

Status	Start Symbol	End Symbol
Achieved		A
On Track		OT
Not On Track		NOT
Postponed		P

The Action is completed

The Action is on track and expected to be completed by 30 September

The Action has been delayed impacting on the current timeline. An explanation and the remedial actions will be provided in the next report.

The Action has been deferred for the next year. An explanation is provided in the next comments column.

Code: D - Disability, E - Early Years, Y - Youth, A - Ageing Well, C - Council Plan, DEYA - All (Codes may be applied individually or collectively)

Theme 1: Being Inclusive

Strategic Objective: A City with physical spaces, services and programs that are safe, high quality, accessible, inclusive and responsive to all ages and abilities.

Strategies:

- 1.1 Provide for, attract and support high quality, person-centred and socialised and integrated services that are responsive to all people, particularly those experiencing vulnerability.
- 1.2 Provide for, attract and support high quality, person-centred and socialised and integrated services that are responsive to all people, particularly those experiencing vulnerability.
- 1.3 Provide and plan facilities and services according to evidence based needs and future growth.
- 1.4 Provide a variety of communication options that connect people to information and services.
- 1.5 Provide a variety of communication options that connect people to information and services.
- 1.6 Facilitate the provision of a range of partnerships and networking opportunities that supports integrated planning and delivery of services.

Performance Indicators

Strategy	Action	Performance Indicators	Status	Service Unit	Timeline	Reporting Officer	Q1 Comments	Q2 Comments	Q3 Comments	Q4 Comments	Final Comments for Council Report (cumulative of all 4 quarters - please avoid all acronyms, and run a spell check over the document before saving)
1.1	Results and services for facilities, services and programs that meet the changing needs of the community	<p>DA Establish a minimum of 050 Community Care client behaviour support programs with outcomes reviewed implemented.</p> <p>DE Evidence of support provided for clients during the Melton National Disability Insurance Scheme (NDIS) roll out.</p> <p>E The number of Melton South Community Centre pop-up health sessions attended.</p> <p>Y Evidence of transitional opportunities advertising flexible service models.</p> <p>D Review the number of the Service Provider Network in line with National Disability Insurance Scheme (NDIS) transition and implement recommendations.</p> <p>DA Support the development of the Community Infrastructure Subfund that will provide a range of accessible multi-purpose spaces for use by external providers.</p>	OT	DEYA	30-Sep-19						
1.2	Deliver the Urban 193 Crime Prevention Project in partnership with police, young people and other related agencies. <p>Implement a street trading guidelines that supports ease of access for all biopark users.</p> <p>Plan for disabled car parking spaces on primary and secondary schools across the municipality</p> <p>Install and activate the Melton Waves Leisure Centre Changing Places Facility.</p> <p>Install outdoor accessible equipment to increase use by older residents.</p>	<p>Y Undertake quarterly Crime Prevention Working Group meetings. Provide case management services to 20 young people.</p> <p>Deliver 10 activities / events for young people.</p> <p>DA Business education strategy and implementation of Street Trading Guidelines will be delivered by March 2019 to support ease of access for biopark users.</p> <p>D Melton South Primary School disabled car parking spaces upgraded by July 2019. Number of disabled car parking spaces at school sites planned for.</p> <p>D Facility installed. Official opening conducted. Waves trial trialled on access and use. Facility promoted on Council and Waves website. Facility activated.</p> <p>A Engage an contractor for site activation targeting increase use of outdoor accessible equipment.</p>	OT	Y	30-Sep-19						

