



Council Annual Action Plan - Status Report

Third Quarter 2014/15

1 January 2015 to 31 March 2015

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 Annual Action Plan - Third Quarter. The Action Plan contains 106 actions.

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


Status		Symbol	Number of Actions	% of Actions
Achieved	The Action is completed.	✓	40	37.7%
On track	The Action is progressing on target to be achieved within the timeline.	●	54	50.9%
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.	●	5	4.7%
Postponed	The Action has been deferred for the financial year. An explanation is provided in the 'progress comments' column	●	7	6.6%
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		<p>The development of an alternative model (Policy) has been agreed upon by the Coordinator, Manager and General Manager. A more consultative and community focussed process approach will be undertaken to ensure Council and Community ownership of the policy. An overarching Environmental Plan, as opposed to a strategy will be the result of the project.</p> <p>To enable internal consultation and community engagement processes across the municipality to be fully realised, it is proposed that the timeline be amended to 30 June 2016.</p> <p>Propose target date for the delivery of the Environmental Plan be amended to 30 June 2016 to enable the development of a fully informed Environment Plan.</p>	Planning & Environment (30-Dec-15)	Amended Target Date: 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 2015.	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>Site analysis underway however the strategy development has been delayed due to a short term shift in strategic priorities. It has been agreed with the General Manager and Manager that the timeline for development of the strategy be 31 October 2015.</p> <p>Propose target date for adoption of the Strategy be amended to 31 October 2015 to enable the Strategy to be fully developed with no implication to budget or service delivery.</p>	<p>Planning & Environment (30-Jun-15)</p> <p>Amended Target Date: 31-Oct-15</p>
4	Develop Landscape Design Guidelines.		<p>The draft guidelines have been delayed and are currently in the first stage of development.</p> <p>Propose target date be amended to 31 October 2015, as recommended by the General Manager Planning & Development to enable complete development of the Guidelines.</p>	<p>Engineering Services (30-Jun-15)</p> <p>Amended Target Date: 31-Oct-15</p>
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>Preliminary design plans has been presented to Council at a number of briefings. A masterplan will be presented to Council for adoption pending the funding announcement, expected fourth quarter.</p> <p>Announcement to successful applicants to the National Stronger Regions Fund is expected fourth quarter. Council has submitted an application for a Pride of Melton grant for 6.5million to contribute towards the Courthouse Plaza Precinct redevelopment.</p> <p>Propose target date be amended to 30 June 2015 to enable the finalisation and adoption of the master plan.</p>	<p>Engineering Services (30-Mar-15)</p> <p>Amended Target Date: 30-Jun-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.

<p>6 Housing Character Study and Design Guidelines</p>		<p>The final draft of the Background Review and Character Assessment report was received and reviewed by the PCG. The PCG have provided additional comments along with minor amendments.</p> <p>The Draft Character Area Statements, Design Guidelines and Planning Scheme Schedules were received 31 March 2015 in accordance with the revised Project Management Plan. Stakeholder workshops are planned for April with a Council briefing in May.</p>	<p>Planning & Environment</p>	<p>30-Dec-15</p>
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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 and co-located assets and open space.				
7 Develop a business case for the construction of Traffic School		The benchmarking and background investigations have been completed. The Project Brief to develop the Business case is to be sent to consultants during fourth quarter.	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		The Neighbourhood Participation team is continuing to engage with and develop small townships and neighbourhood house activation programs of Stevenson House, Taylors Hill Youth and Community Centre and Hillside Neighbourhood house.	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		The Draft Background Report, Character Assessments and Significance Papers were received from the consultants in March. The PCG are to review the documents during fourth quarter and provide feedback to the consultants. A facebook page will be established to support advertising and consultation processes commencing May 2015.	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		More than 80% of capital construction projects are currently running to schedule.	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 were briefed January 2015 enabling the establishment of a PWG. A framework/strategy is to be developed during fourth quarter.	Economic Development and Advocacy	31-Mar-15
12 Development of an Investment Attraction Strategy		An industry supply chain and skills gap analysis has been completed. The background report and internal and external consultation workshops have also been completed.	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 ongoing responsibility to attract businesses 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 "Works 4 Me" Partnership 3 Year Action Plan completed and incorporated into the Draft 2015-2018 Learning Plan. One Network forum held July 2014 with another scheduled 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		The BACE construction is complete and the building has been handed over to Council. The Project Manager is now located onsite, with the official opening scheduled for fourth quarter.	Economic Development and Advocacy	30-Jun-15
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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		<p>The digital study, digital mapping and case studies have been completed. A background report for the Strategy is to be prepared, however further research is required to support the development of the strategy.</p> <p>Propose target date be amended to 31 December 2015 to enable further economic research to be completed prior to development of the strategy.</p>	Economic Development and Advocacy (30-Jun-15)	Amended Target Date: 31-Dec-15
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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 draft guidelines scope completed and currently being assessed by the project control group.	Engineering Services	30-Jun-15
19 Reduce Greenhouse Gas Emissions (GHG) by replacing inefficient street lighting with energy efficient lighting technology.	✓	Project complete with 3857 Street Lights replaced with energy efficient lighting light bulbs, slightly lower than the projected target of 4000. Greenhouse gas emission savings as a result of the street light replacement program is currently being calculated by "Ironbark Sustainability".	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	✓	Funding Milestone reports have been completed and approved by the Federal Funding Body. 9 community education programs have been delivered including a successful Energy Expo, Energy Ambassadors, Energy Leaders and Professional Support Network workshops. The Civic Centre Building Management System successfully installed and the Melton Wave Blanket Efficiency project has been completed.	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	✓	More than 200 children have participated in the program. The Environment Education program is now incorporated into all Primary School classes held at the library.	Learning Communities	30-Jun-15

