



2017/18 Council and Wellbeing Annual Action Plan
End of Year Report 2017/18
1 July 2017 to 30 June 2018

Council's Annual Action Plan demonstrates how Melton City Council's activities are being delivered against the Council and Wellbeing 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 detailed breakdown of all actions in Council's 2017/18 Annual Action Plan. The Action Plan contains 153 actions. Health and wellbeing is embedded throughout the Council and Wellbeing Plan, cutting through each theme, outcome, objective, strategy and indicator. The areas with a stronger link to health and wellbeing are displayed with a heart icon ♥
Completion dates for all actions are 30 June 2018 unless specified differently. A summary of the status at the end of the 2017/18 financial year first quarter is as follows:

Status	Symbol	Number of Actions	% of Actions
Achieved	✓	131	85.6%
On Track	●	11	7.2%
Not On Track	●	9	5.9%
Postponed	●	2	1.3%
Total		153	100.0%

Outcome 1: A City of people leading happy and healthy lives
Objective 1.1: A community where all people feel welcome, valued and proud







Strategies:

- 1.1.1 Create opportunities for people of all backgrounds to share and express cultural and religious experiences, knowledge, stories and traditions
- 1.1.2 Provide opportunities for meaningful community engagement and community capacity building initiatives
- 1.1.3 Contribute to a welcoming environment which embraces diversity
- 1.1.4 Provide opportunities and support initiatives that promote empowerment, development and participation for all

CAP No.	CP Strategy	Action	Status Symbol	End of Year Comments	Service Unit	Timeline
1	1.1.1	Support the development of interfaith relationships and initiatives	✓	The Melton Interfaith Strategy was presented and adopted by Council at the February 26, 2018, Ordinary Meeting. Community tours to visit and learn about various Places of Worship Bus occurred on March 20, 2018. The 2018 Intercultural/interfaith Calendar developed and promoted. Support and promotion of the Melton Interfaith Network's Community Dinner which was held on February 28, 2018.	Community Planning	
2	1.1.1	Deliver a publication to celebrate the 150 years of Library history as a local government body	●	A manuscript for the history of the City of Melton has been developed and finalised. Design and layout is underway for the production of a hard-copy, full-colour book. It is anticipated that book design will be finalised by August and a launch event held in October 2018.	Libraries	31-Oct-18
3	1.1.2	Delivery of the Youth Advisory Council (YAC)	✓	A Youth Awards night was delivered in June 2018. The 'We Belong' project was delivered in January 2018. 17 meetings held during the year	Recreation & Youth	
4	1.1.3	Deliver Harmony Day, Refugee Week and other cultural events throughout the year	✓	Harmony Day Event held on March 17, 2018. Taste of Harmony Staff lunch March 14, 2018. Community leaders Forum March 28, 2018.	Community Planning	
5	1.1.4	Deliver community development initiatives for residents in small townships and new developments	✓	Community development work continues in the Eynesbury, Rockbank and Diggers Rest Townships. For this last quarter, 21 programs or events (YTD 87) with 356 (YTD 1988) people attending.	Community Planning	

6	1.1.4	Develop an 'All Life Stages Strategy' incorporating Ageing Well, Disability, Early Years and Youth▼	✓	Melton: A City for All People is an integrated plan that combines four individual Council strategies, specifically the Disability Action Plan (recognising disability can be present at any age), the Municipal Early Years Plan (0-12 years), Youth Strategy (12-25 years), and the Ageing Well Strategy (50+ years) into one, all encompassing document. The Plan was adopted by Council on November 13, 2017.	Community Planning	31-Dec-17
7	1.1.4	Deliver actions from the 'All Life Stages Strategy' relative to Ageing Well▼	●	Melton: A City for All People was adopted by Council on 13 November 2017 and the action plan implemented in February 2018 for annual completion in September 2018. 40 Actions were identified, 38 are on track and 2 are complete. All due for completion by the due date of 30 September 2018.	Community Care	
8	1.1.4	Deliver actions from the 'All Life Stages Strategy' relative to Disability▼	●	Melton: A City for All People was adopted by Council on 13 November 2017 and the action plan implemented in February 2018 for annual completion in September 2018. 32 Actions were identified, 31 are on track and 1 is complete. All due for completion by the due date of 30 September 2018.	Community Care	
9	1.1.4	Deliver actions from the 'All Life Stages Strategy' relative to Early Years▼	●	The first year action plan is in place until September 2018. June 2018 reporting shows that all actions are expected to be completed as planned.	Families & Children	
10	1.1.4	Deliver actions from the 'All Life Stages Strategy' relative to Youth▼	●	All actions in the Melton, a City For All People Year 1 Action Plan are 'on track' to be completed by the end of September 2018.	Recreation & Youth	
11	1.1.4	Deliver children's events and activities that celebrate the diversity of children and families▼	✓	Participated in Active April Family Fun Day, Refugee Week activities and National Families Week activities.	Families & Children	

- Objective 1.2: A safe and equitable community**
- Strategies:**
- 1.2.1 Promote a sense of safety in all settings and among all people
 - 1.2.2 Advocate for increased police numbers including within the Family Violence Response Unit
 - 1.2.3 Support and promote safety and environment through education and the protection of the amenity of the municipality
 - 1.2.4 Contribute to a gender equitable community to prevent violence against women
 - 1.2.5 Contribute to reducing inequalities among marginalised community groups including children and adults with a disability, older adults, underrepresented cultural groups, Aboriginal and Torres Strait Islander communities and LGBTIQ people
 - 1.2.6 Enhance the capacity of communities experiencing challenges to develop effective solutions
 - 1.2.7 Provide, promote and support initiatives and programs that encourage people to build personal identity, wellbeing, confidence and a sense of belonging to the community

CP No.	CP Strategy	Action	Status Symbol	End of Year Comments	Service Unit	Timeline
12	1.2.1	Develop the Safer City Plan		On hold due to other work commitments. Background Report to be completed by June 2019 with Council adoption.	Community Planning	
13	1.2.1	Advocate to State Government regarding urgent need for increased police numbers		Council is regularly building relationships with key stakeholders including members of the State Government. In the recent State budget, three new police officers were allocated to the City of Melton. Latest crime figures have also shown a decline in crime in the municipality. Over the last financial year, we have engaged the Police Ministers Office for more resources to be allocated in the city. Our effective communication with advisers has helped in bringing new officers to the local area.	Engagement & Advocacy	
14	1.2.3	Continue to roll out the "Responsible Pet Ownership" program to the community		A Dog Attack policy, guidelines, fact sheet and investigation work instruction have been adopted by Council.	Compliance	
15	1.2.3	Continue to roll out a community education program for Domestic Swimming Pool Safety Barriers to the community		In total, 585 properties were inspected throughout the year.	Compliance	
16	1.2.4	Develop the Preventing Violence Against Women Through Gender Equity Strategy		Equality and Respect 2030 - A Strategy to prevent violence against women through gender equity was adopted by Council in April 2018.	Community Planning	
17	1.2.4	Provide Maternal & Child Health Family Violence support to identified women at risk		18 Family Violence visits have been recorded. A further 8 from last quarter. Of these eight consultations, five required referrals to Family Violence services.	Families & Children	

