



Council Annual Action Plan End of Year Performance Report

1 July 2014 to 30 June 2015




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

This report provides a summary of the achievement against Council's 2014/15 Annual Action Plan.




A summary of the status at the end of the 2014/15 financial year is as follows:



Status	Description	Symbol	Number of Actions	% of Actions
Achieved	The Action is completed.	✓	84	79%
On track for year end completion.	The Action is progressing to be achieved by a revised target date of 31 December 2015.	●	14	13%
Behind Schedule. Expected to be completed by 30 June 2016.	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. These actions are now due for completion by 30 June 2016.	●	7	7%
Postponed	The Action has been deferred due to matters beyond Council's control or change in Council direction. An explanation is provided in the 'progress comments' column.	●	1	1%
		Total	106	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.				
Actions	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 1.1.1: Ensure appropriate land use planning for public infrastructure, non urban areas, urban development and community assets.				
1 Deliver the 2015-2020 Environment Strategy		The Environmental Services Coordinator has, with the support of the Manager and General Manager, developed a model for an Environment Plan as an alternative to the Environment Strategy. The process will be more consultative and aims to ensure Council and community ownership of the Plan. The timeline has had to be extended to June 2016 to allow sufficient time for consultation and review.	Planning & Environment	30-Jun-16
2 Develop a Green Wedge Management Plan for the City's Northern Green Wedge.	✓	The Green Wedge Management Plan was adopted by Council at its Ordinary Meeting on 23 September 2014.	Planning & Environment	30-Sep-14
Strategy 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.				
3 Complete the Toolern Public Realm Strategy		<p>Work on the Toolern Public Realm Framework (formerly Strategy) has commenced. A workshop has been held with the Project Working Group and the background report has been drafted, with the completed report due in October 2015.</p> <p>The original Strategy was delayed when additional Precinct Structure Plans (PSPs) and an increase in the number of Urban Design Referrals were added to the Strategic Planning & Urban Design team's work plan. The timescales for the development of PSPs is set by State Government and Urban Design Referrals are driven by planning permit applications. Neither was within the control of the team. Given resource constraints, certain projects had to be deferred or placed on hold.</p> <p>This project was identified as one that could be deferred as the rate of development has been relatively slow in the Toolern Activity Centre. The purpose of the Framework is to provide detailed guidance for the design of streets and public spaces. Given that no additional applications are anticipated in this calendar year it was considered that the project could be delayed in the short term without any detrimental impact on the future design and development of the activity centre.</p>	Planning & Environment	30-Jun-16
4 Develop Landscape Design Guidelines.		<p>The first draft of the Guidelines is currently being developed.</p> <p>Revised due date is now 30 June 2016, as consented to by the General Manager, Planning and Development.</p>	Engineering Services	30-Jun-16

Strategy 1.1.3: Prepare structure plans and design guidelines that seek to revitalise established urban areas, commercial precincts and other key major development sites.				
5	Deliver Streetscape Improvement Program with the design of the McKenzie Street and Courthouse Plaza Precinct, Melton.	✓	<p>A concept plan was presented at a Council Briefing held on 30 September 2014 and supported for the commencement of the detailed design phase of the project.</p> <p>Stage 1 (Taxi Shelter) has been awarded and detailed designs have been prepared for stages 2,3 & 4.</p> <p>Pride of Melton grant application was submitted for \$6.5 million to the National Stronger Regions Fund.</p>	<p>Engineering Services</p> <p>30-Mar-15</p>
Strategy 1.1.5: Improve growth in housing diversity and provision of affordable housing options including public, transitional and social housing for vulnerable residents.				
6	Housing Character Study and Design Guidelines	●	<p>Draft character area statements, design guidelines and planning scheme schedules were received 31 March 2015 in accordance with the revised Project Management Plan. These documents were revised and draft consultation documents were presented to Council at a briefing on 5 May 2015 prior to the commencement of the consultation phase.</p> <p>The documents were on public exhibition for community feedback from 12 May - 26 June, with three community drop-in sessions held during this period at Melton, Diggers Rest and Caroline Springs. A survey was also available on the project website to provide an alternative mechanism for people to provide feedback.</p> <p>An Engagement report summarising outcomes of consultation was issued in July 2015, with the final draft Housing Character Study & Design Guidelines due in early September 2015. A Council briefing on the final documents is scheduled for late September 2015.</p>	<p>Planning & Environment</p> <p>31-Dec-15</p>


Objective 1.2: Build a sense of place through an engaging range of community facilities and shared open spaces.					
Actions		Status	Progress Comments		Target Date
Strategy 1.2.1: Provide community access to services and opportunities for all to recreate, learn and socialise through the provision and maintenance of integrated and co-assets and open space.					
7	Develop a business case for the construction of a Traffic School		Benchmarking and background investigation completed. Business case drafted and currently being reviewed. Final business case expected by 30 July 2015.	Engineering Services	31-Dec-15
Strategy 1.2.2: Practice a place based management approach to the planning, design, marketing, operation and maintenance of activity centres and community hubs.					
8	Implement a neighbourhood place-based development approach to enhance activation of community assets		Council has engaged with communities in small townships and delivered community programs in response to expressed need. A program of activities is implemented each term to activate the neighbourhood houses in the program.	Community Planning	31-Dec-15
Strategy 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.					
9	Delivery of a Significant Landscape Strategy		<p>Draft document finalised. The Facebook page for the project went live on 10 June 2015 and will run until August 2015. It includes a photo competition for residents to provide us with images of their favourite landscapes.</p> <p>Meetings have been held with the Department of Environment, Water, Local Infrastructure & Planning to discuss the draft document and policy approach. A revised draft of the document is currently being prepared for the purpose of consulting the public, with a Council briefing scheduled for 18 August 2015. The document will then be available for public consultation from 21 August 2015.</p>	Planning & Environment	31-Dec-15
Strategy 1.2.5: Deliver asset needs through the capital works program including Precinct Structure Plan priority projects, aligned with Council Plan outcomes.					
10	Delivery of the 2014/15 Capital Works Program	✓	Over 80% of capital construction projects and programs have been delivered on time and budget.	Capital Projects	30-Jun-15