	Develop two annual versions of the Positive Ageing Magazine in hard copy and digital format for distribution in March and September 2019.	A Review the success and implement recommendations of the Positive Ageing Magazine in the months of March and September 2019.	OT	A	30-Sep-19														
1.5	Provide opportunities for children to learn about the value of the natural environment and sustainability practices.	E Provide a minimum of eight opportunities.	OT	E	30-Sep-19														
1.6	Support the range of organisations and service providers networks that facilitate opportunities for integrated planning and shared learnings across the municipality.	A Number of planning and shared learning opportunities with Doreworth Health Services. B Number of meetings facilitated and number of participants for Early Education, Vulnerable Children's Working Group, Early Education and Care Network, Prep to School Transition Network and Family Violence Network.	OT	EA	30-Sep-19														
	Coordinate annual youth disengagement forum to address emerging issues and trends.	Y Deliver annual youth disengagement forum, attendance by key agencies throughout the region.	OT	Y	30-Sep-19														
	Work in partnership with key stakeholders to enhance service delivery responses across the municipality in line with the National Disability Insurance Scheme (NDIS).	D6 The number of National Disability Insurance Scheme (NDIS) Internal Working Group meetings and outcomes. D7 National Disability Insurance Agency (NDIA) website content management system (CMS) updates and initiatives with the Local Area Coordinator and the NDIA.	OT	DE	30-Sep-19														

Theme 2: Being Connected
Objective: A City that encourages and enables opportunities for people of all ages and abilities to connect to each other and decisions of choice and need.
Strategies:
 2.1 Provide and advocate for the provision of community spaces, facilities, transport options and the natural environment that are safe and accessible.
 2.2 Build resilient communities through fostering social connectivity and capacity building.
 2.3 Foster neighbourhood level connections through local programming and easy access to localised information.
 2.4 Strengthen intergenerational connections through activities that foster skill and knowledge sharing and transfer.
 2.5 Develop and promote digital media communications and platforms.
 2.6

Strategy	Action	Performance Indicators	Status	Service Unit	Timeline	Reporting Officer	Q1 Comments	Q2 Comments	Q3 Comments	Q4 Comments	Final Comments for Council Report (Summary of all 4 quarters - Plans)
2.1	Investigate the provision of transport options that will enable Home Library Incidents to attend library based activities. Deliver the Home German Award project to develop a program of shared reading for adults with hearing disabilities. Deliver the Year Ahead Services Living Program. Deliver social training sessions for seniors and partnership with Public Transport Victoria Exploring additional mobile outreach options.	DA Library Services to consider opportunities to partner with Community Care to promote and/or expand the Home Library Incidents to attend library based activities. Program principles for wellness and reablement. D Project working group established. Training package developed in partnership with Scope. A Two delivery programs delivered attracting total of 30 participants. A Number of participants. A Number of participants. E Delivery of Mabel and Child Health Outreach program. X Explore options for delivering outreach to young people.	OT	DA	30-Sep-19						
	Underwrite disability access audit for premises Business district Centre Springs Town Centre. Activate the Home Visit Volunteers Program to support delivery of the Community Home Support Program. Support the capacity building of seniors groups Deliver activities and initiatives that enhance seniors' physical and emotional wellbeing Deliver the annual Care Melton Expo 2019 and review the benefits of the current model. Identify locations to provide additional playgroups to the Melton South Community. Deliver an intergenerational program at Burhead Community Hub.	D Priority area (Caroline Springs Town Centre) has identified as initial site audit. Audit to be completed by March 2019 with recommendations related to the Capital Works Program for further consideration. DA Develop Volunteer Position Description, undertake risk assessments to implement Volunteer Home Visit program. Commence delivery of the program. Number of opportunities delivered. A Number of seniors groups transferred and operating in the Burhead Community Centre. D Number of seniors supported through Melton GO and Family Care Support. A Number of seniors delivered in the Support for Care Program and number of participants. Number of opportunities in Social Support Program delivered to seniors and person they care. DA 2018 Expo delivered minimum 85 exhibitors, approximately 500 visitors. Review undertaken. Recommendations for 2019 budget considered. E Options investigated and key stakeholders engaged. DEVA Deliver a minimum of two activities that provide intergenerational opportunities at the Burhead Community Centre.	OT	DA	30-Sep-19						
2.2			OT	DA	30-Sep-19						
2.3			OT	E	30-Sep-19						
2.4			OT	DEVA	30-Sep-19						

