

Council Annual Action Plan - Status Report

First Quarter 2014/15

1 July 2014 to 30 September 2014

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

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






This report provides a summary of the achievement of the Council's 2014/15 First Quarter Annual Action Plan. The Action Plan contains 106 actions.

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




Status		Symbol	Number of Actions	% of Actions
Achieved	The Action is completed.	✓	6	5.5%
On track	The Action is progressing on target to be achieved within the timeline.	●	96	90.5%
Behind Schedule	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.	●	4	4.0%
Postponed	The Action has been deferred for the financial year. An explanation is provided in the 'progress comments' column.	●	0	0.0%
Total			106	100.0%



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 plan to deliver the Environmental Strategy is currently being reviewed with the commencement of the new Environmental Services Coordinator on 15 October 2014.	Planning & Environment	30-Dec-15
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.		The project management plan has been prepared which includes the Strategy scope and program.	Planning & Environment	30-Jun-15
4 Develop Landscape Design Guidelines.		The existing Landscape Design Guidelines have been reviewed and the initial consultation process completed.	Engineering Services	30-Jun-15
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.		The concept plan was presented at a Council Briefing on 30 September 2014 and supported to commence the detailed design phase of the project.	Engineering Services	30-Mar-15
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.		Public tenders were invited, evaluated and consultants appointed to prepare the Guidelines. The Inception meeting with the consultants will be held on 1 October 2014 in accordance with the tender documentation.	Planning & Environment	30-Dec-15





Objective 1.2: Build a sense of place through an engaging range of community facilities and shared open spaces.				
Actions	Status	Progress Comments	Responsible Service Unit	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-located assets and open space.				
7 Develop a business case for the construction of Traffic School.		The benchmarking and background investigation process for the development of the business case has been completed.	Engineering Services	30-Jun-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.		Planning to commence in second quarter.	Community Planning	30-Jun-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.		Public tenders were invited, tenders evaluated and the successful consultants will be appointed in October 2014. An Inception meeting is scheduled for 29 October 2014 in accordance with the tender documentation.	Planning & Environment	30-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.		All capital construction projects are currently running to schedule 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.		The background report has been completed. A briefing to stakeholders and Executive to be prepared.	Economic Development and Advocacy	31-Mar-15
12 Development of an Investment Attraction Strategy.		Industry supply chain and skills gap analysis completed. Background report to be prepared.	Economic Development and Advocacy	30-Jun-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 (BMT) initiative.	✓	The BMT Website now links to the Melton Jobs Hub Employment website. As the Western BACE is now an incorporated body, the responsibility to attract business to be incubated at the BACE is with the Western BACE 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 'Work's 4 Me' Partnership 3 Year Action Plan has been completed and incorporated into the Draft 2015-2018 Learning Plan. The program evaluation report is scheduled for presentation to Executive on 29 October 2014.	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 evaluated and submitted to Council. The draft Community Learning Plan Goals for 2015-2018 have also been completed.	Learning Communities	31-Dec-14

