016-17 Leadership Development Calendar. Thus far, 5 leadership development workshops have been facilitated and 2 Recruitment and Selection workshops have been facilitated. Attendance at all sessions has neared maximum capacity based on the alignment to Development Plans in PES (and the directive from the Executive). In addition, teams for the 2017 Emerging Leader Challenge are about to be selected; the Challenge is on schedule to occur in May 2017 with 6 Council's being represented. The 2016-17 Elevate Program has reached the half way point. All Action Learning Projects are on schedule for completion by 30 June 2017.	People & Culture	30-Jun-17
62	2.4.3	Run Staff Recognition annual event.	Event award numbers and type.	A	The STAR Awards was facilitated on Wednesday 14 December. There were over 250 staff in attendance.	People & Culture	30-Jun-17
63	2.4.3	Develop Service Unit Workforce Plans.	Number of Plans developed.	OT	A pilot workforce planning process is under development	People & Culture	30-Jun-17
64	2.4.4	Coordinate the Mentoring Program for staff.	Number of Mentees. Number of Mentors.	OT	Cycle 5 (July - Dec 16) was successfully completed with 10 mentoring relationships established (including 3 external mentors). Cycle 6 (Jan- Jun 17) has just commenced with 12 mentoring relationships established. The support workshops within cycle 6 have been redeveloped with a greater focus on coaching.	People & Culture	30-Jun-17
65	2.4.5	Implement Year 1 of 2016 - 2019 Occupational Health and Safety Strategy.	90% conformance with Council's Occupational Health and Safety Management System.	OT	A working group has undertaken a review of Council's staff Emergency Preparedness & Response procedures. A continual improvement program ("Safety Differently") is being implemented in selected pilot sites.	Risk & Performance	30-Jun-17

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

Strategies:

- 2.5.1 Invest in relationships and alliances with influential people and organisations for improved community outcomes.
- 2.5.2 Develop and implement an advocacy framework, advocacy strategies, associated campaigns and reporting on outcomes.
- 2.5.3 Build on a coordinated approach to securing other Government sources of funding that will support Council's capacity to deliver community infrastructure, planning and development
- 2.5.4 Engage government to obtain a timely share of funding to resource the complex and growing need for growth services and new infrastructure.

CAP No.	CP Strategy	Action	Performance Indicators	Status Symbol (2nd Quarter)	Progress Comments	Service Unit	Timeline
66	2.5.1	Participate in the National Growth Areas Alliance.	Outcomes reported to Executive.	OT	Executive and Management attendance at NGAA National Conference was reported to Executive and Council. Outcomes of the national Fund our Future campaign was reported to Executive and Council. Perceived as successful in influencing State Government funding for rail duplication.	Engagement & Advocacy	30-Jun-17
67	2.5.2	Advocate for Primary and Secondary school provision.	Number of representations.	OT	The Advocacy Project Control Group (PCG) will formalise approaches to State Government and other third parties of influence.	Engagement & Advocacy	30-Jun-17
68	2.5.3 2.5.4	Submit government funding applications to support Council's Capital Works program and Council's service delivery.	Outcomes reported to Council.	OT	Council has submitted 16 capital funding applications year to date 2016/17: Growing Suburbs Fund (9 applications), Public Libraries Funding Program, Premiers Reading Challenge, Better Indoor Stadiums Fund, Cricket Facilities (Stage 2), LGA Small Scale Infrastructure Grants Program, National Tennis Court Rebate 2016/17 and Taylors Hill Children and Community Centre. Ten applications have been successful, 5 unsuccessful and 1 pending. A total of approximately \$5.4 million has been approved from funding applications in 2016-17 thus far. A list of funding applications and their status is contained in the monthly snapshot report.	Finance	30-Jun-17

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

Strategies:

- 2.6.1 Update documents, local laws, practices and tools in accordance with legislation and best practice in delivering corporate and community services.
- 2.6.2 Implement and monitor regulatory inspections to ensure industry compliance and public health and safety.
- 2.6.3 Ensure procurement processes and external service contracts and projects are managed with probity to comply with legislative requirements and best practice performance standards.
- 2.6.4 Develop and maintain Council's emergency and disaster management planning, prevention, response and recovery capacity.
- 2.6.5 Build community resilience to emergency or disaster situations through education, programs and access to the right information.