	Deliver the Men's Shed Mentoring Program.	A Four Short Mentoring programs delivered annually at Taylors Hill and at the Melton Men's Shed. Number of Shed participants involved. Number of student participants.	OT	A	30-Sep-19						
2.5	Recognise the achievements and contributions of accessible businesses, services through award nominations, local media and Council publications. Deliver Children's Week events and activities that celebrate diversity of children and their families. Deliver National Youth Week activities across the municipality.	DA Number of award nominations submitted. Number of media articles and Council publications. E Two events delivered, evidence of community feedback provided. Y Number, type, and location of activities delivered.	OT	DA	30-Sep-19						
	Deliver Seniors Festival Week activities.	A Minimum of 10 activities and / or programs delivered.	OT	Y	30-Sep-19						
2.6	Investigate enhancing online presence to address young peoples concerns and enhance wellbeing. Advance the digital literacy of seniors across a range of online platforms.	Y Develop an online social digital media plan to enhance engagement of young people investigate use of online forms for referrals. A Promote digital to literacy to seniors groups in the municipality through the Positive Ageing Magazine and forums.	OT	A	30-Sep-19						
			OT	Y	30-Sep-19						
			OT	A	30-Sep-19						

Theme 3: Being Happy and Healthy
Objective: A City where people of all ages and abilities lead happy, healthy and safe lives.
Strategies:
 3.1 Provide opportunities and programs that enhance physical, social, mental and emotional health.
 3.2 Provide opportunities to value the diversity and significance of arts and cultural experiences.
 3.3 Create and promote a sense of safety in all settings including in the home, education settings, workplaces and public spaces.
 3.4 Provide programs that aim to increase the capacity and resilience of community members particularly those who are marginalised or vulnerable.
 3.5 Provide opportunities to participate in prevention and intervention programs that improve health and wellbeing of all people.
 3.6 Provide support to build the capacity of the service sector and community to ensure that children, young people and people experiencing vulnerability are protected from harm.
 3.7 Provide support to build the capacity of the service sector and community to ensure that children, young people and people experiencing vulnerability are protected from harm.

Strategy	Action	Performance Indicators	Status	Service Unit	Timeline	Reporting Officer	O1 Comments	O2 Comments	O3 Comments	O4 Comments	Final Comments for Council Report (avoid all acronyms, and run a spell check over the document before saving)
3.1	Provide programs and activities that support people to adopt healthy lifestyles.	<p>DA Number of Carers Support Program healthy lifestyle initiatives. CARE Melton Expo provision of health checks and information on health services. Health and Wellbeing Exhibitions providing advice and referral to local health/wellbeing programs, free relaxation sessions delivered.</p> <p>Y Number of Aging Well programs delivered, number of participants.</p> <p>Y A minimum of two activities provided.</p> <p>E A minimum of six initiatives that promote healthy living options to families within the community.</p>	OT	DEVA	30-Sep-19						
	Increase opportunities for older men to participate in the program at the Melton Men's Shed, Melton and Taylors Hill Men's Sheds.	<p>A Evidence of promotional opportunities including advertising in the local media platforms and Positive Aging Magazine.</p> <p>Y Minimum of six new opportunities during non-traditional Men's Shed hours.</p>	OT	A	30-Sep-19						
3.2	Collaborate with Dornwarr Health Services to deliver the Koolin-Ball project to increase the health and wellbeing outcomes for Aboriginal children and their families.	<p>E Cultural Safety Action Plan finalised.</p> <p>Number of actions implemented.</p> <p>Number of Steering group meetings attended.</p> <p>Number of evaluation groups attended.</p>	OT	E	30-Sep-19						
3.3	Contribute to the organisational compliance of the Child Safe Standards and Reportable Conduct Scheme.	<p>DEVA Checks training to be delivered to staff and volunteers across Council. Policy and Procedures to be approved.</p>	OT	DEVA	30-Sep-19						
3.4	Deliver information sessions to service providers about key aged care industry changes.	<p>A Deliver a minimum of two community based Aged Care information sessions.</p>	OT	A	30-Sep-19						
	Work with young people to co-design programs and services.	<p>Y Number of initiatives where young people are contributing to co-designing programs and services.</p>	OT	Y	30-Sep-19						
	Implement the Action Plan for Supporting Women's Safety in the Home. A Compact between DET, DHS and Local Government document.	<p>E A minimum of three of working group meetings attended. Number of action plan actions completed.</p>	OT	E	30-Sep-19						
3.5	Show organisational leadership in the implementation of the Family Violence Prevention Framework, the Child Safe Standards and Multi-Agency Risk Assessment and Management (MARAM) framework.	<p>E Policy and procedure developed and implemented.</p>	OT	E	30-Sep-19						
3.6	Support of the Equality and Respect 2020 Strategy.	<p>DEVA Review the development of the action plan. A minimum of two actions included across DEVA.</p>	OT	DEVA	30-Sep-19						