Actions	Status	Progress Comments	Responsible Service Unit	Target Date
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.		BACE Construction almost at lock up stage. The BACE Board of Management are currently in the process of negotiating anchor tenants.	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.		The digital study, digital mapping and case studies are complete. The Background report to be prepared to inform the Strategy.	Economic Development and Advocacy	30-Jun-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.		The existing Water Sensitive Urban Design guidelines have been reviewed. Officers are currently benchmarking the guidelines with other Local Government areas.	Engineering Services	30-Jun-15
19 Reduce Greenhouse Gas Emissions (GHG) by replacing inefficient street lighting with energy efficient lighting technology.		Approximately 1675 street lights have been converted to energy efficient lighting technology (1000 Powercor; 675 in Jemina supply areas).	Planning & Environment	31-Dec-14
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.		Three successful community education programs have been delivered for Energy Ambassadors, Energy Leaders and Professional Support Network. Civic Centre Building Management System is currently being installed and scheduled for completion late October 2014. The Melton Waves Blanket Efficiency project is now complete.	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 (MLLH).		All Primary School classes held at the MLLH are inducted into the Environment Education program.	Learning Communities	30-Jun-15
Strategy 1.4.5: Support community involvement in local area conservation and environmental protection projects.				
22 Delivering Community Environmental Education Program.		16 in school programs and 5 community group environmental education programs were delivered. Environmental programs with 25 schools and 13 community groups currently in progress.	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 levels of government.				
23 Develop an Integrated Transport Strategy.		The website has been developed along with marketing collateral. Community consultation including web based survey, drop-in sessions and community expos completed. Work has now commenced on the background analysis.	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 Road Asset Management Plan (RAMP) review has been completed. A Council report is to be prepared for the December Ordinary meeting for the collective adoption of the Road Asset (RAMP), Open Space (OSAMP), Drainage (DAMP) and Building (BAMP) Asset Management Plans.	Engineering Services	31-Oct-14
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.		A feasibility study has been completed and presented to Public Transport Victoria (PTV). PTV are now completing a detailed work on stabling, linework and timetabling and scheduled to report back to Council by 30 June 2015.	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 "Its cool to walk to school" program.		The 2014/15 program is funded and in place with 18 schools currently engaged. Applications for 2015/16 funding to Vicroads is not yet available.	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'.		A draft document has been prepared with a further review currently underway to broaden the scope of the policy.	Leisure and Facilities	31-Dec-14
28 Review all existing Enterprise Risk Management data.		All service units have been booked in for reviews in November.	Organisational Development	30-Jun-15
29 Constitute new Risk Management Committee.		Constitution of a new Risk Management Committee scheduled for third quarter.	Organisational Development	30-Jun-15
30 Upgrade Council's online Risk Register in line with updated Risk Framework.		Specifications have been developed and the system upgrade designed. User Acceptance Testing (UAT) is currently underway with the upgrade scheduled for implementation third quarter.	Organisational Development	30-Jun-15
31 Develop Long Term Asset Management Plans for buildings, open space and drainage.		Plans have been drafted with a final update required to the Asset valuations post financial year reporting. A Council report to be prepared for the December Ordinary meeting for the collective adoption of the Road Asset (RAMP), Open Space (OSAMP), Drainage (DAMP) and Building (BAMP) Asset Management Plans.	Engineering Services	31-Dec-14
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 Plan to guide Council's Performance reporting and management.		First draft of the plan has been developed. Further review and development of the Plan commencing second quarter.	Community Planning	30-Jun-15

Actions	Status	Progress Comments	Responsible Service Unit	Target Date
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.		A preferred Vendor has been nominated for the Online Project Management System. Negotiations are taking place in order to finalise the Business Case prior to implementation.	Capital Projects	30-Jun-15
34 Implement the Enterprise Control Management Strategy (Year 2).		Draft Business Classification scheme has been developed following business unit consultation. Currently seeking proposals to deliver Records Disposal Procedures project.	Information Services	30-Jun-15
35 Implement the Enterprise Content Management Strategy (Year 1).		The record keeping practise of acquisitions and dispositions within the Rates Unit has been audited. Preparation of the final report and project closure report has commenced.	Information Services	31-Dec-14
36 Implement key Information Technology infrastructure improvement initiatives.		Stevenson House and Taylors Hill sites commissioned onto new IT network. The capacity to deliver the project has been temporarily delayed and is likely to cause a one month delay.	Information Services	31-Dec-14
37 Deliver the Cloud Computing Implementation Project (Year 1).		Contract for the procurement panel for cloud service providers established. The development of requirements to source a supplier from the procurement panel has commenced.	Information Services	30-Jun-15
38 Delivery of the business improvement project program.		The standardisation of public computer project is currently being implemented.	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 access.				
39 Implementation of the Community Infrastructure Planning Framework.		An internal consultation process to inform the Framework is scheduled for 20 October 2014. A briefing with Executive has been scheduled for 12 November 2014.	Community Planning	30-Jun-15
40 Evaluate and promote operations and access to Council's managed Leisure Centres.	✓	A 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.		A change in direction for the strategy has necessitated a redraft of the scope. The project now seeks to engage consultants to review the background documents and deliver the Open Space Plan and associated Action Plan.	Leisure and Facilities	31-Dec-14