Objective 1.3: Generate an innovative local economy that stimulate opportunities for investment, business and training.					
	Actions	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 1.3.1: Provide support and opportunities for new and emerging business development, investment and diversity of job opportunities.					
11	Development of a Social Procurement Strategy	✓	Executive endorsed the Social Procurement Framework (formerly Strategy) in April 2015. This will be piloted with upcoming works contracts.	Economic Development and Advocacy	30-Jun-15
12	Development of an Investment Attraction Strategy		An Industry Supply Chain and Skills Gap Analysis and Background Report has been completed. Internal and External consultation workshops held. This project has been delayed to allow sufficient time to incorporate feedback from workshops. It is anticipated that the Strategy will be presented by the end of December 2015.	Economic Development and Advocacy	31-Dec-15
Strategy 1.3.2: Work with new and existing businesses to create local employment opportunities through the provision of training and support.					
13	Deliver the Building Melton Together initiative	✓	The Building Melton Together Website is now linked to the Melton Jobs Hub Employment website. As the Western BACE is now an incorporated body, the ongoing responsibility to attract businesses to be incubated at the BACE now sits with its Board of Management.	Learning Communities	30-Jun-15
14	Continue to expand the 'Work's 4 Me' employment and training initiative for people with disabilities.	✓	The Works 4 Me Partnership Three Year Action Plan has been completed and incorporated into the Draft 2015-2018 Learning Plan. There were two network forums held during the year - July 2014 and May 2015.	Learning Communities	30-Sep-14
Strategy 1.3.3: Initiate, support and promote programs to improve links between higher education and vocational training to local jobs.					
15	Implement the Annual Action Plan of the 2011 -2014 Community Learning Plan.	✓	The Community Learning Plan priority actions have been completed; 1. Evaluation of current plan and 2. Development of the new Learning Plan.	Learning Communities	31-Dec-14
Strategy 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.					
16	Commence operation of the Business Accelerator Centre of Excellence (BACE) facility	✓	Construction completed and building handed over to Western BACE Ltd. Nine tenancies commenced at project completion. Building now fully operational under Western BACE Ltd. Internal systems have been established for ongoing maintenance of the facility. Council has made budgetary allocation in 2015/16 for Council room hire as required.	Economic Development and Advocacy	30-Jun-15
Strategy 1.3.5: Promote opportunities from the rollout of the National Broadband Network (NBN) across the City to enhance web connectivity for businesses.					
17	Development of a Digital Economy Strategy		Digital study, digital mapping and case studies completed. A background report for the Strategy is to be prepared. This project has been delayed due to competing priorities. This project will be completed by 31 December 2015.	Economic Development and Advocacy	31-Dec-15

Objective 1.4: Value and protect the natural environment for future generations.					
	Actions	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 1.4.1: Lead by example through innovative and environmentally sensitive design and construction of Council assets.					
18	Develop a Water Sensitive Urban Design Policy.		Decision was made to include the Water Sensitive Urban Design Policy as part of Green House Action Plan initiative for development of the Sustainability Policy. As a result, this action will not be completed, but its intent will be delivered through Action No. 25 of the 2015-16 Annual Action Plan.	Engineering Services	30-Jun-15
19	Reduce Greenhouse Gas Emissions (GHG) by replacing inefficient street lighting with energy efficient lighting technology.	✓	There were 3857 energy efficient street lights installed during the year.	Planning & Environment	31-Mar-15
Strategy 1.4.2: Promote environmental outcomes in Council assets through innovative programs and management practices to reduce resource consumption including water, energy and non renewable resources.					
20	Coordinate the Community Energy Efficiency Program	✓	<p>Funding milestone reporting has been completed and approved by the Federal funding body.</p> <p>Five successful community education programs were delivered during the year including Energy Ambassadors, Energy Leaders and Professional Support Network.</p> <p>The Civic Centre Building Management System successfully installed and the Melton Wave Blanket Efficiency Project has been completed.</p>	Planning & Environment	30-Jun-15
Strategy 1.4.4: Educate the community about the value of our natural environment and the benefits in adopting sustainable practices in their daily lives.					
21	Deliver the Environment Education Program from the Melton Library and Learning Hub	✓	The Environment Education Program is incorporated into all Primary School classes held at the library. Over 200 children participated in the Program during the year.	Learning Communities	30-Jun-15
Strategy 1.4.5: Support community involvement in local area conservation and environmental protection projects.					
22	Deliver Community Environmental Education Program	✓	<p>Five 'In school' programs and four community group environmental education programs were delivered.</p> <p>The Program also facilitated an Environmental Expo and a Harmony Day stall, providing diverse communities with information on Council and community group programs in environmental education and management programs.</p> <p>Environmental programs were conducted at 25 schools and 13 community groups. A total of 50 environmental education programs were delivered during the year.</p> <p>Feedback from participants was very positive.</p>	Planning & Environment	30-Jun-15

