



2018/19 Council and Wellbeing Annual Action Plan
 Second Quarter 2018/19
 1 September 2018 to 31 December 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 2018/19 Annual Action Plan. The Action Plan contains 151 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 ♥

Shaded strategies indicate those strategies without actions in the first two years of the 2017-2021 Council and Wellbeing Plan

The timeline for all actions are 30 June 2019 unless specified.

Status	Symbol	Number of Actions	% of Actions
Achieved The Action is completed.	✓	17	11.3%
On Track The action is on track and expected to be completed by the current timeline	●	130	86.1%
Not On Track The Action has been delayed impacting on the current timeline. An explanation and any remedial action and revised due date, where appropriate, is provided in the 'progress comments' column	●	2	1.3%
Postponed The Action has been deferred for the financial year. An explanation is provided in the 'progress comments' column.	●	2	1.3%
Total		151	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

CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
1	1.1.1 Deliver a publication to celebrate the history of the City of Melton	✓	The book has been published and a launch event was held on 17 October. Books are now available for loan and purchase from both libraries.	Libraries	31/10/2018
2	1.1.1 Support the development of interfaith relationships and initiatives	●	Melton Interfaith Network supported. Interfaith Project Officer position created (funded by DPC) to implement Interfaith Leadership Program	Community Planning	
3	1.1.2 Deliver the My City, My Say program and events	●	My City My Say event at Djerrivarrh Festival completed. 2019 program of events developed and endorsed.	Community Planning	
4	1.1.2 Deliver the City of Melton Careers Expo	●	Careers Expo on track to be delivered in May 2019	Recreation & Youth	
5	1.1.3 Deliver a range of cultural events throughout the year	●	Djerrivarrh Festival Intercultural Stage delivered.	Community Planning	
6	1.1.4 Melton: A City for All People - complete quarter 4 of year 1 action plan and deliver quarters 1 to 3 of the year 2 action plan relating to Early Years	●	The completed Year One Action Plan has been presented to Council along with the Year Two Action Plan in December, both have been adopted. Quarter One data for the Year Two Action Plan is complete.	Families & Children	
7	1.1.4 Deliver children's events and activities that celebrate the diversity of children and families	●	Two events delivered: Tuesday 23 October in Melton targeted at preschool aged children, Thursday 25 October in Taylors Hill targeted at Primary School aged children. Approx. 500+ families attended with surveys showing overwhelmingly positive feedback.	Families & Children	
8	1.1.4 Melton: A City for All People - complete quarter 4 of year 1 action plan and deliver quarters 1 to 3 of the year 2 action plan relating to older people and people with disabilities	●	Final Year 1 Action Plan and proposed Year 2 Action Plan presented and adopted by Council at its December 2018 Ordinary December 2018 meeting. Implementation of Year 2 Action Plan on track.	Community Care	

9	1.1.4	Melton: A City for All People - complete quarter 4 of year 1 action plan and deliver quarters 1 to 3 of the year 2 action plan relating to Youth▼	●	Quarter 1 of the Year 2 Action Plan has been completed. Progress is tracking well against actions	Recreation & Youth	
10	1.1.4	Deliver the City of Melton Youth Awards and Grants Program recognising the contribution made by young people in the community▼	●	Grants and Awards program is on track to be delivered in April 2019	Recreation & Youth	
11	1.1.4	Facilitate the Western Bulldogs Leadership program for young people in the community▼	●	2018 program participants will present at a Council Briefing in March 2019. The 2019 program agreement was signed in December 2018 and registrations for the 2019 program opened in January 2019	Recreation & Youth	
12	1.1.4	Facilitate a Youth Forum in partnership with key stakeholders▼	●	Youth Forum is on track to be delivered in June 2019	Recreation & Youth	