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 Expo is now combined with the Community Care & Inclusion (CCI) Carer Expo scheduled on 16 October 2014.	Family, Youth & Housing	31-Oct-14
43 Increase local engagement of Council's Library Services through introduction of new Social Media tools.		Draft Social Media Strategy for Council Library Services is progressing. The working group is currently preparing a business case for approval.	Learning Communities	31-Dec-14
Strategy 2.3.2: Encourage involvement, planning and decision making through Council's Community Engagement Framework.				
44 Undertake Suburb Naming Project.		A successful community consultation process has been completed including; letters to directly affected and non affected ratepayers and residents; static displays at major shopping centres; flyer and postage paid voting slips in all rate notices and non affected households; Community meetings held; newspaper advertising and Moving Ahead messaging. 16,000 votes cast over a number of different mediums. The Suburb Naming Advisory Committee Meeting held and proposed names to be presented to Council at the Ordinary meeting on 21 October 2014.	Customer Engagement	30-Jun-15
45 Facilitate the Youth Council.		Monthly meetings continue to be held with seven Youth Councillors regularly participating.	Family, Youth & Housing	30-Jun-15
46 Develop a Community Engagement Framework.		The draft policy and guidelines are progressing. Staff across Council were identified and attended workshops to assist in the development of a Community Engagement Toolkit.	Community Planning	30-Jun-15
47 Conduct Householder Customer Satisfaction Survey to gauge the level of community satisfaction with Council services.		Project brief to engage consultants to conduct the Householder Customer Satisfaction Survey prepared and sent out for tender. Tender closes 10 October 2014.	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 Business Operations Network forum is scheduled for 11 December 2014. The Agenda has been set and planning for the day is well advanced.	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.		Initial work undertaken last year was placed on hold. Action will be listed for further discussion at the October Managers Meeting.	Organisational Development	30-Jun-15
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.		STAR Awards ceremony scheduled for 4 December 2014. Nominations for Awards have been received and will be assessed by the respective panels. The Reward and Recognition Framework was adopted by the Executive 30 July 2014.	Organisational Development	31-Dec-14
51 Deliver Mentoring Framework.		Mentoring Framework endorsed by the Executive on 4 June 2014. The framework is now in operation with 22 mentees/mentors involved in the first program scheduled September to December 2014.	Organisational Development	30-Jun-15
52 Deliver a Succession and Talent Management Framework.		The Succession and Talent Management Framework implemented and being rolled out with Service Units. Frameworks have been completed for Organisational Development and Compliance.	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.		The new Ergonomics Policy currently under development with internal and external consultation now complete.	Organisational Development	30-Jun-15
54 Review Council's OHS approach to occupational violence risks for employees.		Review to commence second quarter.	Organisational Development	30-Jun-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 Universal Access of 15 hours pre-school extended for 12 months. Advocacy to peak bodies to continue for the extension of the Universal Access of 15 hours 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, planning and development opportunities and programs.				
56 Develop delivery model for presentation to Department of Education and Early Childhood Development (DEECD) for priority 3 school sites - Plumpton, Burnside and Eynesbury.		A Presentation was delivered to DEECD, September 2014. An announcement is pending on a State Government commitment to one priority school.	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.		First draft prepared and internal legal review completed. Draft General Local Law sent to external legal services for review.	Customer Engagement	30-Dec-14
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.		Program continuing to audit illegal pools. 101 properties inspected with 41 properties inspections finalised.	Compliance	30-Jun-15
59 Deliver the Industrial Precinct Audit program.		An Industrial Precinct Enhancement Program (IPEP) 'drive by' audit conducted of the Westwood Drive Industrial Park Estate. Seven high risks, 16 moderate risks and 44 low risks identified. High Risk properties have been completed.	Compliance	30-Jun-15
60 Deliver the Animal Registration Audit program.		An initial audit focussed on 342 residential properties where animal owners did not renew registration for 2014/15.	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.		Project has commenced with an initial assessment completed.	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 is provided across four Council facilities with 260 places provided each week.	Children's Services	30-Jun-15
63 Administer Kindergarten Central Enrolments for 4 year old children.		Kindergarten central enrolments continue to be accepted for 4 year old children. 1518 enrolments were received during the first quarter reporting period.	Children's Services	31-Dec-14
64 Deliver a Library Collection Strategy for 2015-2018.		Development of the draft Library Collection Strategy 2015-2018 is currently in progress.	Learning Communities	30-Mar-15
65 Develop the Youth Strategy for 2014-2019.		The Youth Services team successfully engaged 1751 people throughout the Strategy planning process. Consultation was conducted through Youth forums, Councils website, social media, questionnaires, surveys, school visits and Community Consultation sessions throughout the municipality. The draft Youth Strategy is scheduled to be presented to Council at the Ordinary meeting 21 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.		50% of funding has been distributed to clients during the first quarter due to the uncertainty of ongoing funding post December 2014. Currently awaiting a response from the Department of Social Services (DSS) to a grant application for ongoing funding.	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.		1172 case management hours provided to support ongoing case load. Department of Human Services (DHS) ISO accreditation maintained.	Family, Youth & Housing	30-Jun-15