Strategy 1.4.5: Support community involvement in local area conservation and environmental protection projects.


<p>22 Delivering Community Environmental Education Program</p>		<p>Environmental Education programs continue to be delivered including the facilitation of an Environmental Expo and participation in the Harmony Day event, providing diverse communities with information about Council and community group programs in education and environmental management.</p> <p>50 environmental education programs have been delivered to end of third quarter, within budget with very positive participant feedback.</p>	<p>Planning & Environment</p>	<p>30-Jun-15</p>
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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.		A draft Stage 3 Direction Paper was received February 2015. Comments were provided by PCG and a revised Stage 3 Directions Paper was received 31 March 2015. The PCG are to review and finalise the Directions paper during fourth quarter. Community consultation sessions are scheduled to commence fourth quarter.	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 an Advocacy Plan for the duplication and electrification of Melton to Melbourne rail line and highlighted new train stations		Development of a revised advocacy plan to seek Government, Minister, Premier and Local Member support is continuing. Scheduled to meet with PTV in fourth quarter.	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		19 schools currently engaged in the program with VicRoads funding received for the 2015/16 program. Currently on track to have more that 20 schools involved in the program.	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'		The development of the Policy is currently under discussion. Propose target date be amended to 30 December 2015 to enable further research and consultation in the development of the Policy.	Leisure and Facilities (31-Dec-14) Amended Target Date: 30-Dec-15
28	Review all existing Enterprise Risk Management data	✓	16 Service unit reviews completed with all outdated and low consequence enterprise risk management data now deleted.	Organisational Development 30-Jun-15
29	Constitute new Risk Management Committee	✓	Committee appointed, constituted and operational. Meeting Schedule set with 4 meetings to be held 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 now 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 System.				
32	Develop Corporate Performance Plan to guide Council's Performance reporting and management		The Corporate Performance Management Reference Group (CPMRG) has been reinstated and are currently reviewing a draft Corporate Performance Reporting Policy.	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 Online Project Management System implementation and testing is complete. The OPMS is now operational.	Capital Projects 30-Jun-15
34	Implement the Enterprise Control Management Strategy (Year 2)		The Business Classification scheme project is now complete. The Records Disposal Project has also commenced.	Information Services 30-Jun-15