- 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 Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
13	Develop the Safer City Plan	●	The background paper has commenced and a consultant brief is being written for the Plan development.	Community Planning	
14	Utilise Council's Family Violence Advisory Committee as a vehicle for ongoing advocacy	●	The Preventing Family Violence Advisory Committee has provided advice on Council's advocacy position on State Government investment in the Family Violence Safety Hubs (as referenced in pre-budget submission).	Community Planning	
15	Implement the "Responsible Pet Ownership" program to the community	●	Pet expos were held at Diggers Rest and the DJ festival with attendees provided with info packs on responsible pet ownership.	Compliance	
16	Implement the community education program for Domestic Swimming Pool Safety Barriers to the community	✓	Recent legislation passed by the State Government will now require all pool owners to register with their local Council and to obtain a Compliance Report from a registered private building inspector/surveyor on a regular basis. Further details regarding these timeframes are yet to be released. These changes were approved in the recent " Building Amendment (Registration of Building Trades & Other Matters) Bill 2018 which was assented to on the 25th September 2018. The new Bill supersedes Council's Water Audit Program making this action obsolete. As a result, the program can be considered completed	Compliance	

17	1.2.4	Support the implementation of the Preventing Violence Against Women Through Gender Equity Strategy ▼	●	An action planning workshop is scheduled for 14 February 2019 with representation from across the organisation.	Community Planning	
18	1.2.4	Provide Maternal & Child Health Family Violence support to identified women at risk ▼	●	A further 8 Family Violence consultations have been completed with referrals to support services	Families & Children	
19	1.2.5	Advocate and increase opportunities for marginalised community to access affordable and sustainable accommodation ▼	●	Housing Services has successfully secured 17 long-term tenancies for clients in the 2nd quarter.	Families & Children	
20	1.2.6	Facilitate African Communities Working Group ▼	●	Meetings of the African Communities Working Group have been held in the first two quarters. Strategic Planning day scheduled for early 2019.	Community Planning	
21	1.2.7	Deliver Seniors Festival activities ▼	✓	Program successfully delivered with approximately 1,400 seniors participating across 19 events.	Community Care	31/10/2018
22	1.2.7	Deliver Citizenship Ceremonies for City of Melton residents ▼	●	In the second quarter of 2018/19, citizenship ceremonies were conducted on 31 October, 20 November and 22 November 2018.	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

CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
23	1.3.2 Finalise and implement a Neighbourhood Centres Strategy	●	A Discussion Paper and draft Strategy are completed.	Community Planning	
24	1.3.2 Implement the "School Crossing Education" program	●	The Program is currently being developed for an anticipated rollout in the third quarter of the financial year.	Compliance	
25	1.3.4 Provide project management services for the construction of Hope Street Youth Refuge	●	Construction is progressing and Council continues to provide project management services as required.	Capital Projects	
26	1.3.5 Implement year 2 of the Intercultural Action Plan 2017-2021	●	All actions of the year two action plan have been commenced and are on track.	Community Planning	
27	1.3.5 Deliver the Integrated Family Support Program to vulnerable families as referred through the Brimbank Melton Child FIRST Alliance	●	The first half of the financial year has provided 2468.62 hours of Family Support	Families & Children	
28	1.3.5 Deliver Breastfeeding support services to families	●	A further 153 families were supported by the Breastfeeding service this quarter, giving a total of 611 for the year to date	Families & Children	
29	1.3.5 Deliver the Pierre Gorman Award project to develop a program of shared reading for adults with learning disabilities	●	Project working group (PWG) with representatives from 14 Victorian library services met in November. Online training in program facilitation has been organised. The PWG will meet 28 Feb and 1 Mar to undertake face-to-face workshops with Open Storytellers.	Libraries	