Actions	Status	Progress Comments	Responsible Service Unit	Target Date
68 Deliver The Space, a Youth GLBTIQ program.		116 attendances over 12 sessions held with a number of face to face and other digital media contacts (eg. Text, email).	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.		A project brief is currently being prepared and a Community Service Organisation (CSO) forum is being planned for December 2014.	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 people.				
70 Deliver the Girls Night In program at Melton Youth Centre.		10 sessions were delivered during first quarter due to school holidays with 98 attendances by young people.	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 developed for the Seniors Festival scheduled for October 2014, including the Seniors Dinner Dance - 156 tickets pre-sold (sold out); Ada and Elsie Show - 130 tickets pre-sold; Melton Botanic Garden Tour - 39 people booked; Facebook page being hosted.	Community Care & Inclusion (31-Oct-15)	Amended Target Date: 31-Oct-14
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. 10 sessions delivered during first quarter.	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.		Community Benefit Program administered with 100% of funds allocated (\$93,000). Two grants information sessions have also been conducted.	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.		Seven of the nine Whitten project participants attended a 'Community Leadership Project' workshop with Melton City Council on 11 September 2014. Project participants graduation scheduled for October 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.		46 active volunteers with 2543 volunteer service hours delivered. Volunteer activities included: recruitment of five new volunteers; 19 volunteers completed First Aid and CPR training and 18 volunteers attending the Mayor's Volunteer Recognition Dinner. 13 volunteers are scheduled to support the CARE Melton Expo Woodgrove Shopping Centre promotion from 9 - 16 October 2014.	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.		Successfully engaged with three primary schools and three secondary schools with more than 20 families currently participating in the initial program.	Family, Youth & Housing	30-Jun-15


Actions	Status	Progress Comments	Responsible Service Unit	Target Date
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.		Planning to commence in second quarter.	Community Planning	30-Jun-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.		Two successful Pop Culture events held; Groovy Movie night in Caroline Springs with 158 participants and Silent Movie night in Melton with 86 participants.	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.		Three bands supported with 17 band bookings during the reporting period.	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.	●	<p>The Community Learning Plan 2011-2014 evaluation has been completed.</p> <p>The Community Learning Plan Evaluation 2011-2014, including recommendations for inclusion in the draft Community Learning Plan 2014-18, to be presented to Council at the Ordinary meeting on 21 October 2014.</p>	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 current Reconciliation Action Plan (RAP) has been evaluated and the community consultation process completed. A draft Reconciliation Policy and roadmap for the Action Plan are currently in development.	Community Planning	31-Mar-15
82 Deliver Citizenship Ceremonies.		A Citizenship Ceremony was held for 130 new citizens on 4 August 2014. The next citizenship ceremony is scheduled for 10 November 2014.	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.		Initial planning has commenced with participating organisations involved in the Community Partnership Program.	Community Planning	30-Apr-15
84 Deliver a publication to celebrate the 150 years of history as a local government body.		An Expression of Interest (EOI) process is being prepared to engage an author for the project.	Learning Communities	30-Jun-15