35	Implement the Enterprise Content Management Strategy (Year 1)	✓	A final report for the Implementation of the ECM 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	🟡	The Caroline Springs Civic Library site is the only facility remaining to be completed. The network service provider is yet to resolve the technical issues that prohibit Council going live with the network service. Propose target date be amended to 30 June 2015 to allow for network issues with the service provider to be resolved.	Information Services (31-Mar-15)	Amended Target Date: 30-Jun-15
37	Deliver the Cloud Computing Implementation Project (Year 1)	🟢	The service provider procurement process is still underway. Year 1 of the project is to complete service procurement, on track to be achieved during fourth quarter. The project closure report will be delivered after implementation at completion of year 2.	Information Services	30-Jun-15
38	Delivery of the business improvement project program	🟢	Standardisation of the public computer project will be delayed due to technical issues with network services, however the Information Management Scanning project is progressing well. The Dragon Extension project to set to commence shortly.	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.	✓	The Community Facility Provision Policy was adopted by Council at its Ordinary meeting on 10 March 2015. A Lease and Licence Policy is currently being drafted for presentation at the Policy Review Panel in fourth quarter.	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.		Consultants have been engaged to review the draft background document and to develop the Open Space Plan and associated Action Plan.	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 ever 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 has been developed to support the introduction of Social Media tools to the public. Propose target date to be amended to 30 June 2015 to allow for staff training in social media tools and use.	Learning Communities (31-Mar-15)	Amended Target Date: 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 Council endorsed list of suburb names and boundaries to establish 11 new suburb areas was submitted to the Office of Geographic Place Names (OGN). The OGN has requested additional information to support the application, primarily related to public objections to the process undertaken and linkages of names to places.	Customer Engagement	30-Jun-15
45 Facilitate the Youth Council	🟢	The recruitment and induction of a new group of Youth Councillors was undertaken at the Youth Strategy launch 26 February 2015. 19 Youth Councillors have participated to date with meetings scheduled monthly.	Family, Youth & Housing	30-Jun-15