CAP No.	CP Strategy	Action	Performance Indicators	Status Symbol (2nd Quarter)	Progress Comments	Service Unit	Timeline
69	2.6.1	Conduct inspections of building sites, unsightly properties, abandoned vehicles, and advertising signs.	Percentage of customer action requests responded to within 10 business days.	NOT	Need to develop a report from Council's Enterprise Content Management System (ECM) to provide accurate information on this action. Majority of Customer Action Requests are actioned within 5 business days.	Compliance	30-Jun-17
70	2.6.1	Process Statutory Planning applications.	The median number of days between receipt of a planning application and a decision on the application. Number of planning application decisions made within 60 days.	OT	Median processing days - 63 compared to 103 average for other growth area councils. Completed within 60 days - 78% compared to 53% for other growth area councils.	Planning Services	30-Jun-17
71	2.6.2	Deliver Domestic Animal Management services.	Number of animals collected. Number of animals reclaimed.	OT	Number of animals impounded is 895 of which 397 were reunited with their owners.	Compliance	30-Jun-17
72	2.6.2	Conduct food safety inspections of food premises.	Number of registered class 1 food premises and class 2 food premises that received an annual food safety assessment in accordance with the <i>Food Act 1984</i> .	OT	A total of 190 class 1 and 2 food premises have been inspected this financial year to date.	Compliance	30-Jun-17
73	2.6.2	Undertake Essential Safety Measures inspection, testing and maintenance tasks for all Council buildings in accordance with legislative requirements.	Number of inspections completed. Percentage compliance with legislative requirements.	OT	Contractor engaged to carry out inspections. On track for completion by 30 June 2017	Operations	30-Jun-17
74	2.6.2	Maintain Council's road network assets in compliance with the Road Management Act and Council's Road Management Plan.	Percentage compliance with Road Management Plan (>95%).	OT	Actual Progress unknown. Unable to measure current compliance until end of February 2017	Operations	30-Jun-17
75	2.6.2	Develop an inspection program of new developments to ensure compliance with planning permits	Number of inspections conducted.	NOT	There are currently some delays due to the departure of the two planning enforcement officers. It is expected that the program can be completed on time if those officers can be recruited in the next couple of months.	Planning Services	30-Jun-17
76	2.6.2	Develop the Electric Line Clearance Plan and submit for approval by Energy Safe Victoria.	Plan available on Council website.	A	Plan completed and approved by Energy Safe Victoria. Available on website	Operations	31-Dec-16

77	2.6.3	Implementation of the Project Management Framework.	Business Case for the Portfolio Office Project presented to Executive for approval.	OT	The Project Control Group are monitoring project progress to ensure that the Business Case is approved within the required timeframe.	Capital Projects	31-Mar-17
78	2.6.3	Develop contract management plans for the Parks, Open Space & Tree Maintenance Services and Road & Drainage Maintenance Services contracts.	Actions completed within timeframes.	OT	Contract Management Plans in place	Operations	30-Jun-17
79	2.6.4	Coordinate the annual testing, review and evaluation of Council's Business Continuity Plans.	Annual Test Exercise completed and action plan developed.	OT	Desktop Exercise held in Gisborne on Tue 22/11/2016 with Central Municipal Emergency Management Enhancement Group (MEMEG). Topic: Pandemic – exercise which explored how Council supports the Department of Health and Human Services (DHHS) as the control agency and the impact on business continuity should a large number of staff be unable to come to work.	Risk & Performance	30-Jun-17
80	2.6.5	Test and assess Emergency Response and Recovery Preparedness in accordance with the Emergency Management Act 2013 through annual desktop and event exercises.	Number of test exercises completed.	OT	Joint Melton, Wyndham and Hobson's Bay Emergency Relief Centre (ERC) Exercise – ERC Activation for Melton City Council. Named exercise Blockade, it occurred at the Melton Youth Facility, 193 Barries Road on Thursday 14/07/2016	Risk & Performance	30-Jun-17

Outcome 3: A culturally rich, active, safe and connected City.