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.		Community consultation has been completed and the background paper is currently being finalised.	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.		Project plan currently being developed for Executive discussion in second quarter.	Community Planning	31-Oct-14
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.		Planning of outreach activities is being undertaken, including an evaluation of the Diggers Rest outreach program.	Learning Communities	30-Jun-15
88 Develop the Library Outreach Strategy to deliver services to local neighbourhoods and communities.		<p>Draft strategy forwarded to General Manager Corporate Services but not yet endorsed by Executive.</p> <p>Executive have requested the Draft Strategy be reviewed after adoption of the Learning Communities Strategic Plan due 31 December 2014 taking into consideration strategies/actions within the Plan.</p> <p>Propose target date be amended to March 2015 to allow for review and presentation of the Draft strategy to Executive.</p>	Learning Communities (30-Sep-14)	Amended Target Date: 31-Mar-15




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.		Meetings have commenced and are progressing well. Djerriwarrh Health to chair meetings with membership comprising of Department of Health (DoH) and the Department of Transport, Planning and Local Infrastructure (DTPLI).	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.		Planning to commence in second quarter.	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 the Men's Shed facilities.		Melton Men's Shed 5th Birthday celebration conducted 26 August 2014 with 65 people in attendance. 178 Men's Shed activities and programs delivered including; Six week Primary School Mentoring Program involving 13 students from Brookside and Kororoit Creek Primary Schools; Stroke Awareness information session with 20 men in attendance; First Aid/CPR training attended by three Shed Team Leaders; Four community based initiatives.	Community Care & Inclusion	30-Jun-15
92 Deliver counselling service to individuals and families.		Target of 210 counselling appointments was not achieved due to a reduction in staff capacity, however clients were provided support as required by remaining counselling staff.	Family, Youth & Housing	30-Jun-15
93 Establish a Men's Shed at Morton Homestead, Taylors Hill.		Works have commenced on the construction of the Morton Homestead Men's Shed with the project currently running to schedule.	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.		Healthy Children Growing Together project has commenced with the Healthy Eating Cookbook being finalised.	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.		Healthy Children Growing Together Project Officer commenced in August 2014. Project planning is currently underway including engagement with the Early Years Partnership Network and Children's and Community Centre Hubs.	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 (CSLC) and the Melton Indoor Recreation Centre (MIRC) continue to provide community access to a range of sporting programs and activities. Occupancy rates slightly below target due to the July school holiday period.	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.		Draft Healthy Food and Drinking Policy currently out for internal consultation. Further internal consultation and policy development scheduled for second quarter.	Community Planning	30-Jun-15
98 Develop a Food and Nutrition Policy.		Draft Healthy Food and Drinking Policy currently out for internal consultation. Additional consultation is required with specific program areas of Council. Consultation outcomes will inform the review and development of a final Policy before presentation to Executive and Council.	Community Planning	31-Oct-14

Actions	Status	Progress Comments	Responsible Service Unit	Target Date
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.		Scope of works reviewed and tender documentation being developed.	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.	✓	"Confidential" Report adopted by Council at its Ordinary meeting on 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 method currently being developed with Vacation Care children.	Children's Services	30-Jun-15
102 Develop a Playspace Strategy.		Playspace Strategy to be informed by the Open Space Plan yet to be completed.	Leisure and Facilities	30-Jun-15

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: Reduce the burden of chronic disease on our community through education that supports positive behaviour change in healthy lifestyles.				
103 Develop the 2014-18 Gaming Strategy.		Draft Policy finalised. Scheduled for presentation at Council briefing on 7 October and Ordinary Council meeting on 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.		Social Planning advice statements prepared (liquor licence) in response to liquor licensing applications referred from Planning.	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 gambling, alcohol, tobacco and other drugs.				
105 Implement a Sports Club Alcohol Accord.		Draft Accord has been prepared in partnership with Victoria Police. To be presented to Executive in the coming months.	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 drugs.				
106 Conduct annual sale of tobacco to minors testing program.		Testing generally undertaken during school holidays and will be undertaken during second and fourth quarters.	Compliance	30-Jun-15