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

CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
30	1.4.1 Deliver the Community Leadership program ▼	●	The 2018 program was delivered, and planning for the 2019 Community Leadership Program has commenced.	Community Planning	
31	1.4.3 Deliver Pop Culture events as a community gathering opportunity ▼	●	Three events planned to be held between March and June.	Engagement & Advocacy	
32	1.4.5 Implement the Community Partnership program ▼	●	The 2018 program was delivered, and a review of the program has been undertaken. The 2019 Community Partnership Program will commence in March 2019	Community Planning	
33	1.4.5 Deliver an expanded Community Playgroup program ▼	●	Staff have been recruited to the expand the program. Planning for activation playgroups has occurred. 3 activation playgroups will begin in February.	Families & Children	
34	1.4.6 Facilitate neighbourhood networks in Rockbank and Diggers Rest townships and within new developments ▼.	●	The Rockbank Network meet quarterly, their last meeting for 2018 was in November. The Diggers Rest Neighbours Network met in Sept, Oct & Nov. They are planning the Multicultural Event to be held in March.	Community Planning	
35	1.4.7 Deliver the year one actions of the 'Home Sewn: Makers of Melton' arts project	●	Two residencies have now been completed. The third residency is due in May 2019. A semi-permanent display resulting from knitting workshops is on display at Melton Library and Learning Hub.	Libraries	
36	1.4.7 Develop an Arts Strategy document to guide arts and cultural services from 2019 to 2025	●	A staff engagement workshop and a community engagement session are planned for March. Strategy development has commenced.	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	Progress Comments	Service Unit	Timeline
37	1.5.1	Conduct an "Annual sale of tobacco to minors" testing program in accordance with the Municipal Association of Victoria (MAV) funding agreement	●	Next round of test purchasing will be conducted in 2019.	Compliance	
38	1.5.1	Provide education and training for community organisations in the areas of gambling, alcohol, tobacco and other drugs	●	Training program completed for December, further training programmed for 2019.	Recreation & Youth	
39	1.5.2	Actively promote healthy choice options throughout the community	●	The Water in Sport project is developing locally relevant resources to promote healthy choices in facilities and sports clubs.	Community Planning	
40	1.5.2	Deliver the Annual Melton City Council Sports Awards recognising the contribution made by local sporting clubs and volunteers	✓	Completed. Approximately 150 people attended.	Recreation & Youth	30/09/2018
41	1.5.3	Design and construct a fitness circuit around Lake Caroline with distance marker signage and footpath decals to encourage physical activity	✓	The action has been completed	Operations	31/12/2018
42	1.5.3	Support the development of the Melton Botanic Gardens via the Masterplan review and development of future management model	✓	Final Draft document completed. Review currently underway from the Project Control Group	Recreation & Youth	31/10/2018
43	1.5.3	Deliver an Active Participation Survey that measures the recreational activities that the community participates in	●	Survey to be released for consultation in first quarter of 2019	Recreation & Youth	31/12/2018
44	1.5.4	Deliver a Health Forum	●	A youth mental health forum is scheduled for May 2019. A working group has been established to progress the content.	Community Planning	
45	1.5.4	Implement the "Building Site Amenity" program	✓	Program implemented and on going.	Compliance	
46	1.5.5	Implement the "Domestic Animals Adoption" program	●	The adoption fee for Cats has been reduced for December to encourage adoptions of cats from the pound. This has been advertised on social media	Compliance	

47	1.5.5	Deliver vaccinations in accordance with the Australian Immunisation Schedule for children up to 18 years of age		Immunisation sessions for babies and parents have been conducted as scheduled and the 2018 School Immunisation program has been completed	Compliance	
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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