18	1.2.5	Advocate and increase opportunities for marginalised community to access affordable and sustainable accommodation ▼	✓	Housing Services has successfully secured a total of 92 long-term tenancies for clients in this financial year (Q1:32, Q2:19, Q3:26, Q4:15).	Families & Children
19	1.2.6	Facilitate African Communities Working Group	✓	The African Communities Working Group (ACWG) continues to meet on a bimonthly basis. It has been successful in it's nomination for the Keep Australia Beautiful Award with decision pending July 2018.	Community Planning
20	1.2.6	Deliver projects to the community with the focus on preventing incidences of homelessness ▼	✓	Housing Services has delivered a total of five projects to the community.	Families & Children
21	1.2.7	Deliver Seniors Festival Week activities	✓	Nine events were delivered during Seniors Festival Week in October 2017.	Community Care
22	1.2.7	Deliver Citizenship Ceremonies for City of Melton residents	✓	Five citizenship ceremonies were held in the 2017-2018 financial year conferring citizenship to 509 residents of the City of Melton.	Legal & Governance

Objective 1.3: Equitable, inclusive and accessible community and health infrastructure and services

Strategies:

- 1.3.1 Advocate and plan for long term health infrastructure
- 1.3.2 Deliver localised services and programs that are based on community need
- 1.3.3 Support existing and attract new community service organisations to ensure the current and future needs of the community are met
- 1.3.4 Plan, advocate and provide services and facilities that respond to the changing needs and life stages of the community
- 1.3.5 Provide, promote and support initiatives and services that contribute to improving access, inclusion and equity for all

CAP No.	CP Strategy	Action	Status Symbol	End of Year Comments	Service Unit	Timeline
23	1.3.1	Advocate for the provision of a purpose-built community health facility	✓	Council endorsed a Council report for an advocacy campaign to commence for a public hospital to be built in the City of Melton. In this financial year, Council has also spoken to the new Victorian Health and Human Services Building Authority who have shared new information about the timeline for a new hospital in the West, with a site in the City of Melton being considered by the Department and the Minister.	Engagement & Advocacy	
24	1.3.1	Advocate to State government to promote improved health facilities including day procedure facility and general hospital	✓	Council endorsed a Council report for an advocacy campaign to commence for a public hospital to be built in the City of Melton. In this financial year, Council has also spoken to the new Victorian Health and Human Services Building Authority who have shared new information about the timeline for a new hospital in the West, with a site in the City of Melton being considered by the Department and the Minister. This is an ongoing advocacy	Engagement & Advocacy	
25	1.3.2	Develop Neighbourhood Centres Strategy	●	The Draft Discussion Paper and Strategy have been completed. Finalisation of the Strategy will occur in conjunction with, or just after finalisation of the Community Planning service review which will be post 30 June 2018.	Community Planning	
26	1.3.2	Develop and roll out a "School Crossing Education" program	✓	Staff training has been completed and a session has been trialled at a primary school.	Compliance	
27	1.3.2	Review Council's Playgroups Program	✓	The review of the Playgroups program has been completed and recommendations made.	Families & Children	

28	1.3.3	Support delivery of the Adolescent, Young Adult and Family Counselling services ▼	✓	10 referrals to Djerriwarth Health Counselling Services in the quarter, 41 referrals for the year	Recreation & Youth
29	1.3.3	Provide project management services for construction of Hope Street Youth Refuge	✓	Council has provided project management services for the project throughout the year.	Capital Projects
30	1.3.3	Advocate for aged and disability service providers to be locally based in the municipality ▼	✓	The Disability Service Provider Network facilitated by Community Care, promotes and creates opportunities for providers to establish services in the Melton municipality. Through the Network two disability providers have expressed interest in providing locally based services. The CARE Melton Expo attracted 62 service providers, providing information and referrals for approximately 650 visitors. Invitations to the February 2018 Service Provider meeting were distributed to 180 aged and disability industry staff resulting in 40 attendees. Nine new Service Providers were added to an internal database including Plan Management Partners, Catholic Care, Ability2 Drive, Alpha Services, Spectrum Vic, United - Spanish Latin American Welfare Centre Inc., genU Karingal St Laurence and Brotherhood of St Laurence. The proposed sale of the Pinnacle facility to Autism Plus was approved at the March Ordinary Council meeting. Actions within the Melton, A City For All People Action Plan have specific focus on the needs of aged and disability service providers looking to be based locally in the municipality.	Community Care
31	1.3.4	Identify service needs within the municipality ▼	✓	The 'Service needs' summary has been completed.	Community Planning
32	1.3.5	Implement the Intercultural Action Plan 2017-2021	✓	The First year Action Plan has been implemented and is on track for 2018	Community Planning
33	1.3.5	Deliver the Adult Literacy Innovation Project in partnership with Djerriwarth Community & Education Services	✓	The project is complete and the grant has been acquired with the State Library Victoria. The 'Welcome to the Library' reader and teacher resource was publicly launched at the Melton Library and Learning Hub on 27 October 2017 and is published online at: www.melton.vic.gov.au/air	Libraries

34	1.3.5	Deliver the Integrated Family Support Program to vulnerable families as referred through the Brimbank Melton Child FIRST Alliance ▼	✓	Family Services met the target set by the Department of Health and Human Services which was 4630 achieving 4,783.38 hours.	Families & Children	
35	1.3.5	Deliver Breastfeeding support services to families ▼	✓	Between April to June 2018 439 clients were assisted through home visits, drop in service, phone calls and centre visits.	Families & Children	
36	1.3.5	Review Maternal & Child Health Positive Parenting Program ▼	✓	The Positive Parenting Program review report has been provided and a plan for implementation is being prepared.	Families & Children	

Objective 1.4: A resilient community promoting social cohesion

Strategies:

- 1.4.1 Engage, encourage and provide opportunities for community leaders and elders to support their communities ▼
- 1.4.2 Facilitate a culture of volunteerism ▼
- 1.4.3 Increase opportunities for cultural expression, sharing and celebration ▼
- 1.4.4 Support sporting and community organisations to deliver community benefits ▼
- 1.4.5 Facilitate relationship development between groups and individuals in the community ▼
- 1.4.6 Provide opportunities for all people, including new and emerging communities to participate in all aspects of community life ▼
- 1.4.7 Provide opportunities for arts participation and appreciation

CAP No.	CP Strategy	Action	Status Symbol	End of Year Comments	Service Unit	Timeline
37	1.4.1	Implement a program to enhance and strengthen community leadership skills and networks	✓	The Course has held its final session and graduation will be in August 2018.	Community Planning	
38	1.4.2	Assist our Emergency Management partner organisations in the promotion of Emergency Management volunteerism	✓	Council assisted the State Emergency Service and the Country Fire Authority at the Safer City Day Event held at Caroline Springs shopping centre on Saturday 21 April 2018. Council presented to the Community Leadership participants and provided access to an Introduction to Emergency Management course for participants. Council coordinated two volunteering opportunities during April and May to assist Blazead in Cobden; 80 local volunteers participated.	Risk & Performance	
39	1.4.3	Deliver Pop Culture events as a community gathering opportunity	✓	A number of events have been delivered across the year and the programme for the upcoming 12 months was presented to Council and approved at the March 2018 meeting	Engagement & Advocacy	
40	1.4.4	Administer Council's Annual Grant Program	✓	All grant rounds expended in line with Council guidelines.	Community Planning	