Objective 1.5: Support a transport system that connects and moves our community.					
	Actions	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 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					
23	Develop an Integrated Transport Strategy.		<p>The Integrated Transport Strategy Direction Paper (Analysis Report) was made available for public consultation from 5 May - 2 June 2015. This included a website survey, community drop in session and a meeting with key stakeholder groups.</p> <p>A Consultation Report and summary feedback posters have been developed and will be posted on the website during August 2015.</p> <p>The draft Strategy was presented at the Council Briefing on 28 July 2015 and is expected to be available for public consultation 1 September -1 October 2015.</p>	Planning & Environment	31-Dec-15
Strategy 1.5.2: Partner to deliver and maintain an integrated road network in new and existing communities.					
24	Review Road Asset Management Plan.	✓	The Asset Management Plan, inclusive of the Road Asset (RAMP, Open Space (OSAMP), Drainage (DAMP) and Building (BAMP) Asset Management Plans, was adopted by Council at its Ordinary Meeting 3 February 2015.	Engineering Services	31-Mar-15
Strategy 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.					
25	Deliver Advocacy Plan for duplication and electrification of Melton to Melbourne rail line and highlighted new train stations	✓	<p>Feasibility Study completed and presented to Public Transport Victoria. Detailed work on stabling, line work and timetabling completed. Planning works underway.</p> <p>Following up with Public Transport Victoria to complete works.</p> <p>The Advocacy Plan for this action as such is complete. We are now in the process of implementing the plan that includes Race to the City, Consortium to be formed with all Councils along the Ballarat Rail Line and continued work, meetings and advocacy to Government, Public Transport Victoria, VLine and MPs.</p>	Economic Development and Advocacy	30-Jun-15
Strategy 1.5.6: Work with the community and partners to provide flexible and sustainable alternate transport options to private vehicle ownership.					
26	Expand the "It's Cool To Walk To School" Program	✓	The 2014/15 program was funded by VicRoads and delivered, with 24 schools participating.	Engineering Services	30-Jun-15

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
Strategy 2.1.1: Practice a strategic evidence based policy approach to guide Council's decision making.					
27	Review 'Naming of Council Community Facilities and Open Space Policy'		Draft Policy completed. Awaiting scheduling for endorsement.	Leisure and Facilities	31-Dec-15
28	Review all existing Enterprise Risk Management data	✓	Reviews completed of 16 Service Units, with all outdated and low consequence enterprise risk management data deleted.	Organisational Development	30-Jun-15
29	Constitute new Risk Management Committee	✓	Committee appointed, constituted and operational. Four meetings will be scheduled annually.	Organisational Development	30-Jun-15
30	Upgrade Council's online Risk Register in line with updated Risk Framework	✓	System upgrade, user acceptance testing and other works completed. Risk Register Upgrade complete and operational.	Organisational Development	30-Jun-15
31	Develop Long Term Asset Management Plans for buildings, open space and drainage	✓	The Asset Management Plan, inclusive of the Road Asset (RAMP, Open Space (OSAMP), Drainage (DAMP) and Building (BAMP) Asset Management Plans, was adopted by Council at its Ordinary Meeting 3 February 2015.	Engineering Services	31-Mar-15
Strategy 2.1.2: Align planning, resources and reporting through the delivery of Council's Integrated Planning Framework and Corporate Performance Management System.					
32	Develop Corporate Performance Reporting Policy to guide Council's Performance reporting and management.	✓	Policy was adopted by Council 23 June 2015.	Community Planning	30-Jun-15
Strategy 2.1.4: Continually review and improve management systems, structures and processes to ensure they are aligned, efficient and effective.					
33	Deliver the Online Project Management System	✓	The project is complete and the system is available for staff to use. The 10 year Capital Works Program has been loaded into the system.	Capital Projects	30-Jun-15
34	Implement the Enterprise Control Management Strategy (Year 2)	✓	Completed the development of the Information Management Disposal Policy and Procedure. Completed the development and implementation of the new Business Classification Scheme for the organisation of enterprise records.	Information Services	30-Jun-15
35	Implement the Enterprise Content Management Strategy (Year 1)	✓	A final report for the implementation of the Enterprise Content Management strategies (Year 1) completed, incorporating delivery of Information Management Awareness training and the Information Management Compliance Program.	Information Services	31-Dec-14


36	Implement key Information Technology infrastructure improvement initiatives	✓	<p>Installation of the Caroline Springs Civic Centre and Library data Communication Link completed.</p> <p>Completed the improvement of the organisation's site to site data communications links to allow for the effective operation of Information Technology Systems at all Council locations.</p>	Information Services	31-Mar-15
37	Deliver the Cloud Computing Implementation Project (Year 1)	✓	<p>Cloud Services Contract Council Report adopted at Council meeting on the 23 June 2015.</p> <p>Completed year 1 activities associated with the Cloud Computing Implementation Project.</p>	Information Services	30-Jun-15
38	Delivery of the business improvement project program	✓	<p>Development of standard operating environment for public computers developed.</p> <p>Incoming mail scanning system implemented and operational.</p> <p>Business case for the further rollout of the Dragon Dictation system commenced.</p>	Information Services	30-Jun-15