	<p>Delivery of the Family Violence Prevention Program, Baby Alphas 3 as an extension of universal New Parents Groups within National Child Health (NCH) program.</p> <p>Delivery of Central Employment Early Start Kindergarten (ESK) initiative, to promote awareness of ESK program and engage eligible families in ESK.</p> <p>Promote diversity and understanding of gender sex identities.</p>	<p>E Evidence of resources provided, Attendance at sessions.</p> <p>E Evidence of knowledge building activities, increased enrolments for ESK.</p> <p>Y Number of opportunities provided, Number of staff trained.</p> <p>Number of Council buildings with rainbow stickers displayed.</p>	<p>OT</p> <p>OT</p> <p>OT</p>	<p>E</p> <p>E</p> <p>Y</p>	<p>30-Sep-19</p> <p>30-Sep-19</p> <p>30-Sep-19</p>							
3.7	<p>Access Community Resources and various services of diverse client needs.</p> <p>Identify and support families experiencing vulnerability and link with relevant services.</p>	<p>ESK Staffing allocation, Client Access Program Allocation, Staff (Community), CLATOL and Veteran clients.</p> <p>Attendance numbers at each session.</p> <p>E Extent knowledge and use of Vulnerability Guide Tool</p> <p>Number of professional development opportunities that increase capacity of staff to identify risk to children and involve referrals.</p> <p>Number of Housing Services clients with active case plans which identify needs and strategies to supports.</p>	<p>OT</p> <p>OT</p>	<p>DA</p> <p>E</p>	<p>30-Sep-19</p> <p>30-Sep-19</p>							

Theme 4: Being all you can be
Objective: A City that fosters growth and development for people of all ages and abilities supporting them to reach their full potential.

- 4.1 Foster and support a love of lifelong learning starting from birth.
- 4.2 Support key transitions stages across the life stages.
- 4.3 Provide leadership programs and opportunities that empower people of all ages and abilities to build skills, confidence and capacity.
- 4.4 Support individuals to realise their potential through the provision of programs and services that are person centred.
- 4.5 Support individuals to overcome their potential through the provision of programs and services that are person centred.
- 4.6 Encourage and support engagement in key universal services with a focus on addressing barriers to participation.