41	1.4.6	Facilitate neighbourhood networks in Rockbank and Diggers Rest townships	✓	<p>The Rockbank Community Network meets quarterly and is made up of local community members and organisations. The network developed an action plan that supported the Rockbank Street Party, Archery workshop and Halloween Party. They are also working on a communication strategy to build better connection within the community.</p> <p>The Diggers Rest Neighbours Network meet monthly. This year they organised a Pet show, consultation for Diggers Rest Precinct Plan, did a budget submission for lighting the Recreation Reserve and acted as an advisory group for local neighbourhood programs.</p>	Community Planning
42	1.4.7	Deliver a range of artistic & cultural events and exhibitions at Caroline Springs Gallery incorporating professional and amateur practice	✓	<p>There were 13 exhibitions across gallery spaces, with 6 professional exhibitions and 7 community exhibitions. The Caroline Springs Gallery had 43 weeks of activation with 8 exhibitions, and Melton Library and Learning Hub had 4 exhibitions and 17 weeks of activation. There were four Artists in Residence, and over 3,000 community members attended 154 arts programs. 3 public artworks were commissioned in the Melton Town Centre, and 4 artworks on electricity substations in Aintree.</p>	Libraries
43	1.4.7	Deliver the 'Active through the Arts: Everyone Belongs' project	✓	<p>This project was fully delivered, with the final report deemed satisfactory by funding body VicHealth. Programs were designed to reach women of diverse backgrounds, adults with a disability, and young people of South Sudanese descent. The project resulted in public performances and videos, an inclusive movement program, music and dance-based workshops for youth at three local schools, and 49 Bollywood dance classes.</p>	Libraries

Objective 1.5: Environments that enable and encourage positive public health and wellbeing outcomes

Strategies:

- 1.5.1 Contribute to reducing harm caused by gambling, liquor, tobacco and fast food consumption ▼
- 1.5.2 Invest in health promotion initiatives to prevent poor health outcomes ▼
- 1.5.3 Design, build and maintain the public realm to enable the promotion of formal and informal physical activity ▼
- 1.5.4 Promote public health and safety through education and enforcement ▼
- 1.5.5 Create opportunities to encourage healthy lifestyles and choices through education and program delivery ▼

CAP No.	CP Strategy	Action	Status Symbol	End of Year Comments	Service Unit	Timeline
44	1.5.1	Develop an Alcohol Management Framework informed by harm minimisation and health promotion principles ▼	✓	The Framework was endorsed by Council on 18 December 2017. Preparation of Guidance material to assist in use of the Policy has now commenced. Is currently in the consultation phase with community and stakeholders.	Community Planning	
45	1.5.1	Provide education and training for community organisations in the areas of gambling, alcohol, tobacco and other drugs ▼	✓	Education workshops such as "Look out for your mates" has been organised for clubs to attend. Meeting with Good Sports (Australian Drug Foundation) to discuss getting all sports clubs registered.	Recreation & Youth	
46	1.5.1	Conduct annual sale of tobacco to minors testing program in accordance with the Municipal Association of Victoria (MAV) funding agreement	✓	Test purchasing programs were conducted in October and April.	Compliance	
47	1.5.2	Coordinate Heart Foundation Walking Groups ▼	✓	Total number of walking groups is 12.	Community Planning	
48	1.5.2	Actively participate in the 'Action for Equity' partnership ▼	✓	Council endorsed a new Action for Equity Strategy and action planning has commenced. Condom vending machines are in situ in three locations across the municipality.	Community Planning	
49	1.5.3	Support the development of the Melton Botanic Gardens via the Masterplan review	✓	The Masterplan review has been completed and is expected to be reviewed by Council in the coming months.	Recreation & Youth	
50	1.5.4	Finalise and roll out the "Building Site Amenity" program	✓	The final version of the program was completed and implemented in December 2017.	Compliance	
51	1.5.5	Develop and roll out a "Domestic Animals Adoption" program	✓	The development of the Program has been completed and the roll out commenced in April.	Compliance	

52	1.5.5	Deliver vaccinations in accordance with the Australian Immunisation Schedule for children up to 18 years of age ▼	✓	Infants sessions have been carried out as scheduled, and the 2018 school immunisation program commenced in February 2018.	Compliance
----	-------	---	---	---	------------

Objective 1.6: Reconciliation to support healthy communities

Strategies:

- 1.6.1 Enhance relationships based on mutual trust, respect and understanding
- 1.6.2 Take action to mitigate inequities that exist between Indigenous and non-Indigenous Australians▼
- 1.6.3 Promote and celebrate the culture and history of Australia's first peoples
- 1.6.4 Identification, protection and where appropriate interpretation of places of significance for Indigenous people

CAP No.	CP Strategy	Action	Status Symbol	End of Year Comments	Service Unit	Timeline
53	1.6.1	Facilitate the Reconciliation Advisory Committee▼	✓	The committee has recommended new Terms of Reference to Council which have been improved. Events for Reconciliation held and NAIDOC planned	Community Planning	
54	1.6.2	Support the activation of the Kirrip Aboriginal Community Hub	✓	The strategic plan has been completed and the board continue to build program capacity.	Community Planning	
55	1.6.2	Develop Reconciliation Roadmap 2018-21	✓	The Reconciliation Roadmap has been recommended to Council by the Advisory Committee and is scheduled for Council's Ordinary meeting in July	Community Planning	
56	1.6.2	Collaborate with Djerrivarrh Health Services to deliver the Koolin Bailit project to enhance the health and development outcomes for Aboriginal children and their families▼	✓	Three steering group meetings have been attended. The Cultural Safety Audit, including professional development for staff has been completed with an action plan developed for implementation in 2018-19. The Koolin Bailit Early Years Project has received further funding from the Department of Health and Human Services and is currently undertaking an evaluation of the existing project to inform future direction.	Families & Children	
57	1.6.2	Explore professional development opportunities for early years educators to develop education programs that are inclusive of indigenous residents▼	✓	A number of options explored. Those options investigated further included working with Koolin Bailit Project to deliver Aboriginal cultural safety sessions to educators and working with the Department of Education & Training to support needs of families. Vulnerability Guide sessions were delivered to educators in May 2018.	Families & Children	
58	1.6.3	Recognise and celebrate Reconciliation Week, NAIDOC Week and other key cultural events	✓	All events successfully held with NAIDOC on track for July 2018.	Community Planning	

59	1.6.4	Engage with local Aboriginal communities to consider opportunities for meaningful recognition of historical events in the City	✓	Ongoing discussions are continuing with the Reconciliation Advisory Committee and with Kirrip Aboriginal Corporation. Involvement with regional organisations and networks continues to build positively.	Community Planning	
----	-------	--	---	---	--------------------	--

Outcome 2: A City that preserves and enhances its natural environment for future generations

Objective 2.1: A resource efficient City

Strategies:

- 2.1.1 Reduce use of potable water
- 2.1.2 Increase use of wastewater from alternate supplies
- 2.1.3 Consider the waste hierarchy to promote a whole of life-cycle approach to purchasing decisions
- 2.1.4 Facilitate municipal waste management strategies to reduce waste to landfill

CAP No.	CP Strategy	Action	Status Symbol	End of Year Comments	Service Unit	Timeline
60	2.1.1	Develop an Integrated Water Management Plan	✓	Background Technical documents were prepared and a number of workshops with internal staff, key stakeholders, community groups and Council were held throughout the year to develop the vision, objectives and actions of the plan. The draft Plan was prepared and presented to Council at a briefing in March 2018. The draft document was released for public comment for four weeks during March/April 2018. Following the consultation the document was revised to address the submissions, where appropriate. The final plan was presented to, and adopted by, Council at the Ordinary Meeting of 28 May 2018.	City Design, Strategy & Environment	
61	2.1.4	Develop a Waste Strategy for the municipality that will guide waste and resource management into the future	●	The development of the Strategy will not progress until the end of 2018 (in line with realistic recruitment timelines). It is likely that we will have a draft strategy prepared by December 2019.	Operations	
62	2.1.4	Review the operation of the Melton Recycling Facility	✓	The Review has been completed and presented to Executive	Operations	31-Dec-17

Objective 2.2: A 'low-carbon city' well-adapted to changing climate conditions

Strategies:

- 2.2.1 Reduce greenhouse gas emissions
- 2.2.2 Foster community resilience to a changing climate
- 2.2.3 Employ the principles of climate change adaptation in Council infrastructure
- 2.2.4 Increase tree canopies and enhance habitat corridors