46	Develop a Community Engagement Framework.	 <p>The Draft Policy, Guidelines and Toolkit have been developed. Feedback received from internal consultation process is currently being reviewed.</p> <p>Documents to be finalised and presented to the Policy Review Panel in fourth quarter.</p>	Community Planning	30-Jun-15
47	Conduct Householder Customer Satisfaction Survey to gauge the level of community satisfaction with Council services.	 <p>800 households were surveyed returning an overall community satisfaction rating with Council as very positive. The results were presented to Council at its Ordinary meeting 10 March 2015, and the Overview report published on Councils website.</p>	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 and all GM's gave presentations as well as designated leaders from across specialist areas.	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 and motivate high performance.				
49 Develop Service Unit Workforce Plans.	🟡	The overall Workforce Planning framework will be reviewed by the new People & Culture Manager, and its development is likely to be delayed to 2015/16.	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	✓	A successful STAR Awards Celebration was held 4 December 2014 with more than 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. The program has proven to be a success with a second round of mentoring relationships established during third quarter.	Organisational Development	30-Jun-15
52 Deliver a Succession and Talent Management Framework.	🟢	The original Talent Management Framework was implemented and rolled out with Service Units. Fourth quarter actions include undertaking service unit plan work with Customer Engagement and Learning Communities.	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 Ergonomics Working Group has completed its internal and external review. Revised ergonomics procedure for staff has been approved by Executive and is operational.	Organisational Development	30-Jun-15
54	Review Council's OHS approach to occupational violence risks for employees	●	A Working Group is now operational with internal engagement and external research underway.	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	✓	Priorities have been agreed with DE&T (formerly DEECD) for six priority land sites to support the development of priority schools. An announcement is now pending on the State Governments May 2015 Budget for a 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.		Work continues on the review of the draft local law received from the external legal firm which incorporates a number of amendments and revisions to a number of department requirements. Current local law valid to October 2015. Propose amended target date 30 September 2015. The extended timeline will allow for the final draft to be prepared before the commencement of the community consultation phase.	Customer Engagement (30-Dec-14)	Amended Target Date: 30-Sep-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		211 property inspections have been finalised with 80 new pools inspected during the third quarter. A total of 377 inspections have been completed year to date.	Compliance	30-Jun-15
59 Deliver the Industrial Precinct Audit program		Work continues with the Economic Development and Advocacy team to develop the communication strategy and audit program. 4 properties inspected during third quarter with 11 properties inspected year to date.	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		<p>The 10 week Building Blocks Training program commenced in February with a total of 25 Community leaders enrolled from Melton and Wyndham areas (8 Community leaders from Melton community). The program is scheduled for completion in fourth quarter.</p>	Operations	30-Jun-15
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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		The opening of Bridge Road and Botanica Springs Children's & Community Centres has increased the capacity of occasional care places available to 300 per week.	Children's Services	30-Jun-15
63 Administer Kindergarten Central Enrolments for 4 year old children	✓	Kindergarten central enrolments have completed 1710 enrolments for the 4 year old children and where able to provide a 4 year old Kindergarten place for all applications.	Children's Services	31-Dec-14
64 Deliver a Library Collection Strategy for 2015-2018		The draft Library Collection Strategy finalised and awaiting scheduling with Executive for review and endorsement. Propose amended target date 30 June 2015 to allow for the Executive briefing for review and endorsement.	Learning Communities (30-Mar-15)	Amended Target Date: 30-Jun-15
65 Develop the Youth Strategy for 2014-2019.	✓	The Youth Services team successfully engaged more than 1750 young 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 Youth Strategy 2014-2019 was adopted by Council at its Ordinary meeting 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		Final funding allocation for February-June received from DSS. 64% of funding has been distributed to date with 36 appointments made available to eligible clients each week.	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 1329.16 hours provided during third quarter. 3828 case management hours have been provided year to date.	Family, Youth & Housing	30-Jun-15
68	Deliver The Space, a Youth GLBTIQ program		9 program sessions were held during third quarter with 36 attendances. To date 33 program sessions have been offered with 195 attendances.	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 draft Community Services Organisation Capacity and Attraction Framework is currently out for consultation and will be presented for Council's consideration at the June 23 Ordinary Council Meeting.	Community Planning	30-Jun-15
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		9 sessions were offered during third quarter with 36 attendees participating. The program has provided 29 sessions with 290 attendances to the end of third quarter.	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, with a total of 570 people attending 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 continue to be delivered for children with additional needs. 8 sessions were delivered during third quarter with 29 Sessions delivered year to date.	Children's Services	30-Jun-15
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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>Community Grants Program (Monthly Responsive Grants): 5 applications received and approved with 63% of funding allocated.</p> <p>Donation Fund: 14 applications received with 6 approved. 51% of program funding allocated to date.</p> <p>Annual Grants program has received 22 applications with distribution of grants scheduled in fourth quarter.</p> <p>Two successful grant writing workshops have been also been conducted.</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	✓	9 participants of the Whitten project graduated in October 2014 and subsequently presented their learning's 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>15 volunteers attended Elder Abuse Training in February and all volunteer risk assessments finalised.</p> <p>5 new volunteers recruited with 50 active volunteers in third quarter.</p> <p>A total of 7,640 service hours delivered with 2,627 during third quarter.</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 sustainability and self-reliance.				
76 Family Services Parenting Groups Program		A total of 6 schools are currently engaged in the program with an additional 2 community based programs established. 32 Families currently participating.	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.		The development of the kit is progressing and is on target to be available for community groups from 30 June 2015.	Community Planning	30-Jun-15
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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		Three Pop Culture events held during third quarter; "The Castle" outdoor movie at Hannah Watts Park, Summersault Festival 'old fashioned games' activation and Live music on the Jetty gig at Caroline Springs Lake. Participants have indicated a greater than 80% satisfaction rating with events.	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		A review of policy and procedures relating to the use of the band rooms at Melton and Taylors Hill was conducted during third quarter as a result of damaged equipment and the ongoing repair costs. 2 bands supported with 2 band bookings during the reporting period. A focus on promotion of band room(s) is a priority during fourth quarter.	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 Draft Learning Plan 2015-2018 were adopted by Council at its Ordinary meeting held 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 roadmap for an Action Plan was adopted by Council at its Ordinary meeting held 16 December 2014.	Community Planning	31-Mar-15
82 Deliver Citizenship Ceremonies	●	The citizenship ceremony on 26 January 2015 was held in conjunction with Councils Australia Day Celebrations event. 170 participants were conferred citizenship with a 90% satisfaction rating of the citizenship ceremony and the 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	✓	An estimated 700 people attended a successful Harmony Day celebration delivered on 21 March 2015 in partnership with 13 volunteer and 7 professional project groups. Participants responded with a overall 99% satisfaction rating of the event.	Community Planning	30-Apr-15
84 Deliver a publication to celebrate the 150 years of history as a local government body.	●	The EOI document has been developed and awaiting inclusion within the new Tender template before releasing for quotation. EOI's will be evaluated fourth quarter to enable Council to determine ongoing viability of this action/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	✓	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.		Draft Framework currently under development to be presented to Executive in fourth quarter.	Community Planning	30-Jun-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 draft Library Outreach Strategy. More than 6 outreach activities have been delivered including a Pop-up Library presence at Woodgrove Shopping Centre. A Library Service Facebook Page to be developed and approved for a launch in fourth quarter.	Learning Communities	30-Jun-15
88 Develop the Library Outreach Strategy to deliver services to local neighbourhoods and communities.		The endorsement of the draft Library Outreach Strategy is currently on hold. The adoption of the Learning Communities/Library Strategic Plan is pending confirmation of the organisation restructure which will then inform the Outreach Strategy. The Strategic Plan and the Outreach Strategy are to be scheduled for Executive briefing in fourth quarter.	Learning Communities (31-Mar-15)	30-Jun-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	✓	Regular meetings are being held and continue to be chaired by Djerriwarrh Health.	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		A successful four week 'Positive Thinking and Meditation' initiative was delivered at the 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 the Men's Shed facilities		<p>530 activities/programs have been delivered as at the end of third quarter. Activities included participation in Councils 2015 Harmony Day documentary regarding the successful Men's Shed Aboriginal partnership initiative. The Men's Shed also created and provided 500 ANZAC crosses to support Partners of Veterans Association.</p> <p>The construction of the Taylors Hill Men's Shed has been substantially completed with the official opening scheduled 28 May 2015.</p> <p>A number of other projects have been initiated to develop rapport between the Melton and Taylors Hill 'Sheddies' including the construction of workbenches for Taylors Hill, and combined Men's Shed luncheons.</p>	Community Care & Inclusion	30-Jun-15
92	Deliver counselling service to individuals and families		<p>199 client appointments kept during third quarter slightly below the target 210 available counselling appointments .</p> <p>587 client appointments kept year to date, slightly below target of 630 due to staff absences and leave.</p>	Family, Youth & Housing	30-Jun-15
93	Establish a Men's Shed at Morton Homestead, Taylors Hill.	✓	<p>Construction is complete.</p> <p>The official handover and Men's Shed opening is scheduled for fourth quarter.</p>	Capital Projects (31-Dec-14)	31-Mar-15