Objective 3.1: Provide an accessible range of services for all including children, young people, families and older adults.

Strategies:

- 3.1.1 Plan and coordinate appropriate and affordable services for our growing population.
- 3.1.2 Provide targeted support and assistance to disadvantaged, at-risk and vulnerable residents.
- 3.1.3 Support the attraction of required Community Service Organisations to our City and pursue stakeholder partnerships to ensure an integrated approach to quality community services.
- 3.1.4 Identify opportunities to celebrate the diversity of children, young people and families and establish settings to support the intellectual, social and emotional encouragement of children
- 3.1.5 Provide environments and services that encourage independent ageing in the community and at home.
- 3.1.6 Support the capacity of the local community to plan for and increase participation of people with a disability and their carers.

CAP No.	CP Strategy	Action	Performance Indicators	Status Symbol (2nd Quarter)	Progress Comments	Service Unit	Timeline
81	3.1.1	Provision of library services.	Number of active library members. Number of visits to the library.	OT	Library members 46413 with 279210 visits to the library from July to Dec 2016	Libraries	30-Jun-17
82	3.1.1	Provide Commonwealth Home Support services to eligible people over 65 years.	Number of people that received a CHSP service. Number of hours delivered.	OT	July - Dec 2016 CHSP <i>Home Care:</i> 729 clients, 8740 hours <i>Personal Care:</i> 222 clients, 5119 hours <i>Respite Care:</i> 29 clients, 771 hours <i>Delivered Meals (At Home):</i> 110 clients, 5391 meals <i>Delivered Meals (At Centre):</i> 191 clients, 2902 meals <i>Home Modifications:</i> 78 clients, 78 hours <i>Home Maintenance:</i> 239 clients, 364 hours <i>Transport:</i> 79 clients, 369 hours <i>Social Support Group:</i> 209 clients, 16259 hours	Community Care	30-Jun-17
83	3.1.1	Provide Home and Community Care services for eligible people under 65.	Number of people that received a HACC service. Number of hours delivered.	OT	July - Dec 2016 HACC PYP <i>Home Care:</i> 104 clients, 1303 hours <i>Personal Care:</i> 54 clients, 1979 hours <i>Respite Care:</i> 132 clients, 4309 hours <i>Delivered Meals (At Home):</i> 21 clients, 1039 meals <i>Delivered Meals (At Centre):</i> 27 clients, 444 meals <i>Home Modifications:</i> 13 clients, 39 hours <i>Home Maintenance:</i> 29 clients, 110 hours <i>Transport:</i> 8 clients, 37 hours <i>PAG Core:</i> 8 clients, 394 hours <i>PAG High:</i> 18 clients, 1151 hours	Community Care	30-Jun-17
84	3.1.2	Provide centre based and delivered meals to older adults and people with disabilities.	≥ 29,999 meals delivered.	NOT	9,776 meals delivered (total at centre and at home). Decline has been trending consistently - meals targets for CHSP clients to be renegotiated with Department of Health	Community Care	30-Jun-17

85	3.1.3	Participate in working group to establish multi-provider community health facility with Djerriwarrh Health consortium.	Number of meetings attended.	A	The working group has met, the facility is now funded and construction is about to commence	General Manager Community Services	30-Jun-17
86	3.1.3	Provide project management services for construction of Hope Street Youth Refuge.	Works completed within timeframe.	OT	The Project Control Group and Project Working Group are meeting regularly to ensure the delivery project outcomes identified by Hope Street.	Capital Projects	30-Jun-17
87	3.1.4	Deliver children's events and activities that celebrate the diversity of children and families.	Number of activities delivered.	OT	2x Children's Week events successfully delivered (held in Melton & Taylors Hill) Djerriwarrh Festival - staff from Families and Children were involved in delivering the event, staffing a tent and assisting in the lost children tent Kindergarten Readiness Month on track for March 2017	Families and Children	30-Jun-17
88	3.1.5	Complete the Redevelopment of the Aged Precinct, including an extension on the east side to Smith Street.	Project completed within timeframes.	OT	Community Care Team relocated to the new building November 2016. In December commencement of extension of existing building.	Community Care	30-Jun-17
89	3.1.6	Deliver the Disability Action Plan.	Outcomes reported to Melton Disability Advisory Committee.	OT	Final outcomes report for the 2013 - 2017 Disability Action Plan will be presented to the Melton Disability Advisory Committee at June 2017 meeting.	Community Care	30-Jun-17