Objective 2.2: Provide levels of service that balance community need with organisational capacity.					
	Actions	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 2.2.2: Implement a strategic evidence based approach for the provision, management and maintenance of civic and community assets to ensure sustainable Council operations and equitable community					
39	Implementation of the Community Infrastructure Planning Framework.	✓	<p>The Community Facility Provision Policy was adopted by Council at its Ordinary meeting on 10 March 2015.</p> <p>The Lease and Licence Policy was adopted by Council at its Ordinary meeting on 23 June 2015.</p> <p>Refurbishment of the DJ Cunningham Centre and lease to the Melton South Community Centre completed.</p>	Community Planning	30-Jun-15
40	Evaluate and promote operations and access to Council's managed Leisure Centres.	✓	Performance report inclusive of user group, occupancy rates and Council program participation was presented and adopted by Council at its Ordinary meeting 23 September 2014.	Leisure and Facilities	30-Sep-14
Strategy 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.					
41	Develop the City of Melton Open Space Strategy.	●	<p>Consultant has completed the draft Background Report and Draft Open Space Plan (Strategy). A change in direction for the document has necessitated a redraft of scope. Consultant now engaged to review and finalise documents.</p> <p>The Background Report and Plan are currently under review by the Project Control Group with feedback due to the consultant by the end of July 2015.</p> <p>The Project Plan has been amended to reflect the delayed timeframe. Revised completion date November 2015.</p>	Leisure and Facilities	31-Dec-15


Objective 2.3: Facilitate community engagement in planning and decision making.					
	Actions	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 2.3.1: Provide information about Council services and associated activities through a range of communication tools.					
42	Deliver the annual Housing Services Expo.	✓	The Housing Services team delivered its annual Housing Expo in partnership with the Community Care & Inclusion 'Melton CARE Expo'. The Expo attracted its biggest audience to date, with 700 attendees, 58 exhibitors, roving performers and a variety of food vendors.	Family, Youth & Housing	31-Oct-14
43	Increase local engagement of Council's Library Services through introduction of new Social Media tools.	✓	A Social Media Strategy for the Libraries was developed and endorsed by the Communications Team. The Facebook page will be launched in August 2015. It is anticipated that the page will achieve 500 Facebook 'likes' by the end of 2015.	Learning Communities	30-Jun-15
Strategy 2.3.2: Encourage involvement, planning and decision making through Council's Community Engagement Framework.					
44	Undertake Suburb Naming Project.	✓	The Office of Geographical Place names has accepted all proposed suburb names, requested additional information in relation to boundary placement, and are still considering Council's application in relation to boundary proposals. 16,000 suburb name votes received.	Customer Engagement	30-Jun-15
45	Facilitate the Youth Council.	✓	The recruitment and induction of 19 new Youth Councillors was undertaken at the Youth Strategy launch on 26 February 2015. Nine meetings were held during the year.	Family, Youth & Housing	30-Jun-15
46	Develop a Community Engagement Framework.	✓	The Community Engagement Framework and revised Policy and Guidelines were adopted by Council at its Ordinary meeting on 23 June 2015.	Community Planning	30-Jun-15
47	Conduct Householder Customer Satisfaction Survey to gauge the level of community satisfaction with Council services.	✓	Overall community satisfaction with Council was rated as 'very positive', with approximately 800 households surveyed. The results were presented to Council at its Ordinary meeting held 10 March 2015, and the Overview Report was published on Council's website.	Community Planning	30-Jun-15

Objective 2.4: Invest into a skilled, motivated, aligned and performing workforce.					
	Actions	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 2.4.2: Through people leadership, drive accountability of strategic and operational commitments.					
48	To conduct leadership engagement activity for the Business Operation Network	✓	The inaugural Business Operations Networking session was conducted on 11 December 2014 with over 70 leaders in attendance. The CEO, all GMs and leaders from designated fields gave presentations.	Organisational Development	30-Jun-15
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.					
49	Develop Service Unit Workforce Plans.	🟡	Workforce Planning Model will be incorporated into the Talent Management and Success Planning Framework with a new hybrid Framework to be released in the 2015-16 Financial Year.	Organisational Development	30-Jun-16
Strategy 2.4.4: Empower and support our people to realise and achieve their potential through a talent management framework.					
50	Implement STAR Awards and Reward and Recognition Framework	✓	The STAR Awards Celebration was held 4 December 2014 with over 200 staff in attendance. Over 80 staff were recognised for length of service and awards in nine new 'Value' based award categories.	Organisational Development	31-Dec-14
51	Deliver Mentoring Framework	✓	The mentoring program was established with 22 staff (11 mentor relationships) participating in the first program - September to December 2014. Feedback from participants was very positive. A second round of mentoring relationships was established during the third quarter.	Organisational Development	30-Jun-15
52	Deliver a Succession and Talent Management Framework.	✓	Talent Management Framework implemented and being rolled out across Service Units. 50% of Business Units (inclusive of a few Work Teams) have completed a Talent Management and Success Plan. Talent management framework is an action of the overall Workforce Planning Framework which is currently under review.	Organisational Development	30-Jun-15
Strategy 2.4.5: Promote and support the health and well-being of our employees, Councillors, contractors and volunteers.					
53	Review Council's OHS approach to ergonomics risks for employees	✓	New Ergonomics Policy and Procedures were endorsed by the Executive Team.	Organisational Development	30-Jun-15
54	Review Council's OHS approach to occupational violence risks for employees	🟢	The revised Occupational Violence Procedure (dealing with potentially aggressive members of public) is under consideration by Health and Safety Committee. It is anticipated that the Procedure will be endorsed and published by 30 September 2015.	Organisational Development	31-Dec-15