CAP No.	CP Strategy	Action	Status Symbol	End of Year Comments	Service Unit	Timeline
63	2.2.3	Deliver a project to provide Tree seedlings for four year olds attending Kindergarten	✓	The Project was successfully delivered in Term 1 2018.	Families & Children	
64	2.2.3	Embed the 'Climate Resilient Infrastructure Checklist' into the asset management process	✓	Discussions have been held with a number of teams within Council to discuss how the checklist can be incorporated into business as usual processes. The Checklists have been included in the contract for the preparation of the Environmental Sustainable Design guidelines currently under preparation. This will provide guidance for the design of all development, including Council assets.	City Design, Strategy & Environment	
65	2.2.4	Deliver the annual Street Tree Planting and Beautification Program across the municipality	✓	100% of the program has been delivered with 4,000 trees planted this year	Operations	
66	2.2.4	Develop a Melton Municipal Street Tree Strategy (2 year project)	✓	Background and technical analysis was completed including detailed mapping, to assess the tree canopy and heat island effect. The draft Street Tree Strategy has been prepared and is to be presented to Council at a briefing on 2 July 2018.	City Design, Strategy & Environment	

Objective 2.3: A City with healthy waterways, biodiversity and ecosystems

Strategies:

- 2.3.1 Ensure biodiversity is well managed and protected including Council's environmental reserves and private land
- 2.3.2 Maintain and improve rural land to ensure it is healthy and productive
- 2.3.3 Advocate to water authorities regarding the maintenance and protection of waterways
- 2.3.4 Reduce the inflow of contaminants and litter in bodies
- 2.3.5 Improve the management of rural areas

CAP No.	CP Strategy	Action	Status Symbol	End of Year Comments	Service Unit	Timeline
67	2.3.2	Undertake condition audits of Council environmental reserves and complete maintenance work as required	✓	Auditing of the environmental reserves has been completed as required.	Operations	
68	2.3.2	Develop Western Plains South Green Wedge Management Plan (2 year project)	●	Project is being prepared in partnership with Wyndham City Council with the tender awarded in November 2017. Technical analysis was completed and a draft Background Report prepared. The draft Background Report was presented to Council on 16th April. Following the Council briefing the document was released for public comment for four weeks. During this consultation period Community drop in sessions were held in Eynesbury and Melton on 22 and 24 May 2018. The Background Report has now been finalised.	City Design, Strategy & Environment	30-Dec-19
69	2.3.4	Deliver the Water Sensitive Urban Design Construction program	●	Designs are complete. The Cultural Heritage Management Plan has been submitted to Wurundjeri for review, with an anticipated 30 day assessment timeframe. Procurement will then occur and construction to commence in October. Works will be completed by February 2019.	Engineering Services	
70	2.3.5	Deliver the Environment Enhancement Program	✓	88% Pass Rate. Reported to Council March 2018	City Design, Strategy & Environment	

Objective 2.4: A City growing and developing sustainably

Strategies:

- 2.4.1 Employ the principles of ecologically sustainable development in Council infrastructure
- 2.4.2 Advocate against noxious industries that adversely affect the wellbeing of the community or environment

CAP No.	CP Strategy	Action	Status Symbol	End of Year Comments	Service Unit	Timeline
71	2.4.1	Development Environmentally Sustainable Design Guidelines	●	The scope of the project was changed to ensure alignment with the environment plan and emerging state government documents. A request for quotation was sent out in June 2018, to identify consultants for the preparation of ESD guidelines. The tender has been awarded and the Guidelines, policy recommendations and an implementation roadmap are now due for completion in February 2019.	City Design, Strategy & Environment	28-Feb-19

Objective 2.5: An environmentally aware community that appreciates the City's unique environmental assets

Strategies:

- 2.5.1 Educate and engage the community in local environmental and sustainability issues
- 2.5.2 Facilitate access to and appreciation of local natural assets
- 2.5.3 Promote and support the interpretation of natural landscapes and cultural heritage

CAP No.	CP Strategy	Action	Status Symbol	End of Year Comments	Service Unit	Timeline
72	2.5.1	Support local environment groups and school based programs	✔	Throughout the year officers have had more than 50 separate interactions with community groups to support a range of events and activities including Tree Planting Days, attendance at group meetings, the Platypus Festival and Bird Week, Wildflower Walks. Council has engaged with over 22 schools and over 1000 students on a range of education programs. Support was also provided for planting days through advice, on-day support, purchasing plants and the funding of a water tank at the ridge in Caroline Springs. Council also supported six environment groups through providing World Environment Day grants and three environment groups in their nominations for the Keep Victoria Beautiful awards.	City Design, Strategy & Environment	
73	2.5.2	Continue to deliver the Environmental Education Programs	✔	Completed four education programs across 22 schools including Volcano Dreaming, Springside College Grasslands Project, One Tree, One Child and Threatened Species projects.	City Design, Strategy & Environment	
74	2.5.3	Implement the Significant Landscape Features Strategy	●	Amendment C173 to the Melton Planning Scheme sought to implement key action from the adopted Council strategy. The amendment was placed on public exhibition and reported back to Council who resolved to convene an independent planning panel to consider submissions. The Panel was held in March 2018 and the Panel report was received on 30th April 2018. The report fully supported Amendment C173 and the Strategy, recommending only minor changes to the exhibited Amendment documentation. At the ordinary meeting of Council 25 June 2018 Council resolved to defer the consideration of the amendment. It is anticipated that the amendment will be re-considered by Council in September 2018.	City Design, Strategy & Environment	




Outcome 3: A City with a clear vision to manage growth in a sustainable and accessible way

Objective 3.1: A City that strategically plans for growth and development

Strategies:

- 3.1.1 Appropriately plan for future development of greenfield land and ensure linkages to existing communities and assets
- 3.1.2 Undertake integrated open space planning to ensure new neighbourhoods have timely access to reserves, parks, gardens, heritage places and natural assets ▼
- 3.1.3 Advocate, plan and deliver a City that connects people to education, employment, tourism and social interactions ▼
- 3.1.4 Advocate and support development and availability of diverse and affordable housing options ▼
- 3.1.5 Advocate to and work with State government in planning for the City's growth areas
- 3.1.6 Support the conservation and restoration of heritage places

CAP No.	CP Strategy	Action	Status Symbol	End of Year Comments	Service Unit	Timeline
75	3.1.2	Plan and deliver open spaces as per the Parks Development Program ▼	✓	The program was repositioned to bring the Stewart Crescent Reserve forward. Work is progressing at this reserve. All other work in the annual program is being delivered as per the program.	Recreation & Youth	
76	3.1.3	Develop the Rockbank Town Centre Urban Design Framework (2 year project)	✓	Tenders to undertake the projects were awarded to suitably qualified consultants. Background technical reports were prepared and presented to Council on the 30 October 2017. Following the briefing the draft Background Report and technical documents were released for consultation and a stakeholder summit involving all relevant stakeholders, landowners and the community was held in November 2018. The Background Report and technical reports were revised and finalised based on the feedback received during this period and the final background report provided to Council in March 2018. Council officers and consultants have continued to have regular meetings with key stakeholders, landowners and other interested parties on a regular period throughout the year. The draft Urban Design Framework has been received, and is to be presented to Council at a briefing on 2 July 2018.	City Design, Strategy & Environment	30-Jun-19
77	3.1.4	Develop an annual inspection program of the quality and liveability of new developments ▼	✓	The inspection program has been conducted over the last two years, and will continue to be conducted on an annual basis in future. Any issues identified or areas for improvement are discussed and addressed as part of the Planning Services and Engineering Services annual business plans	Planning Services	