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

Strategies:

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

CAP No.	CP Strategy	Action	Performance Indicators	Status Symbol (2nd Quarter)	Progress Comments	Service Unit	Timeline
90	3.2.1	Administer Council's Annual Grant Program.	Amount awarded. Number of successful applications.	OT	The Grant Program was suspended during caretaker period. The Partner grant program funds will be disbursed in March. Council's Annual Grant Program will be opened for applications on 1 February 2017 with funds to be disbursed in June.	Community Planning	30-Jun-17
91	3.2.2	Develop a program to enhance and strengthen community leadership skills and networks.	Program presented to Executive for approval.	A	Program was presented to Executive on 24 November 2016.	Community Planning	30-Jun-17

92	3.2.3	Deliver initiatives to recruit, develop and support volunteers.	≥ 8 new volunteers recruited. ≥ 45 active volunteers. ≥ 8500 volunteer hours delivered annually.	OT	1 volunteer recruited 2nd quarter, 4 new volunteers recruited YTD. 53 active volunteers YTD. 2,997 volunteer hours delivered 2nd quarter, 6,486 volunteer hours delivered YTD.	Community Care	30-Jun-17
93	3.2.4	Deliver the Integrated Family Support Program to vulnerable families as referred through the Brimbank Melton Child FIRST Alliance.	Number of case management hours provided (3750 hours).	OT	1631 case management hours delivered as of 31/12/2016	Families & Children	30-Jun-17
94	3.2.5	Support the establishment of new community groups.	Number of new community groups supported.	OT	Seven (7) new community groups supported in quarter, including Indian-Fijian Residents, Samoan-Polynesian, Melton Singers, Multicultural Exchange Group of Melton, Tongan community, Melton South Sudanese and Congolese community.	Community Planning	30-Jun-17

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

Strategies:

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

CAP No.	CP Strategy	Action	Performance Indicators	Status Symbol (2nd Quarter)	Progress Comments	Service Unit	Timeline
95	3.3.1	Run community events including Djerriwarrh & Summersault Festival.	Attendance levels. Customer /community satisfaction.	OT	The Djerriwarrh Festival was estimated to be attended by in excess of 30,000 people. Summersault Festival is currently in planning.	Engagement & Advocacy	30-Jun-17
96	3.3.1	Deliver Seniors Festival Week activities.	≥ 8 activities/programs held.	A	Seniors Festival was delivered in October 2016 with 8 activities delivered including the Seniors Dinner Dance which attracted 110 participants. Planning for the October 2017 Festival has commenced.	Community Care	31-Oct-16
97	3.3.2	Deliver Pop Culture events as a community gathering opportunity.	Number of events. Number of attendees.	OT	3 events completed. Lakeside Alive (370 people) , John Wayne Movie Night (55 people), Nylon Zoë (300 people)	Engagement & Advocacy	30-Jun-17
98	3.3.3 3.3.4	Deliver a range of artistic & cultural events and exhibitions at Caroline Springs Gallery incorporating professional and amateur practice.	≥ 4 professional installations. ≥ 4 amateur installations. ≥ 36 weeks activation of the gallery.	OT	11 Exhibitions / cultural events have been delivered. Currently 26 weeks of activation.	Engagement & Advocacy	30-Jun-17

99	3.3.5	Deliver Artist in Residence program.	Number of residencies conducted.	OT	Three (1 x Caroline Springs Gallery, 1 x Raglan Cottage, 1 x Melton Library & Learning Hub)	Engagement & Advocacy	30-Jun-17
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Objective 3.4: Provide lifelong learning opportunities to build social connections and self development.