Objective 2.5: Advocate in the best interests of our community and region.					
	Actions	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 2.5.2: Develop and implement an advocacy framework, advocacy strategies, associated campaigns and reporting on outcomes.					
55	Advocate through peak bodies and Federal Government for continued Universal Access of 15 hours pre-school for 4 year olds	✓	Interim arrangements for the Universal Access Program (mandating 15 hours per week of access to a quality preschool educational program to every child in the year before their first year of Primary School) extended for 12 months. Continued advocacy to peak bodies for the extension of this Program post 30 June 2015.	Economic Development and Advocacy	30-Jun-15
Strategy 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, and development opportunities					
56	Develop delivery model for presentation to Department of Education and Early Childhood Development (DEECD) for priority 3 school sites - Plumpton, Burnside and Eynesbury.	✓	Presentation made to Department of Education and Early Childhood Development in September 2014. An announcement is pending on the State Government's commitment to one priority school. Further meetings have been scheduled to be held during the next few months to agree to five priority land purchases to support the development of priority schools.	Economic Development and Advocacy	31-Dec-14

Objective 2.6: Ensure timely compliance with statutory and regulatory obligations.					
	Actions	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 2.6.1: Update documents, local laws, practices and tools in accordance with legislation and best practice in delivering corporate and community services.					
57	Update the General Local Law.		An examination of the draft Local Law by an external legal firm took longer than was anticipated. Draft General Local Law completed, reviewed by Council, and made available for public inspection and feedback under s 223 of the <i>Local Government Act 1989</i> . It is anticipated that the final draft will be presented to Council for adoption by the end of the year.	Customer Engagement	31-Dec-15
Strategy 2.6.2: Implement and monitor regulatory inspections to ensure industry compliance and public health and safety.					
58	Deliver the Pool Safety Audit program	✓	Pool fencing compliance inspections were carried out on 93 new pools and 404 individual properties with pools during the year.	Compliance	30-Jun-15
59	Deliver the Industrial Precinct Audit program	✓	Twenty properties were inspected. Planning Enforcement is currently working with Business Development to finalise a Communication Strategy for the ongoing auditing of these precincts. The main purpose is to try and ensure that our industrial precincts are welcoming to prospective businesses and clientele.	Compliance	30-Jun-15
60	Deliver the Animal Registration Audit program	✓	The Animal Registration Audit targeted residential properties where animal owners did not renew registration for 2014/15, resulting in more than 750 properties being inspected.	Compliance	30-Jun-15
Strategy 2.6.5: Build community resilience to emergency or disaster situations through education, programs and access to the right information.					
61	Undertake Community Mapping for Western Areas Resilience Project	✓	The Building Blocks 10 week Program is now completed. Eight community leaders from Melton who were participants of the Emergency Ready Communities stream have graduated in June 2015. The Program now requires participants to use the knowledge gained to work in groups to develop and implement a community project to take place over the next six months. Emergency Ready Communities is a collaborative resilience project between Melton and Wyndham City Councils. Participants are mentored in the development of a project brief and receive funding from Council to run their project. Council partnered with Victoria University to deliver this program, with 26 participants receiving nationally recognised accredited modules for a Certificate III in Community Services Work.	Operations	30-Jun-15

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
Strategy 3.1.1: Plan and coordinate appropriate and affordable services for our growing population.					
62	Provide Occasional Care places in Council facilities	✓	Occasional Care provided 300 weekly places across four Council facilities. A total of 1705 children enrolled in the program for 2015.	Children's Services	30-Jun-15
63	Administer Kindergarten Central Enrolments for 4 year old children	✓	Kindergarten Central Enrolments administered 1710 four year old children enrolments. All four year old Kindergarten applicants were provided a place.	Children's Services	31-Dec-14
64	Deliver a Library Collection Strategy for 2015-2018		Draft Strategy prepared and awaiting endorsement of Executive. The Strategy is schedule to be presented to the Executive during August 2015.	Learning Communities	31-Dec-15
65	Develop the Youth Strategy for 2014-2017.	✓	The Youth Services Team successfully engaged more than 1750 young people throughout the process of developing the Strategy. Consultation was conducted through youth forums, Council's website, social media, questionnaires, surveys, school visits and community consultation sessions throughout the municipality. The Youth Strategy 2014-2019 was adopted by Council at its Ordinary Meeting held in October 2014.	Family, Youth & Housing	31-Oct-14
Strategy 3.1.2: Provide targeted support and assistance to disadvantaged, at-risk and vulnerable residents.					
66	Distribute financial support to identified and eligible residents	✓	There were an average of 36 appointments available every full week during the year, in addition to crisis appointments. The Department of Social Services provided \$319,167 of funding this year, all of which was distributed.	Family, Youth & Housing	30-Jun-15
67	Deliver the Integrated Family Support program to vulnerable families as referred through the Brimbank Melton Child FIRST Alliance	✓	Ongoing case load management maintained, with 5335.28 case management hours provided. Department of Human Services ISO accreditation maintained.	Family, Youth & Housing	30-Jun-15
68	Deliver The Space, a Youth Gay Lesbian Bisexual Transgender Identified Queer (GLBTIQ) program	✓	Twelves sessions held, with 214 individual contacts made, including a mix of face to face and other digital media contacts (e.g. text messaging, email). The Space has linked with other GLBTIQ Youth programs, including Brimbank, Wyndham and the City of Greater Geelong. The link with other Local Government Area (LGA) GLTBIQ groups has allowed for collective support to prominent events for the GLBTIQ community such as the Midsummer GOWest Festival.	Family, Youth & Housing	30-Jun-15