78	3.1.4	Implement the Housing Diversity Strategy		<p>The planning scheme amendment was lodged for authorisation in April. The Department of Environment, Land, Water and Planning (DELWP) have provided new advice on the amendment due to a changed position on how it deals with amendments of this nature.</p> <p>A workshop was held with DELWP officers to ascertain the new advice. Officers are currently seeking legal advice on how to proceed with the amendment given the new advice received.</p>	City Design, Strategy & Environment
79	3.1.5	Contribute to State Government processes in the identified Precinct Structure Plans (PSPs) and Infrastructure Contributions Plans		<p>Mt Atkinson and Tameit Plains PSP was approved in September 2017. Kororoit and Plumpton PSPs was approved in February 2018. Planning Scheme Amendment C195 implementing the Plumpton and Kororoit Infrastructure Contributions Plan is to be exhibited from 2nd - 23rd July 2018. Council officers have worked closely with the Victorian Planning Authority to resolve issues through the exhibition process.</p> <p>Council will consider endorsing the submission prepared by Council officers at the Ordinary Meeting 25 July 2018 .</p>	City Design, Strategy & Environment
80	3.1.6	Undertake assessments of Conservation Desirable sites to implement key action from the Adoption Heritage Strategy		<p>The project was put out to tender for suitably qualified consultants to undertake the assessment and it was awarded in December 2017. The consultant undertook an assessment of all sites identified in the adopted Heritage Study and the final assessments have been received.</p>	City Design, Strategy & Environment

Objective 3.2: Community facilities, infrastructure and services that are equitably planned for, provided and maintained
Strategies:

- 3.2.1 Identify and address gaps in community infrastructure and open space
- 3.2.2 Ensure facilities are designed and built to accommodate growth, diverse needs and future flexibility
- 3.2.3 Ensure facilities are accessible, safe and well maintained
- 3.2.4 Ensure existing assets are adequately renewed, maintained, fit for purpose and resilient to changing climate conditions
- 3.2.5 Provide spaces and places for the community to meet, reflect and just be
- 3.2.6 Explore opportunities for the flexible delivery of Council services
- 3.2.7 Advocate to resource providers to ensure secure public access to essential services

CAP No.	CP Strategy	Action	Status Symbol	End of Year Comments	Service Unit	Timeline
81	3.2.1	Develop Macpherson Park Future Directions Plan	✓	The Plan was adopted at the Council Meeting in December 2017	Recreation & Youth	
82	3.2.2	Construction of the Taylor's Hill West sports precinct	●	Lease signed and construction is underway	Recreation & Youth	
83	3.2.2	Construction of the Caroline Springs sub regional tennis facility	●	Construction progressing as planned. Tennis court construction progressing well, stadium extension, enclosing new roof and walls being undertaken.	Recreation & Youth	
84	3.2.2	Delivery of the 2017/18 Capital Works Program	✓	The Capital Works Program has been delivered in accordance with reporting requirements.	Capital Projects	
85	3.2.2	Develop a Strategic Telecommunications Infrastructure Strategy	✓	A Policy Framework was presented to, and adopted by, Council at the Ordinary Meeting of Council in October 2017.	City Design, Strategy & Environment	
86	3.2.3	Plan and deliver outcomes of the Female Friendly Facility Change rooms program	✓	All projects for this year have been designed, quoted with works commencing in the new financial year	Recreation & Youth	
87	3.2.4	Undertake a condition audit of all Council buildings to guide the production of maintenance and renewal programs	●	On site inspections have been completed. Audit reports and data being finalised by Consultant, expect delivery by September 2018	Operations	

88	3.2.5	Design the Kurunjang Community Hub	✓	Detailed design has been completed and approved for Tender by the Project Control Group	Community Planning
89	3.2.6	Develop the Domestic Animal Management Plan	✓	The Domestic Animal Plan was adopted by Council at the December 2017 meeting.	Compliance
90	3.2.6	Review service model and undertake a competitive tender process for operational activities	✓	Expiring contracts for Waste and Cleaning Operations have been reviewed, re-drafted and tendered, or are scheduled to be tendered in the 18/19 financial year. These contracts include the Building & Public Amenity Cleaning and Hygiene Services Contract (new contract commences 1/11/18), Hard Waste and Dumped Rubbish Collection Contract (new contract commences 1/11/18), Street Sweeping Services Contract (new contract commences 1/7/19), Melton Recycling Facility Contract (new contract commences 1/7/19) and the Waste Collections Contract (new contract commences 1/7/19).	Operations

Objective 3.3: Public spaces that are vibrant and engaging places for all

Strategies:

- 3.3.1 Create diverse and inclusive opportunities for all people to enjoy and share time and spaces
- 3.3.2 Provide existing and new public spaces that are accessible, safe and well maintained
- 3.3.3 Provide appropriate facilities and resources across the public space network
- 3.3.4 Provide and promote public art

CAP No.	CP Strategy	Action	Status Symbol	End of Year Comments	Service Unit	Timeline
91	3.3.1	Develop a site and costing analysis for an Amphitheatre at the Caroline Springs Civic Centre	✓	A concept design and preliminary costings have been prepared for the amphitheatre. The analysis will be presented to Council in a briefing, the date of which is yet to be determined.	City Design, Strategy & Environment	
92	3.3.2	Deliver Stage Three of the Pride of Melton project	✓	Stage Three Works are now complete and in the maintenance period.	Engineering Services	
93	3.3.3	Deliver improvements to Council's passive recreation reserves via the Passive Parks Development Program	✓	The program was reprioritised to bring the Stewart Crescent Reserve forward. Work is progressing at this reserve. All other work in the annual program is being delivered as per the program.	Recreation & Youth	
94	3.3.4	Develop a new Public Art Strategy and Policy	✓	A new Public Art Policy to lead the development, procurement and maintenance of public art in the City of Melton was ratified at the June Council Meeting.	Libraries	

Objective 3.4: A flexible, safe and health promoting transport network that enables people to move around

Strategies:

- 3.4.1 Advocate for public transport which creates a better developed network within and outside the municipality
- 3.4.2 Promote active transport options in the road and open space network
- 3.4.3 Ensure road networks are adequate, safe and contribute to the wellbeing of the community
- 3.4.4 Support creation of a connected and active community through the design and delivery of walking and cycling networks

CAP No.	CP Strategy	Action	Status Symbol	End of Year Comments	Service Unit	Timeline
95	3.4.1	Advocate for public transport networks	✓	Over the last year, Council has worked on transport related advocacy. Transport advocacy has included meeting the Parliamentary Secretary for Transport to discuss bus related infrastructure, and with other Government, Council has now developed a community transport committee with the objective of supporting Council's transport advocacy priorities. A member of the advocacy unit sits on the committee.	Engagement & Advocacy	
96	3.4.1	Advocate for inclusion of pedestrian rail crossings in the Melton rail duplication project	✓	An Agreement has been signed with the Melbourne Metro Rail Authority for the inclusion of pedestrian rail crossings in the Ballarat Line Upgrade Project	Engineering Services	
97	3.4.2	Support the planning and implementation of active sustainable transport initiatives	✓	10 schools re-engaged in Term 1 2018, including one on one meetings, Healthy Schools Network, Ride2School Day and relaunch of individual school activities including walk to school groups	Community Planning	
98	3.4.3	Implement the Road 2 Zero Action Plan	✓	An additional 14 actions were delivered for the April - June quarter bringing the total number of actions for the year to 82.	Community Planning	