Strategies:

- 3.4.1 Facilitate flexible lifelong learning opportunities through Neighbourhood Houses, community facilities, library services and the attraction of training providers.
- 3.4.2 Partner with community organisations to deliver pathways from learning programs or formal education to employment for disadvantaged, at-risk or vulnerable residents.
- 3.4.3 Support the provision of a diverse and current range of reading and learning materials, reflecting our changing demographics.
- 3.4.4 Create a learning culture in the City through early engagement with children, young people and families.

CAP No.	CP Strategy	Action	Performance Indicators	Status Symbol (2nd Quarter)	Progress Comments	Service Unit	Timeline
100	3.4.1	Review the Neighbourhood House Strategy.	Report presented to Council.	OT	Scoping of the project to review the strategy will be completed by end of February 2017.	Community Planning	30-Jun-17
101	3.4.1	Deliver learning, literacy and social connection programs through libraries.	Number of program sessions. Number of participants.	OT	Delivered 476 programs with 8794 participants.	Libraries	30-Jun-17
102	3.4.2	Develop online Learning Directory with facility to enrol in listed courses.	Learning Directory site accessible by the community.	OT	An online version of the learning directory was available to the community for the September to December 2016 quarter.	Community Planning	30-Jun-17
103	3.4.3	Provide enhanced library collection through improved access to ebooks.	Number of ebooks available for download.	OT	7769 presently available for loan	Libraries	30-Jun-17
104	3.4.3	Deliver the Melton City Word Fest Literary Festival.	≥10 events held. Short story competition completed.	A	Held 15 events during the Lit Fest in August 2016. Delivered the Short Story competition with	Libraries	30-Nov-16
105	3.4.4	Implement the 1000 Books Before School program in partnership with State Library of Victoria.	Number of children registered for the program.	OT	Launch event scheduled for 15 February	Libraries	30-Mar-17

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

Strategies:

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

CAP No.	CP Strategy	Action	Performance Indicators	Status Symbol (2nd Quarter)	Progress Comments	Service Unit	Timeline
106	3.5.1	Deliver Citizenship Ceremonies for City of Melton residents.	Percentage of all conferees invited to attend a Council citizenship ceremony within 3 months of department approval.	OT	All approved conferees have been invited to ceremonies with the designated timeframes	Legal & Governance	30-Jun-17
107	3.5.1	Support the activation of the Kirrip Aboriginal Community Hub.	Activation plan developed. Number of activities delivered.	OT	Three (3) Community Events and five (5) ongoing programs commenced in the quarter. In addition, the Kirrip Website was launched.	Community Planning	30-Jun-17
108	3.5.2	Facilitate Culturally and Linguistically Diverse Advisory Committee.	Number of meetings.	OT	Two (2) meetings of the CALDAC have been held in the quarter.	Community Planning	30-Jun-17
109	3.5.2	Participate in Melton New and Emerging Communities Network.	Number of meetings attended.	OT	Two (2) meetings of the Network have been attended by a Council Officer in the quarter.	Community Planning	30-Jun-17
110	3.5.3	Develop the Intercultural Plan.	Plan presented to Council for adoption.	OT	The Intercultural Plan is in final draft and feedback is being provided by Officers prior to presentation to Council.	Community Planning	31-Mar-17
111	3.5.3	Support the Melton Interfaith Network.	Number of meetings attended.	OT	Two (2) meetings of the Network have been attended by a Council Officer in the quarter. In addition, three (3) events were supported by the Officer.	Community Planning	31-Mar-17
112	3.5.4	Preserve local and family history records of local significance in a digital format.	Number of volunteer hours of family history research assistance delivered.	OT	75 volunteer hours to assist the community with research.	Libraries	30-Jun-17
113	3.5.4	Deliver a publication to celebrate the 150 years of history as a local government body.	Author/Historian contracted.	OT	Procurement process currently underway.	Libraries	30-Jun-17

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

Strategies:

- 3.6.1 Deliver community safety initiatives that connect community, increase participation, build capacity and address crime and graffiti prevention.
- 3.6.2 Through design, develop safe and welcoming public spaces that improve perceptions of safety, encourage crime prevention and provide opportunity for positive social engagement.
- 3.6.3 Collaborate with stakeholders to reinforce positive attitudes and behaviours to improve road safety, reduce crime and antisocial behaviour, at identified high risk locations and amongst
- 3.6.4 Collaborate to plan and advocate for the required increase in enforcement services and the provision of greater Police and Protective Service Officers.