Strategy 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.					
69	Develop a Community Service Organisation Attraction Strategy.	✓	The Community Services Capacity and Attraction Framework was adopted by Council at its Ordinary meeting on 23 June 2015.	Community Planning	31-Dec-14
Strategy 3.1.4: Identify opportunities to celebrate the diversity of children, young people and families and establish settings to support the intellectual, social and emotional encouragement of children and young					
70	Deliver the Girls Night In Program at Melton Youth Centre	✓	Ten sessions of the Program are delivered in each quarter. This resulted in 428 contacts for the year.	Family, Youth & Housing	30-Jun-15
Strategy 3.1.5: Provide environments and services that encourage independent ageing in the community and at home.					
71	Deliver activities during Seniors Festival Week	✓	Eight events were delivered during Seniors Week with six delivered by Council, and two by local community groups. The Seniors Dinner Dance was a success, attracting a sell out 156 people. A total of 570 people attended all Seniors Festival events held.	Community Care & Inclusion	31-Oct-15
Strategy 3.1.6: Support the capacity of the local community to plan for and increase participation of people with a disability and their carers.					
72	Deliver the Supported Playgroup Program for children with additional needs and their families	✓	Supported Playgroups have been operating weekly for children with additional needs, with 38 sessions delivered.	Children's Services	30-Jun-15

Objective 3.2: Build resilient people and communities through opportunities to participate in community life.					
	Actions	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 3.2.1: Facilitate partnerships between relevant stakeholders to build and strengthen the community's capacity to formulate their own solutions to issues.					
73	Administer Council's Community Funding and Partnership Grant Programs	✓	<p>In 2014/15 Melton City Council received 152 funding requests, of which 109 were successful. A total of \$271,092.30 was disbursed (72.67% of the total \$373,000 funding available), as per the recommendations of the assessment panels. Breakdown of funding by grants program:</p> <p>Annual Grants: 22 applications were received with 14 successfully approved, funding totalling \$77,720, representing 55.51% of the \$140,000 in available funds.</p> <p>Monthly Responsive Grants: 18 applications were received with 12 successfully approved, funding totalling \$23,222.55, representing 46.45% of the \$50,000 available.</p> <p>Donation Fund: 58 applications were received with 45 successfully approved, funding totalling \$27,150, representing 67.88% of the \$40,000 available.</p> <p>Harness Racing Victoria and Tabcorp Park Grants: 25 applications were received with 15 approved, funding totalling \$50,000, representing 100% of the funds available.</p> <p>Community Benefit Program: 29 applications were received with 23 approved, funding totalling \$93,000, representing 100% of the funds available.</p>	Community Planning	30-Jun-15
Strategy 3.2.2: Enhance the capacity of local residents through programs that develop and promote local leadership and community participation pathways.					
74	Deliver the 2014 Whitten Project	✓	Nine participants of the Whitten project graduated in October 2014 and subsequently presented their learnings to Council in December 2014.	Family, Youth & Housing	30-Dec-15
Strategy 3.2.3: Develop relationships that combine resources to support and promote the role of local community groups and volunteers.					
75	Coordination of Community Care and Inclusion Volunteers.	✓	<p>During the last quarter 60 volunteers attended the Volunteer Week Function and two new volunteers were recruited. A total of 15 new volunteers were recruited during the year. Council currently has 54 active volunteers. The volunteers delivered a total of 9,820 service hours during the year.</p> <p>23 volunteers are booked in to First/Aid and CPR Training in July.</p> <p>Tour of Melton and new developments, Dealing with Difficult Customers Training and the end of year Christmas function has also been scheduled in to the 2015 Volunteer Training Calendar.</p>	Community Care & Inclusion	30-Jun-15

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.					
76	Family Services Parenting Groups Program	✓	<p>Successfully engaged with a further three schools with more than 20 families participating in the program. One additional program held at Barries Road. One program at Melton Civic Centre plus one extra session at parents' request.</p> <p>Twelve families participated. Seven schools engaged, plus community based programs.</p> <p>70 families participating across nine programs. Evaluations were positive, with the program popular with parents and professionals alike.</p>	Family, Youth & Housing	30-Jun-15
Strategy 3.2.5: Facilitate new community development programs and groups that support community capacity building.					
77	Development of a New Community Groups Resource Kit.	●	<p>Draft kit developed, community consultation currently underway.</p> <p>Completion of this project has been rescheduled to the end of 2015, as development of the draft Kit and subsequent community consultation has taken longer than was anticipated.</p>	Community Planning	31-Dec-15

Objective 3.3: Develop an environment that supports imagination, creative expression and engagement in cultural experiences.					
	Actions	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 3.3.1: Plan and provide community and neighbourhood celebrations, events and programs that create a sense of pride in our community identity.					
78	Deliver the Pop Culture Program	✓	<p>"Pop Culture Rockabilly Stage" event delivered at the DJ Festival, featuring a swing band and dancers. Candlemaking/decorating workshop delivered at Woodgrove Shopping Centre. Outdoor Movie "The Castle" screened at Hannah Watts Park, Summersault Festival 'old fashioned games' activation, Music gig at Caroline Springs Lake, Winter Wishes children's event held at Caroline Springs Library. Six events delivered.</p> <p>Council's Events Program received an overall satisfaction rating of 80%.</p>	Customer Engagement	30-Jun-15
Strategy 3.3.5: Develop the potential of existing and emerging artists through development pathways for children, young people and aspiring artists.					
79	Deliver a Band Room Program at Melton and Taylors Hill Youth Centres	✓	<p>Between the Melton and Taylors Hill facilities, Band Rooms were accessed 33 times during the 2014/15 financial year.</p> <p>Review of policies and procedures for the Melton and Taylors Hill Band Room have been finalised.</p> <p>Promotion of band room(s) has increased bookings for the 2015/16 financial year.</p>	Family, Youth & Housing	30-Jun-15