99	3.4.3	Implement Moving Melton, Council's integrated transport strategy ▶	●	<p>The terms of reference for the Transport Community Reference group were approved and members have been appointed following an expression of interest process and endorsement by Council. The group has met 3 times and has commenced work on a community campaign for improving transport within the City of Melton. Work has commenced on the preparation of a Road Network Plan.</p> <p>Officers worked with the State Government to secure the delivery of Toolern Station and the supporting infrastructure projects. Construction has commenced and officers continue to work with the rail authority on design and development matters.</p> <p>Several meetings have been held with Ministers, VicRoads, Victorian Planning Authority and Transport Victoria to advocate for the upgrade and delivery of key transport infrastructure as part of Council's advocacy program.</p>	City Design, Strategy & Environment	
100	3.4.3	Complete the Abey Road bridge construction to provide a vital link between Melton South and the Toolern Growth area	✓	Works have been completed	Engineering Services	30-Sep-17
101	3.4.4	Construction of walking and cycling networks ▶	✓	Council has added 79,157 metres of new footpaths to the asset register. 71,636 metres of those are gifted assets in new estates and 7,521 metres are newly constructed as part of the Capital Investment Expenditure.	Engineering Services	

Objective 3.5: A City that encourages and enables people to work, shop and spend time locally

Strategies:

- 3.5.1 Encourage a mix of retail, industrial and commercial development locally
- 3.5.2 Support local place making initiatives
- 3.5.3 Facilitate the delivery of high quality public realm in all retail and commercial precincts
- 3.5.4 Maintain and enhance the amenity of the public realm through graffiti removal, public art, street sweeping and beautification initiatives

CAP No.	CP Strategy	Action	Status Symbol	End of Year Comments	Service Unit	Timeline
102	3.5.1	Develop Toolern Employment Area Urban Design Framework & Revise the Toolern Town Centre Urban Design Framework (2 year project)	●	Tenders to undertake the projects were awarded to suitably qualified consultants. Background technical reports were prepared and presented to Council on the 30 October 2017. Following the briefing the draft Background Report and technical documents were released for consultation from 13 November 2017-13 December 2017 with a stakeholder summit involving all relevant stakeholders, landowners and the community held on the 21 November 2018. The Background Report and technical reports were revised and finalised based on the feedback received during this period and the final background report provided to Council in March 2018. The preparation of the draft Urban Design Framework has commenced and Council officers and consultants have continued to have regular meetings with key stakeholders, landowners and other interested parties on a regular period throughout the year.	City Design, Strategy & Environment	30-Jun-19
103	3.5.3	Develop Public Realm Design Guidelines	●	Background analysis and internal consultation workshops and a briefing and workshop with Council were completed and informed the development of the draft guidelines. The draft public realm design guidelines will be presented to Council on the 2 July 2018.	City Design, Strategy & Environment	31-Dec-18
104	3.5.4	Graffiti education program delivered in Schools across the municipality	✓	58 education workshops have been delivered this financial year.	Operations	

Outcome 4: A City rich in local employment and education opportunities

Objective 4.1: A diverse economy that fosters business growth, encourages new investment and leads and responds to change

Strategies:

- 4.1.1 Encourage competitive and sustainable business practices
- 4.1.2 Identify strategies and initiatives to support businesses to establish and grow
- 4.1.3 Engage and partner with businesses to understand their needs and objectives
- 4.1.4 Explore business opportunities linked to the digital economy and a digitally connected community

CAP No.	CP Strategy	Action	Status Symbol	End of Year Comments	Service Unit	Timeline
105	4.1.2	Develop and implement an annual Economic Development and Tourism Action Plan	✓	The Draft Action Plan completed and being fine tuned for approval by Executive. The Action Plan will cover the period from Jan 2018 - Jun 2019 and allow the Economic Development Unit to report on an annual action plan that aligns with Council's reporting cycles.	Engagement & Advocacy	
106	4.1.4	Deliver actions within the Digital Business Strategy 2016 - 2019	✓	Of the 19 actions due to be completed by the 2nd year of the Strategy 18 have been completed with 1 abandoned. *Note: Action Plan is due to be complete by the end of 2019	Engagement & Advocacy	

Objective 4.2: More local employment options with an increasing number of residents employed

Strategies:

- 4.2.1 Facilitate pathways that encourage local employment in local businesses
- 4.2.2 Advocate to State and Federal government and private industry for increased local employment opportunities
- 4.2.3 Advocate for improved public transport to connect residents with local employment opportunities

CAP No.	CP Strategy	Action	Status Symbol	End of Year Comments	Service Unit	Timeline
107	4.2.1	Deliver actions defined within Theme 4: Future Growth & Enabling Assets of the 2016-19 Investment Attraction Strategy	✓	Of the 21 actions in Theme 4, 14 (67%) have been completed, 1 has been abandoned and 6 are still in progress. NOTE: There are still 1.5 years to complete this action plan.	Engagement & Advocacy	
108	4.2.2	Deliver actions defined within Theme 2: Investment Facilitation & Business Development of the 2016-19 Investment Attraction Strategy	✓	Of the 19 actions in Theme 2, 12 (63%) have been completed, 2 have been abandoned and 5 (42%) are still in progress. NOTE: There are still 1.5 years to complete these actions.	Engagement & Advocacy	

Objective 4.3: A visitor economy that adds value to local businesses

Strategies:

- 4.3.1 Promote and support existing tourism operators and attractions to increase visitation to the City and improve yield
- 4.3.2 Provide targeted visitor information and support services
- 4.3.3 Develop, deliver and support festivals, events and celebrations in partnership with community and business ▼
- 4.3.4 Increase investment in intercultural festivals and celebrations

CAP No.	CP Strategy	Action	Status Symbol	End of Year Comments	Service Unit	Timeline
109	4.3.1	Review and deliver an incentive based Buy Local program	✓	The revised Buy Local campaign has continued to be rolled out with the 3rd Phase (Winter) being delivered at the moment with vouchers distributed via Council's Visitor Servicing Outreach program. The number of vouchers distributed this year were: Summer (1250), Autumn (1130) with an average redemption rate of 15% per campaign.	Engagement & Advocacy	
110	4.3.3	Run community events including Djerriwarrh & Summersault Festival	✓	The Summersault Festival was held on 10 February, 2018, attracting large crowds in the evening after exceptionally adverse weather conditions affected the event significantly during the day. A large and highly visible police presence was a factor in preventing any anti-social behaviour throughout the event. 92% of 123 attendees surveyed would recommend the event to a friend.	Engagement & Advocacy	

Objective 4.4: A City with a variety of local education facilities and programs

Strategies:

- 4.4.1 Advocate and plan for opportunities for local primary and secondary schools
- 4.4.2 Advocate and plan for opportunities for tertiary and vocational education and training providers
- 4.4.3 Advocate for inclusive education opportunities for all
- 4.4.4 Support local pathways between education, training and employment
- 4.4.5 Invest in programs that support children's growth and development
- 4.4.6 Facilitate local, national and international opportunities for education and lifelong learning

CP Strategy	Action	Status Symbol	End of Year Comments	Service Unit	Timeline
111	4.4.1 Advocate for Primary and Secondary school provision	✓	Over the last year, Council's advocacy has lead to two identified school priorities receiving funding to purchase the land for primary schools. Council is now advocating for the construction of the schools.	Engagement & Advocacy	
112	4.4.2 Promote and support programs that bring a tertiary experience to the community via a blended learning mode	✓	Additional programs have been scheduled to commence in the 2019 school year.	Community Planning	
113	4.4.3 Advocate for ongoing funding for the provision of 15 hours of universal access to kindergarten for 4 year olds	✓	An Advocacy plan has been developed and funding has been secured until the end of 2019	Families & Children	
114	4.4.4 Promote and provide activities and programs that support pathways and enable employability skill development	✓	A Matrix of programs currently on offer has been completed. World of Work workshops with the Foundation for Young Australians have been scheduled. Future projects being developed as part of the Future Skills & Employability project will generate more programs and activities in this space.	Community Planning	
115	4.4.5 Provide support opportunities to Grandparents who are providing kinship care	✓	A total of 13 meetings were held this year, supporting many grandparents and kith and kin carers with their plans and issues regarding caring for their families in challenging living arrangements.	Families & Children	
116	4.4.6 Design and implement a Lifelong Learning Festival to increase opportunities for learning and education	✓	The Festival is scheduled for October. Currently have 70+ events over the 3 days in various locations across the municipality. A webpage is live and Mobile App is in the final stages of development.	Community Planning	