CAP No.	CP Strategy	Action	Performance Indicators	Status Symbol (2nd Quarter)	Progress Comments	Service Unit	Timeline
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114	3.6.1	Proactively utilise the provisions of the <i>Graffiti Prevention Act 2007</i> to remove graffiti in a timely manner.	Number of square metres of graffiti removed.	OT	Progress to the end of December 2016 = 8,829sq.m	Operations	30-Jun-17
115	3.6.1	Review Community Emergency Risk Assessments that build capacity of communities to respond to emergencies.	Number of risk assessments reviewed.	OT	CERA Community Emergency Risk Assessment process is reviewed annually. The last review took place on February 14/2016 during the Municipal Emergency Management Planning Committee meeting and informs the Municipal Emergency Management Plan.	Risk & Performance	30-Jun-17
116	3.6.2	Deliver Stage Two of the Pride of Melton project.	Stage two of the project completed.	A	Stage 2 completed and opened for public use	Engineering Services	31-Mar-17
117	3.6.3	Implement Year 7 of the Road 2 Zero Action Plan.	Number of actions implemented.	OT	38 initiatives have been implemented year to date.	Community Planning	30-Jun-17
118	3.6.4	Propose a motion at the Municipal Association of Victoria State Conference calling on State Government to increase police numbers in growth areas.	Motion proposed.	A	Motion was put and unanimously supported at the MAV State Forum held on 10 September 2016	GM Corporate Services	31-Dec-16
119	3.6.4	Advocate to State Government regarding urgent need for increased police numbers.	Number of representations.	OT	The Advocacy Project Control Group (PCG) will formalise approaches to State Government and other third parties of influence. Written correspondence from Council has been forwarded to the Minister responsible.	Engagement & Advocacy	30-Jun-17

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

Strategies:

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

CAP No.	CP Strategy	Action	Performance Indicators	Status Symbol (2nd Quarter)	Progress Comments	Service Unit	Timeline
120	3.7.1	Deliver community development initiatives for residents in small townships and new developments.	Number of initiatives implemented.	OT	19 initiatives implemented have been implemented in Diggers Rest. Nine (9) initiatives in Rockbank, and eight (8) in Eynesbury.	Community Planning	30-Jun-17
121	3.7.2	Develop neighbourhood networks in Rockbank and Diggers Rest townships.	Outcomes reported to Council.	OT	The Diggers Rest neighbours network has 77 members and has held five (5) meetings year to date. The Rockbank neighbours group has 23 members and has held two (2) meetings.	Community Planning	30-Jun-17

122	3.7.2	Deliver outreach services to local neighbourhoods to create awareness of library services.	Number of outreach programs delivered.	OT	Delivered 85 outreach sessions with 1746 people in attendance.	Libraries	30-Jun-17
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Outcome 4: A City of people leading healthy and happy lives.

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

Strategies:

- 4.1.1 Collaborate with stakeholders to provide an integrated planning approach to health services delivery that responds to emerging public health and wellbeing needs.
- 4.1.2 Undertake assessment and gap analysis of existing health infrastructure and health service needs for current and future populations.
- 4.1.3 Plan, attract and advocate for primary health care and allied health service providers, aligned with evidence of need.
- 4.1.4 Partner to support an effective and accessible referral system to ensure timely and relevant access to community health services.
- 4.1.5 Advocate to government for the provision of a purpose built Community Health Centre, a Day Hospital / Day Procedure facility and 24 Hour General Public Hospital and associated