Objective 3.4: Provide lifelong learning opportunities to build social connections and self development.					
	Actions	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 3.4.1: Facilitate flexible lifelong learning opportunities through Neighbourhood Houses, community facilities, library services and the attraction of training providers.					
80	Develop the Community Learning Plan 2014-2018	✓	The evaluation of the 2011-2014 Learning Plan and the Learning Plan 2015-2018 were adopted by Council at its Ordinary Meeting on 3 February 2015.	Learning Communities	30-Mar-15
Objective 3.5: Build an inclusive community that embraces and values cultural diversity and celebrates our collective heritage.					
	Actions	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 3.5.1: Celebrate diversity and generate awareness, understanding and appreciation of indigenous and other diverse communities through support, information, activities and networks.					
81	Reconciliation Action Plan	✓	The Reconciliation Policy and Reconciliation Roadmap were adopted by Council at its Ordinary Meeting on 16 December 2014. The Roadmap fulfils the role of an Action Plan.	Community Planning	31-Mar-15
82	Deliver Citizenship Ceremonies	✓	The final citizenship ceremony for 2014/15 was held 11 May 2015 with 140 residents invited to be conferred with citizenship. A survey is conducted once a year (Australia Day) to assess participants' level of satisfaction with the celebrations. Greater than 90% of conferees attended within three months of approval. Greater than 90% satisfaction with Australia Day Citizenship and celebration event.	Customer Engagement	30-Jun-15
Strategy 3.5.4: Deliver programs and projects to increase community knowledge and appreciation of our collective heritage and development as a City.					
83	Deliver Harmony Week Celebrations	✓	Over 600 people attended Council's Harmony Day celebration held on 21 March 2015. This event was delivered in partnership with 13 volunteer and seven professional project groups. Participants responded with an overall 99% satisfaction rating.	Community Planning	30-Apr-15
84	Deliver a publication to celebrate the 150 years of history as a local government body.	🟡	Cost prediction greater than allocated available amount. Requires approval of Council before proceeding with project, once actual costs are known. Request for Tender document developed and awaiting inclusion within new tender template before releasing for quotation.	Learning Communities	30-Jun-16

Objective 3.6: Create a safer community through building a sense of belonging and community pride.					
	Actions	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 3.6.1: Deliver community safety initiatives that connect community, increase participation, build capacity and address crime and graffiti prevention.					
85	Adopt the Safer Cities Plan 2014-2018	✓	The Safer City Plan 2015-2017 was adopted by Council at its Ordinary Meeting on 10 March 2015.	Community Planning	31-Mar-15
Objective 3.7: Ensure our established and new communities are well connected and supported.					
	Actions	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 3.7.1: Build cohesive communities through the connection and integration of established and new residential areas.					
86	Establish feasibility of a framework for small towns experiencing planned rapid growth.		Discussion paper developed and under review by management. Staffing changes have delayed progress. This project is on track to be completed by 31 December 2015.	Community Planning	31-Dec-15
Strategy 3.7.2: Undertake a coordinated approach to service access and the celebration of the identity of small townships and local neighbourhoods.					
87	Deliver Council's Library Outreach Strategy	✓	Outreach activities continue to be delivered in conjunction with the development of the Library Outreach Strategy. Library Satisfaction Survey results gave overall 91% satisfaction result. Pop-up Library at Woodgrove Shopping Centre undertaken in February 2015 to promote online and Outreach Library Services.	Learning Communities	30-Jun-15
88	Develop the Library Outreach Strategy to deliver services to local neighbourhoods and communities.		The draft Library Outreach Strategy has been prepared and will be reviewed after adoption of the Libraries Strategic Plan, so as to take into consideration the strategies/actions within that Plan.	Learning Communities	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
Strategy 4.1.4: Partner to support an effective and accessible referral system to ensure timely and relevant access to community health services.					
89	Partner with Djerriwarrh and other agencies to develop a service delivery consortium to operate from the new Community Health Centre	✓	Djerriwarrh Health chairs these meetings. Members currently include Department of Human Services and Department of Transport Planning and Local Government.	Community Planning	30-Jun-15
Objective 4.2: Address health inequalities in our community.					
	Actions	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 4.2.2: Work in partnership to increase the community's understanding of the impact of mental health issues.					
90	Deliver a Mental Health Promotion Initiative	✓	Two initiatives delivered this year including the Beyond Blue workshop delivered as part of the Sons Of the West Program and a Four week 'Positive Thinking and Meditation' initiative delivered at Hillside Community Centre.	Community Planning	30-Jun-15
Strategy 4.2.3: Implement initiatives that support and increase social inclusion for people at risk of clinical and/or preventable mental illness.					
91	Promote, develop programs and activities that will support men's health and wellbeing at the Men's Shed facilities	✓	<p>Official opening of the Taylors Hill Men's Shed conducted in May.</p> <p>Men's Health Week activities included two major events, a Men's Health Forum (attended by approximately 50 men), and a Men's Healthy Breakfast which included health checks and attracted over 60 men.</p> <p>During the year 757 activities/programs were delivered across the Melton and Taylors Hill men's sheds and there was an average of 23 visitors per day.</p> <p>The Taylors Hill Men's Shed currently operates three days per week offering woodworking, a meals program, evening computer and digital photography classes and a drop in program. The Shed is well supported by the community with high attendances each day. Volunteer Shed Team Leaders have been identified and are undertaking induction and training. The community development approach for the Melton Men's Shed has been adopted for the Taylors Hill Men's Shed.</p>	Community Care & Inclusion	30-Jun-15
92	Deliver counselling service to individuals and families	✓	During the year there was a total 840 appointments made available and 771 appointments kept by clients.	Family, Youth & Housing	30-Jun-15
93	Establish a Men's Shed at Morton Homestead, Taylors Hill.	✓	The Men's Shed is complete and was officially opened in May 2015.	Capital Projects	31-Dec-14