Strategy	Action	Performance Indicators	Status	Service Unit	Timeline	Reporting Officer	Q1 Comments	Q2 Comments	Q3 Comments	Q4 Comments	Final Comments for Council Report (cumulative of all 4 quarters - please
4.1	Support families to provide a rich home learning environment for their children.	E Minimum of 30 in home support sessions offered to disadvantaged families provided with Family Services supports.	OT	E	30-Sep-19						
	Provide opportunities for children and young people to participate in children's learning and development.	E Minimum of eight initiatives provided.	OT	E	30-Sep-19						
4.2	Provide a streamlined system that supports children in the transition from early years services to primary schooling and secondary school.	E Number of participants at school transition and information swap meetings. A evidence of these action research hubs conducted to support the transition of children and families from support playgroups to other programs. Y Work with primary and secondary schools to develop a business (grade 6) transition activity.	OT	EY	30-Sep-19						
4.3	Through the Aging Well Network, provide networking and learning opportunities for administrators of local seniors groups.	A Number of learning opportunities delivered. Number of networking sessions delivered.	OT	A	30-Sep-19						
	Provide opportunities for children and young people to develop and practice leadership skills.	Y Number of leadership opportunities and number of participants.	OT	Y	30-Sep-19						
	Establishment and delivery of Playgroups Activation Program.	E Number of playgroups facilitated. Number of playgroups that transition to community playgroups.	OT	E	30-Sep-19						
	Develop volunteer programs that enhance the health and wellbeing of young people.	Y Deliver a minimum of two programs to young people.	OT	Y	30-Sep-19						
4.4	Through the Business Excellence Awards strengthen the role of the Disability Advisory Committee in promoting the benefits of engaging people of all abilities.	D Deliver the Access and Inclusion Award as part of the Business Excellence Awards. Disability Advisory Committee representatives to present at relevant Excellence Awards and related events.	OT	D	30-Sep-19						
	In partnership with the Melton Learning Board and the Benchmark Melton Life Long Learning and Employment Network, deliver the Melton Youth Careers Expo.	Y Melton Youth Careers Expo delivered. Attendance by agencies and young people.	OT	Y	30-Sep-19						
4.5	Build the capacity of educators to support the engagement of children with additional needs within early education and care.	DE A minimum of two information sessions offered.	OT	DE	30-Sep-19						
	Deliver the Youth Awards to recognise and encourage outstanding contribution to the community by young people.	Y Evidence of provision of the Youth Awards.	OT	Y	30-Sep-19						
4.6	Collaborate with families and services to reduce barriers to participation with an emphasis on Aboriginal families, families with disability and children in out of home care.	E Best Start program implemented, 2019 Logic Model developed and endorsed by Early Years Partnership Committee (EYPC). A minimum of 24 improvement cycles documented by stakeholders, number of Local Area Out of Home Care working group meetings attended.	OT	E	30-Sep-19						

Theme 5: Being heard
Objective: A City where people of all ages and abilities have the opportunity to be heard and respected and where all voices are equally valued.
 5.1 Encourage and support people of all ages and abilities in ethical, respectful and transparent deliberative engagement to design and consultation processes.
 5.2 Enable all community members, including children, to have a voice through relevant, targeted and meaningful engagement avenues.
 5.3 Ensure relevant data, policy and community information is collected and used to inform decision making as part of the continuous improvement process.
 5.4 Foster community participation, leadership and ownership.

Strategy	Action	Performance Indicators	Status	Service Unit	Timeline	Reporting Officer	Q1 Comments	Q2 Comments	Q3 Comments	Q4 Comments	Final Comments for Council Report Final Comments for all 4 years avoid all acronyms, and run a spell check over the document before saving!
5.1	Provides opportunities for the community to provide feedback to Council.	DEVA Deliver a minimum of 20 responses for the community to provide feedback to Council.	OT	DEVA	30-Sep-19						
5.2	Strengthen consultation with the community through the use of interpreters.	DA Engage a minimum of 50 interpreters (including sign language interpreters) at assessments and service reviews. Y Engage a minimum of five interpreters for key consultation activities.	OT	DAY	30-Sep-19						
	Engage children in the development of age appropriate initiatives where possible and where appropriate.	E Minimum of 30 children's case plans delivered.	OT	E	30-Sep-19						
	Encourage community to be able to advocate for issues affecting them.	Y Number and type of advocacy efforts.	OT	Y	30-Sep-19						
5.3	Test of translated children's best surveys to inform continual improvement process.	E Survey translated into a minimum of four community languages, number of surveys completed, evidence of consultation.	OT	E	30-Sep-19						
5.4	Undertake service specific surveys and consultations.	DA Undertake a minimum of 100 Regional Assessment Service (RAS) surveys. Undertake a support for Care's evaluation and implement recommendations. Undertake a Community Care Volunteers evaluation. Consult with a minimum of 60 visitors to the Care Melton Escp. E Minimum of five surveys and four consultations delivered. Y Complete a minimum two targeted surveys to young people and their families on program activities.	OT	DEVA	30-Sep-19						
5.5	Review Disability Advisory Committee (DAC) as a vehicle for people with a disability and careers can be raised.	DA Review the Disability Advisory Committee (DAC) at the end of 2018. Y Review DAC profile on Council website. DAC to present at the Business Excellence Awards appreciation event and awards ceremony.	OT	D	30-Sep-19						
	Utilise the expertise of Council's Advisory Committee to support community planning and decision making.	DEY Minimum of 12 meetings.	OT	DEY	30-Sep-19						