CAP No.	CP Strategy	Action	Performance Indicators	Status Symbol (2nd Quarter)	Progress Comments	Service Unit	Timeline
123	4.1.1	Develop strategy to address the health, wellbeing and social connectedness of older people.	Strategy presented to Council for adoption.	OT	Strategy project team appointed. Collation of data commenced. Strategy development progress to be presented to Executive in March 2017.	Community Care	30-Jun-17
124	4.1.2	Update Public Health and Wellbeing Profile.	Updated Public Health and Wellbeing Profile completed.	A	The Health and Wellbeing Profile has been updated to support the development of the Municipal Public Health and Wellbeing Plan. It was presented to the Project Control Group in November 2016.	Community Planning	31-Dec-16
125	4.1.3	Advocate for the provision of a purpose-built community health facility.	Report presented to Executive.	OT	The Advocacy Project Control Group (PCG) will formalise approaches to State Government and other third parties of influence.	Engagement & Advocacy	30-Jun-17
126	4.1.4	Deliver Breastfeeding support services to families.	Number of self-referrals to the program. Number of agency referrals to the program.	OT	223 ytd self referrals and 174 ytd agency referrals	Families & Children	30-Jun-17
127	4.1.4	Deliver baby sleep settling sessions to new parents.	Number of sessions provided. Number of attendees at sessions.	OT	13 sleep and settling sessions delivered with 65 parents attending	Families & Children	30-Jun-17
128	4.1.5	Advocate to State government to promote improved health facilities including day procedure facility and general hospital	Number of representations.	OT	The Advocacy Project Control Group (PCG) will formalise approaches to State Government and other third parties of influence.	Engagement & Advocacy	30-Jun-17

Objective 4.2: Address health inequalities in our community.

Strategies:

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

CAP No.	CP Strategy	Action	Performance Indicators	Status Symbol (2nd Quarter)	Progress Comments	Service Unit	Timeline
129	4.2.1	Collaborate with Djerriwarrh Health Services to deliver the Koolin Balit project to enhance the health and development outcomes for Aboriginal children and their families.	Number of meetings attended.	OT	4 meetings attended	Families & Children	30-Jun-17
130	4.2.2	Deliver men's health and wellbeing activities from Melton and Taylors Hill Men's Sheds.	≥100 programs per quarter. ≥15 participants per day.	OT	Melton Men's Shed: - average of 143 programs delivered per quarter. 2,342 attendees YTD, average of 23.5 participants per day Taylors Hill Men's Shed: - average of 153 programs delivered per quarter. 2,266 attendees YTD, average of 27.6 participants per day	Community Care	30-Jun-17
131	4.2.3	Support delivery of the Adolescent, Young Adult and Family Counselling service by Djerriwarrh Health Services at Melton Youth Centre.	Number of referrals to program.	OT	Partnership remains positive with referrals to the service ongoing.	Recreation & Youth	30-Jun-17
132	4.2.4	Deliver Preventing Violence Against Women initiatives through the White Ribbon Action Team.	Number of White Ribbon Day initiatives.	OT	Two (2) initiatives were implemented for White Ribbon Day, an internal forum on gender equity, and the community 'coffee cup' campaign with participating cafes.	Community Planning	30-Jun-17
133	4.2.5	Develop Gender Equity Strategy.	Strategy presented to Council for adoption.	OT	A project brief has been developed.	Community Planning	30-Jun-17

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

Strategies:

- 4.3.1 Reduce the burden of chronic disease on our community through education that supports positive behaviour change in healthy lifestyles.
- 4.3.2 Research barriers and enablers to regular planned and incidental physical activity and respond through affordable, sustained and accessible physical activity programs.
- 4.3.3 Undertake marketing activities to increase the levels of physical activity and access to recreation pursuits.
- 4.3.4 Educate community on the importance of healthy eating and support an increase in the accessibility of fresh nutritious food.
- 4.3.5 Encourage and facilitate sustained physical activity in our growth areas through implementing 'healthy by design principles'.
- 4.3.6 Implement prevention and intervention programs that improve the physical health of vulnerable community members and the developmental outcomes of children.
- 4.3.7 Facilitate active lifestyles and community interaction through the provision of a range of local and regional level play spaces, sporting and leisure facilities.
- 4.3.8 Consult and empower children and young people to design a diverse range of play and recreation opportunities that provide education, sensory, accessible, experiential outcomes.
- 4.3.9 Deliver immunisation programs against preventable disease to infants and children, including vaccinations and health education programs.