Objective 4.3: Encourage the community to be physically active and healthy.					
	Actions	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 4.3.1: Reduce the burden of chronic disease on our community through education that supports positive behaviour change in healthy lifestyles.					
94	Educate and influence children and families to adopt behaviour change through healthy eating.	✓	The Healthy Eating Cookbook has been completed with more than 2500 copies distributed through community events, kindergartens and parenting groups.	Community Planning	30-Jun-15
Strategy 4.3.2: Research barriers and enablers to regular planned and incidental physical activity and respond through affordable, sustained and accessible physical activity programs.					
95	Deliver the Healthy Children Growing Together project.	✓	<p>Initiatives implemented including:</p> <p>Conversation with Parents: Feeding your Baby (2 sessions) and Fussy Eating (2 sessions).</p> <p>Cooking and Nutrition for Kids: Professional Development for Family Day Care Educators (2 sessions).</p> <p>Kinder Readiness Month: Healthy and Active Kinder Kids (1 session), Healthy Lunch Box Sessions For Kinders (1 session).</p> <p>The Project Control Group, Working Group and Advisory Group (Early Partnership Network) continue to meet regularly.</p> <p>During the year, 735 children participated in programs, 11 new Community Centres were engaged in the project and there were 39 project partners.</p>	Community Planning	30-Jun-15
Strategy 4.3.3: Undertake marketing activities to increase the levels of physical activity and access to recreation pursuits.					
96	Deliver Council's Indoor Leisure and Sporting Programs	✓	The Caroline Springs Leisure Centre & Melton Indoor Recreation Centre continues to provide community access to a range of sporting programs and activities. The average annual occupancy rate across both centres was 69%. All Programs were delivered within budget.	Leisure and Facilities	30-Jun-15
Strategy 4.3.4: Educate community on the importance of healthy eating and support an increase in the accessibility of fresh nutritious food.					
97	Promote healthy eating through Council service delivery	✓	<p>Healthy eating initiatives were delivered during the year including:</p> <ul style="list-style-type: none"> • A Healthy Eating Cook Book for Families • Conversation with Parents: Two Feeding your Baby and Fussy Eating sessions, • Cooking and Nutrition for Kids: Two Professional Development for Family Day Care Educators sessions • Kinder Readiness Month: Healthy one Active Kinder Kids session, one Healthy Lunch Box Sessions for Kindergartens • Sons of the West: Two Healthy Eating sessions. • Healthy menu food at Youth Services programs and Forum Event. 	Community Planning	30-Jun-15
98	Develop a Food and Nutrition Policy.	✓	Service departments engaged in the development of the Healthy Food & Drink Policy, which was adopted by Council on 10 March 2015.	Community Planning	31-Mar-14

Strategy 4.3.5: Encourage and facilitate sustained physical activity in our growth areas through implementing 'healthy by design principles'.					
99	Implement an Outdoor Gym Equipment development initiative	✓	Works completed on 11 June 15 at Navan Park and at Lake Caroline.	Leisure and Facilities	30-Jun-15
Strategy 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.					
100	Develop Aquatic Strategy.	✓	The Aquatic Strategy was endorsed by Council at its Ordinary meeting 23 September 2014.	Leisure and Facilities	30-Sep-14
Strategy 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.					
101	Undertake consultation with children regarding their participation in, or barriers to physical activity	✓	Consultation with children at two schools completed. One school engaged, 156 school aged children consulted and results reported to the Early Years Partnership Committee.	Children's Services	30-Jun-15
102	Develop a Playspace Strategy.	●	Awaiting completion of the Open Space Plan. Playspace Strategy is to be incorporated into the Open Space Plan.	Leisure and Facilities	30-Jun-16
Objective 4.4: Minimise social harms caused by gambling, tobacco, alcohol and other drugs.					
	Actions	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 4.4.1: Research current and future trends related to gambling, tobacco, alcohol and other drugs to inform the development of policy, plans, local laws and services.					
103	Develop the 2014-18 Gaming Strategy.	✓	The Responsible Gambling Policy was adopted by Council at its Ordinary meeting 21 October 2014.	Community Planning	31-Oct-14
Strategy 4.4.2: Undertake Social Impact Assessments on venue-based liquor licence and gaming applications to minimise impact on high risk areas.					
104	Prepare evidence based responses to liquor licence applications using Councils Social and Amenity Impact Assessment Framework.	✓	This year, one referral was received from the Victorian Commission for Gambling and Liquor Regulation, 12 liquor licensing application received (including a referral from Brimbank City Council), two gaming applications were received (including a referral from Brimbank City Council) and six Social and Economic Impact Reports were prepared.	Community Planning	30-Jun-15
Strategy 4.4.3 Collaborate with service agencies, venues and local community groups to explore proactive approaches in preventing and reducing the harms associated with					
105	Implement a Sports Club Alcohol Accord	✓	The Accord has been prepared in partnership with Victoria Police and endorsed by the Executive Team. Sporting clubs, police, Councillors and the Australian Drug Foundation attended the Accord Signing Night held on 28 April 2015. To date 30 clubs have signed the Accord.	Leisure and Facilities	30-Jun-15
Strategy 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					
106	Conduct annual sale of tobacco to minors testing program	✓	Three testing programs were conducted during the year, covering 49 premises. There were three sales to minors during the last program. As this was the business' first offence, written warnings were issued.	Compliance	30-Jun-15