117	4.4.6	Participate in the Committee of Management meetings of Brimbank Melton Local Learning and Employment Network (BMLLEN)	✓	14 Brimbank Melton Local Learning and Employment Network meetings attended for the year	Recreation & Youth	
-----	-------	---	---	---	--------------------	--

Objective 4.5: Lifelong learning opportunities are available and promoted

Strategies:

- 4.5.1 Partner with community organisations and the employment and education sectors to identify skills shortages and provide employment pathways
- 4.5.2 Promote learning for all aspects and stages of life
- 4.5.3 Facilitate flexible lifelong learning opportunities for all abilities through neighbourhood houses, community facilities and library services
- 4.5.4 Create a learning culture in the City through early engagement with and support for children, young people and families

CAP No.	CP Strategy	Action	Status Symbol	End of Year Comments	Service Unit	Timeline
118	4.5.1	Support and implement learning activities, events and projects that enhance current and future skills and employment pathways	✓	A Matrix of programs currently on offer has been completed. Future Skills & Employability strategy has been delayed until 2018/2019. Future projects being developed as part of the Future Skills & Employability project will generate more programs and activities in this space.	Community Planning	
119	4.5.1	Participate in the Western Youth Employment Network	✓	10 Youth Employment Network meetings attended over the year. Worked with network to deliver Social Procurement Conference delivered in October 2017	Recreation & Youth	
120	4.5.2	Promote and provide a learner-centred programme of relevant, accessible, equitable and inclusive lifelong learning initiatives, events and activities that is responsive to local needs	✓	Melton Learning has expanded providers and the number of programs on offer. By working in partnership with Libraries and Neighbourhood Houses an increasing learner-centred programme has been on offer.	Community Planning	
121	4.5.2	Promote library services and learning programs through a quarterly library 'What's On' brochure	✓	The What's On quarterly brochure was produced four times with 15,000 copies distributed. The quarterly brochure promotes all libraries and arts opportunities for learning, creativity and social connection.	Libraries	
122	4.5.3	Implement the online Learning Directory and promote active use with both Community Learning Providers and learners	✓	Melton Learning has expanded providers and the number of programs on offer. We currently have over 3,500 programs on offer, from over 100 providers. More than 15,000 people have visited and over 1400 bookings. Data from the Melton Learning Directory is now being used to develop new programs. Over 50 presentations to community groups, organisations and program have been completed	Community Planning	

123	4.5.3	Deliver learning, literacy and social connection programs through libraries and library outreach sessions at community facilities	✓	1,616 library programs were delivered this year, with overall attendance of 43,212 participants. A new outreach service, the Atherstone Library Access Point at Bridge Rd Children's and Community Centre was launched on 28 June 2018.	Libraries	
124	4.5.3	Enhance access to online library services by updating the library catalogue mobile app	✓	The new Melton City Libraries app has been launched on the Google Play store. It provides streamlined and simplified access to the library catalogue. A promotional campaign will commence soon to advise library members.	Libraries	
125	4.5.4	Implement the 1000 Books Before School program in partnership with State Library of Victoria	✓	Throughout the year 688 children were registered in the 1000 books before school program, with 575 reading milestones achieved by children.	Libraries	

Outcome 5: A organisation operating with innovation, transparency, accountability and sustainability

Objective 5.1: Deliberative engagement and effective communication with the community that informs planning and decision making

Strategies:

- 5.1.1 Explore opportunities for deliberative community engagement
- 5.1.2 Develop and deliver meaningful community engagement initiatives
- 5.1.3 Provide meaningful engagement opportunities with under-represented and disengaged groups
- 5.1.4 Deliver early engagement with new communities including newly arrived and settled communities and communities in growth precincts
- 5.1.5 Explore new and emerging technologies to promote and provide accessible communication and engagement opportunities

CAP No.	CP Strategy	Action	Status Symbol	End of Year Comments	Service Unit	Timeline
126	5.1.1	Provide target opportunities for engagement as per the Community Engagement Guidelines	✓	Opportunities to date include Eynesbury Market events. Suitable dates were not available for Rockbank & Diggers Rest in early 2018; however these will be delivered in August and October respectively.	Community Planning	
127	5.1.2	Deliver the annual Community Engagement Calendar	✓	The calendar has been finalised for 2018.	Community Planning	
128	5.1.5	Maintain our current social media presence and continually assess emerging communication channels to better engage with and inform the community	✓	The corporate Facebook page, City of Melton, continues to grow with an additional 575 likes between 1 April and 30 June (over 2,600 likes for the year). During this period we ran a photograph competition to encourage residents to show community pride, encouraged people to utilise their waste collection vouchers and celebrated Refugee Week and our School Crossing Supervisors. The community was kept informed about information sessions for the Hannah Watts Park precinct project, changes to the Child Care Subsidy and severe weather warnings. Events is currently managing three Facebook Pages. Between 1 April and 30 June the Djerriwarrh Festival page has had an increase of 134 followers and Pop Culture by 29. Summersault decreased by two followers. Economic Development is currently managing two pages. Venture Melton has an additional 82 likes and Melton Town Centre has increased by 180.	Engagement & Advocacy	

Objective 5.2: A flexible, innovative and creative organisation that responds to rapidly changing community and operating environments

Strategies:

- 5.2.1 Implement effective work practices supported by suitable technology to deliver services
- 5.2.2 Promote and support the health and wellbeing of employees, Councillors, contractors and volunteers
- 5.2.3 Plan for levels of service that balance community need with organisational capacity
- 5.2.4 Leverage and partner with other levels of government, community organisations and the private sector to ensure community needs are met
- 5.2.5 Invest in a skilled, motivated, aligned and performing workforce
- 5.2.6 Practice a strategic evidence based approach to all Council processes

CAP No.	CP Strategy	Action	Status Symbol	End of Year Comments	Service Unit	Timeline
129	5.2.1	Implement Year One actions from the Business Transformation Program	✓	Projects have been delivered according to the Business Transformation Program budget. A business case was completed and approved for the program to continue into 2018/19.	Information Technology	
130	5.2.2	Implement the 2017/18 actions from the 'Healthier Us', Melton City Council 2015/18 Workplace Health & Wellbeing (WHWB) Strategy	✓	Actions delivered in 2017/18 included Health Assessments offered to 65 employees. The Global Challenge, a fitness and healthy lifestyle program, commenced in May 2018 with 168 employees participating. Two employees took up the opportunity to be reimbursed for their registration costs to compete in public fitness events e.g. Run Melbourne.	Risk & Performance	
131	5.2.2	Implement Year 2 of 2016 - 2019 Occupational Health and Safety Strategy	✓	15 meetings were held as part of the Sherlock Program, where employees investigate and review OHS practices. A working group was constituted to determine how the organisation will communicate information about OHS hazards between teams. Six teams were involved in exploring Safety Differently, a program that seeks to empower employees to take more control of OHS issues.	Risk & Performance	
132	5.2.3	Review internal processes for Planning Applications	✓	The review has been conducted and completed to the point where any further progress is dependant on improvements to IT systems which are being conducted as part of the Business Transformation Project	Planning Services	