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 continue to be implemented including:</p> <ul style="list-style-type: none"> - Conversation with Parents: Feeding your Baby and Fussy Eating - Cooking and Nutrition for Kids: Professional Development for Family Day Care Educators - Kinder Readiness Month: Healthy and Active Kinder Kids, Healthy Lunch Box Sessions for Kinders <p>To date 735 children have participated in the project with 11 Community Centres engaged and 39 project partnerships established.</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		<p>The CSLS & MIRC continue to provide community access to a range of sporting programs and activities.</p> <p>Occupancy rate slightly below target at 69% although programs continue to be delivered within budget.</p>	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		11 healthy eating initiatives have been delivered, including: - Conversation with Parents: Feeding your Baby and Fussy Eating - Cooking and Nutrition for Kids: Professional Development for Family Day Care Educators - Kinder Readiness Month: Healthy and Active Kinder Kids, Healthy Lunch Box Sessions for Kinders - Sons of the West: Healthy Eating initiatives	Community Planning 30-Jun-15
98	Develop a Food and Nutrition Policy.	✓	The Healthy Food and Drink Policy was adopted by Council at its Ordinary meeting 10 March 2015. There has been a positive response from Council staff in the provision of healthy food and drink at Council workplaces, facilities, programs and events to enhance the health and wellbeing of employees, volunteers, contractors, residents and visitors.	Community Planning 31-Mar-15
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		Quotes received and the contractor 'Aplay' appointed. Construction and completion of the project is scheduled fourth quarter.	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		2 schools currently participating in the consultation process with 156 school aged children consulted to date.	Children's Services 30-Jun-15

102 Develop a Playspace Strategy.		<p>The Playspace strategy will now be incorporated into the Open Space Plan scheduled for completion 31 December 2015.</p> <p>Propose target date be amended to 31 December 2015 to coincide with the delivery of the Open Space Plan.</p>	Leisure and Facilities (30-Jun-15)	Amended Target Date: 31-Dec-15
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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.	✓	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.		7 liquor licensing and 1 gaming application received during third quarter with 2 Social and Economic Impact Reports prepared. Year to date 11 liquor licensing and 1 gaming application has been received with 6 Social and Economic Impact Reports completed.	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.		The Final document has been prepared and presented to Executive. Councillors, Police, The Australian Drug Foundation and Sporting Clubs across the municipality have been invited to an Club Accord Presentation and Signing Night to be held during fourth quarter.	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	✓	One testing program incorporating majority of sites (40 premises) conducted with no sales made.	Compliance	30-Jun-15