CAP No.	CP Strategy	Action	Performance Indicators	Status Symbol (2nd Quarter)	Progress Comments	Service Unit	Timeline
134	4.3.1	Promote healthy eating and drinking within sports clubs and leisure facilities.	Number of initiatives delivered.	OT	Two (2) initiatives are currently being delivered including healthy choices in recreation centres, and healthy eating grants for sports clubs.	Community Planning	30-Jun-17
135	4.3.2	Apply for State Government funding opportunities to support female participation in sport.	Funding applications submitted.	A	Funding applications made to Sport and Recreation Victoria to improve female change facilities at recreation reserves.	Recreation & Youth	30-Jun-17
136	4.3.3	Support ongoing and new community walking groups.	Number of walking groups. Number of participants.	OT	There are currently eleven (11) walking groups and an average of 121 participants per month.	Community Planning	30-Jun-17
137	4.3.4	Implement the Green Light Lunchbox program in partnership with local food outlets.	Number of outlets participating.	A	Six (6) outlets participated in the Green Light Lunchbox program.	Community Planning	30-Jun-17
138	4.3.5	Develop Atherstone Regional Playspace.	Works completed within timeframes.	A	Atherstone Regional Playspace was opened to the public in November 2016 and is being well used by the local community.	City Design, Strategy & Environment	30-Jun-17
139	4.3.6	Review Maternal and Child Health Positive Parenting Program.	Report presented to Executive.	OT	Template for the review has been developed	Families & Children	30-Jun-17
140	4.3.7	Support the Friends of the Melton Botanic Gardens in the development of the garden.	Works completed within timeframes.	OT	Works progressing with the Bushfoods garden launch undertaken in December 2016.	Recreation & Youth	30-Jun-17
141	4.3.7	Deliver improvements to Council's passive recreation reserves.	Number of reserves improved (4).	OT	Works underway at the following reserves - Boronia	Recreation & Youth	30-Jun-17

142	4.3.7	Develop Macpherson Park Future Directions Plan.	Directions paper presented to Council for adoption.	OT	Brief for contractor appointment prepared.	Recreation & Youth	30-Jun-17
143	4.3.7	Develop Taylors Hill West sports precinct.	Construction commenced within timeframes.	OT	Concept design near completion.	Recreation & Youth	30-Jun-17
144	4.3.8	Develop a Playspace Strategy.	Strategy presented to Council for adoption.	NOT	Not to proceed. Addressed as part of Adopted Open Space Strategy 2016-2026	Recreation & Youth	30-Jun-17
145	4.3.9	Deliver the vaccinations against preventable diseases to children and secondary school children.	Percentage of secondary school consent cards returned (>90%). Percentage of eligible children in years 7 and 10 fully vaccinated (>75%).	OT	All targets have been achieved for the 2016 School Program. 2017 program commences in February	Compliance	30-Jun-17

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

Strategies:

- 4.4.1 Research current and future trends in social harms related to gambling, tobacco, alcohol and other drugs to inform the development of policy, plans, local laws and services.
- 4.4.2 Undertake Social Impact Assessments on venue-based liquor licence and gaming applications to minimise impact on high risk areas.
- 4.4.3 Collaborate with service agencies, venues and local community groups to explore proactive approaches in preventing and reducing the harms associated with gambling, alcohol, 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	Status Symbol (2nd Quarter)	Progress Comments	Service Unit	Timeline
146	4.4.1 4.4.2	Develop an Alcohol Management Framework informed by harm minimisation and health promotion principles.	Policy presented to Policy Review Panel.	OT	Draft policy and background paper have been completed and on track to be finalised by the due date.	Community Planning	30-Jun-17
147	4.4.3	Provide education and training for community organisations in the areas of gambling, alcohol, tobacco and other drugs.	Number of education courses run.	OT	Training program ongoing. Next Responsible Service of Alcohol scheduled for February 2017.	Recreation & Youth	30-Jun-17
148	4.4.4	Conduct annual sale of tobacco to minors testing program.	Number of premises tested. Number of infringement notices issued.	OT	45 premises tested and 1 official warning issued	Compliance	30-Jun-17