133	5.2.3	Coordinate the annual testing, review and evaluation of Council's Business Continuity Plans	✓	Oakton Consulting report actions arising are now being implemented. A Business Continuity Policy is now in place for the organisation. Crisis Management Team Training will be followed by a Crisis Management Team Exercise and is scheduled to occur over June and August. Details provided to the Audit Committee.	Risk & Performance
134	5.2.4	Apply for State Government funding opportunities to support female participation in sport	✓	Council has been advised of \$100k being secured for the Blackwood Drive Recreation Reserve Pavilion via a funding application to Sport and Recreation Victoria as part of the Female Friendly change room construction program. Other funding applications are pending.	Recreation & Youth
135	5.2.4	Participate in the National Growth Areas Alliance	✓	Council attended the National Growth Areas Alliance (NGAA) Conference. Council has also played a part in the developed of two reports for growth areas, developed by ID consulting and the NGAA.	Engagement & Advocacy
136	5.2.5	Develop an 'Introduction to Local Government' training program	●	The action has been put on hold pending the Bill for the New Local Government Act going through Parliament. The estimated date of proclamation of the Bill is November 2018. Proposed changes to the Bill may affect the content of the training program. A new timeline of 30 June 2019 is proposed for development of the program.	Legal & Governance
137	5.2.5	Develop Service Unit Workforce Plans	●	The Action has been delayed pending the development of the Organisational Strategy which will inform the Workforce Plans	People & Culture
138	5.2.6	Review "Naming of Council Community Facilities and Open Space Policy"	✓	Council officers will now use the Naming Rules for Places in Victoria.	Recreation & Youth

Objective 5.3: Effective civic leadership, advocacy, partnerships and good governance

Strategies:

- 5.3.1 Provide local leadership to ensure community interests and needs are met and planned for
- 5.3.2 Provide training and development opportunities for Councillors to build their capacity as local leaders
- 5.3.3 Work with regional partnerships to advocate for the needs of the community
- 5.3.4 Continue to build a culture of emergency management preparedness within the organisation and community
- 5.3.5 Actively pursue alternate means for funding to minimise the potential burden on the rate base
- 5.3.6 Provide and maintain a high level of transparent, accountable, representative and effective governance
- 5.3.7 Ensure Councillors are aware of their responsibilities under the Local Government Act 1989

CAP No.	CP Strategy	Action	Status Symbol	End of Year Comments	Service Unit	Timeline
139	5.3.1	Convene the Family Violence Advisory Committee	✓	A total of six meetings were held.	Community Planning	
140	5.3.2	Ensure Councillors are informed and supported in undertaking professional development opportunities relevant to their responsibilities to Council and in their service to the community	✓	All professional development activities that Council staff are aware of via its various networks are advised to each Councillor for his/her consideration.	Legal & Governance	
141	5.3.3	Advocate with relevant Water Authorities to include unsewered areas in sewer backlog programs	●	This action was not completed this year, due to resourcing issues. Discussions have commenced with City Design, Strategy & Environment and a project is being developed to address this issue in the next financial year.	Compliance	
142	5.3.4	Test and assess Emergency Response and Recovery Preparedness in accordance with the Emergency Management Act 2013 through annual desktop and event exercises	✓	Exercise, "Iron Horse" occurred on 14th May. The exercise involved opening up an Emergency Relief Centre to provide shelter, material aid and support to the community following a train derailment releasing a hazardous plume. Over 200 people participated from across the region including council staff (9 City of Melton staff participated), agencies, community members and school children. The exercise provided staff who have been trained in emergency management the opportunity to put into practice what they have learnt over the past year, and for those who have been involved longer, an opportunity to fine tune and refresh their skills. Exercise Writing Team and Exercise Planning Team conducted a full debrief and report.	Risk & Performance	

143	5.3.5	Advocate for government road transport infrastructure funding	✓	<p>Over the last year, Council has worked on transport related advocacy. Transport advocacy has included meeting the Parliamentary Secretary for Transport to discuss bus related infrastructure, and with other Government, Council has now developed a community transport committee with the objective of support Council's transport advocacy priorities. A member of the advocacy unit sits on the committee. The advocacy unit is working with the Engineering Department to further the development of the Western Highway and Melton Highway with Council's key stakeholder VicRoads. The outcomes have included meetings with VicRoads Directors to understand what is being done to upgrade the roads.</p>	Engagement & Advocacy
144	5.3.6	Undertake the annual review of the 2017 – 2021 Council and Wellbeing Plan and where required, update the Plan▼	✓	<p>The first year of the 2017-2021 Council and Wellbeing Plan has been reviewed with a recommendation that no changes be made to the Plan going into year 2.</p>	Risk & Performance
145	5.3.7	Ensure Councillors are appraised of their statutory responsibilities through training, briefings and dissemination of information	✓	<p>Briefings from staff (and guests) occur on a Monday night throughout the year and variously include information as to statutory responsibilities. All other opportunities for training that Council staff are aware of, via its various networks, are advised to each Councillor for his/her consideration.</p>	Legal & Governance

Objective 5.4: An organisation that demonstrates excellence in local government leadership and customer and community service

Strategies:

- 5.4.1 Comply with statutory requirements
- 5.4.2 Maintain responsible and sustainable financial management
- 5.4.3 Engage with all levels of government to support Council's capacity to deliver community outcomes and respond to changes in legislation
- 5.4.4 Build community trust through responsible governance and transparent decision making
- 5.4.5 Deliver effective and efficient customer service outcomes

CAP No.	CP Strategy	Action	Status Symbol	End of Year Comments	Service Unit	Timeline
146	5.4.1	Publish Council's Annual Report	✓	The 2016/17 Annual Report has been produced and uploaded to Council's website.	Engagement & Advocacy	30-Nov-17
147	5.4.1	Develop an inspection program of new developments to ensure compliance with planning permits	✓	Planning Enforcement Officers are now carrying out inspections of new subdivisions and developments as part of the Statement of Compliance process	Planning Services	
148	5.4.2	Deliver the annual community budget engagement sessions	✓	The annual Budget Engagement Sessions were held on 9 & 10 November 2017.	Finance	28-Feb-18
149	5.4.2	Manage the annual Budget process in accordance with legislation	✓	Budget 18/19 adopted by Council 25th June. Budget 18/19 was sent to the Minister and placed on the Council website as required by legislation.	Finance	30-Jun-18
150	5.4.2	Review and update the Strategic Resource Plan and the Long Term Financial Plan	✓	The Strategic Resource Plan and Long Term Financial Plan have been updated. The latest Strategic Resource Plan was presented to Council at 25th June 2018 Council meeting.	Finance	30-Jun-18
151	5.4.2	Implementation of the Project Management Framework	✓	Implementation of the Project Management Framework is complete.	Capital Projects	30-Nov-17

152	5.4.4	Implement outstanding actions from Year 3 of the 2014 - 2017 Risk Management Strategy	✓	<p>The outstanding actions were: the implementation of the new online Risk Register; the development of a new Risk Management Maturity Model; and the development of a new Strategy. The Risk Register is fully implemented, with staff awareness and training conducted, and the system in full use. The Maturity Model was reviewed by the Risk Management Committee, and is now a set of risk management maturity aspirations that are specific objectives of the 2018 - 2021 Risk Management Strategy. They are the qualities for which Council is aiming in our people, systems and structures, within the risk management context, by mid-2021. The new Strategy is expected to be approved by the Executive in July 2018.</p>	Risk & Performance	
153	5.4.5	Development of the Portfolio Office Business Case	✓	<p>The Business Case is complete and has been presented to Executive.</p>	Capital Projects	