CP Strategy	CP No.	Action	Status Symbol	Progress Comments	Service Unit	Timeline
1.6.1	48	Support the Intercultural Advisory Committee and Melton Interfaith Network	●	Meetings of the Intercultural Advisory Committee held in first two quarters. Melton Interfaith Network meetings attended by officers.	Community Planning	
1.6.2	49	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 meetings have been attended with the Koolin Bailit project, including one project evaluation meeting, the project evaluation is due to be completed by April.	Families & Children	
1.6.2	50	Implement Cultural Safety Action Plans for Maternal & Child Health and Supported Playgroups ▼	●	Initial meeting have been held with working groups for each Cultural Safety Action Plans and plans are being reviewed by stakeholders.	Families & Children	
1.6.2	51	Support the activation of the Kirrip Aboriginal Community Hub ▼	●	Kirrip activities undertaken and supported. Victorian Aboriginal Child Care Agency has established a presence at Kirrip House as a community hub for service delivery.	Community Planning	
1.6.2	52	Implement the Reconciliation Roadmap 2018-21 ▼	●	Reconciliation Roadmap 2018-19 actions are being implemented under the guidance of the Reconciliation Advisory Committee.	Community Planning	
1.6.3	53	Recognise and celebrate Reconciliation Week, NAIDOC Week and other key cultural events	●	Reconciliation Week and NAIDOC week events were held, with positive participation from community, staff and residents. Council also participated in a six-council photographic exhibition titled "Because of Her, We Can". This exhibit is scheduled to be displayed in Melton between October and December 2018. Aboriginal Children's Day was celebrated at Melton South Primary School. The Cultural History of Melton commissioned from Wurundjeri Land Council has been distributed and has received positive feedback.	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

CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
54	2.1.1 Implement the Integrated Water Management Plan	●	Officers continue to work towards implementing actions from the adopted Plan. Design work has been completed for the Passive Street Tree Irrigation project, and finalisation of funding to begin construction is under way. Work continues on development of an integrated water management plan for the urban growth areas of the City, and across the western region including Melton's part of the greater Werribee River catchment.	City Design, Strategy & Environment	
55	2.1.3 Engage and educate residents on waste related matters and the impacts of waste to landfill, encouraging waste avoidance and promoting change in behaviour through a range of events, programs and activities.	●	Since the last quarter we have conducted face to face education / engagement activities at Caroline Springs Shopping Centre and Woodgrove Shopping Centres. We conducted 2 school education sessions (16 sessions in total for the year) and 1848 bin inspections for the quarter (4005 bin inspections in total for the year). Each of these activities provide opportunity for direct communication with the community and assist us with waste diversion. Officers are currently engaging with internal departments and have plans to conduct workshops with community groups in Q3 and Q4 with a focus on reducing contamination in recycling and educating residents on the Ewaste ban.	Operations	
56	2.1.3 Develop and implement behaviour change initiatives for staff to encourage waste minimisation in Council buildings (in line with Environment Plan Objective 3.2.2)	●	Councils behaviour change and waste education program is yet to be established. Initiatives and programs will be considered in line with the new waste strategy and therefore executed once the strategy is adopted. Work in these initiatives will commence in the next financial year.	Operations	
57	2.1.3 Establish a minimum standard for waste infrastructure in facilities based on building type and ensure standards are applied in Capital Projects (in line with Environment Plan Objective 3.2.2)	●	Project will not commence until Councils Environmentally Sustainable Design Policy is adopted. This is not expected to be completed until the end of the financial year. Work on this action will not commence until the 19/20 Financial year	Operations	


58	2.1.4	Develop a Waste & Litter Prevention Strategy for the municipality that will guide waste and resource management into the future (aligning with Environment Plan objective 3.2.1)		The waste strategy project plan was approved by Luke Shannon (General Manager of Planning and Development) in January 2019. Works have now commenced and a draft strategy should be available for Council in mid to late 2019.	Operations	31/12/2019
59	2.1.4	Complete and commission upgrade works at Melton Recycling Facility in line with the Sustainability Victoria Funding Agreement		Stage 1 works commenced 15 January 2019. The project completion date is 14 June 2019.	Operations	
60	2.1.4	Arrange infrastructure and coordinate new collection arrangements to comply with legislative changes for the collection, storage and transport of E-waste (new legislation effective 1/7/19).		Council's new Hard Waste collection contract has been updated to reflect the new legislation. Funding has been awarded by Sustainability Victoria (\$100k) to contribute to upgrades to infrastructure at the Melton Recycling Facility. These works will occur in 2020/2021.	Operations	

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	Progress Comments	Service Unit	Timeline
61	2.2.1	Continue to implement the Environment Plan 2017-2027 ▼	●	Officers continue to work on the implementation of actions in the adopted Plan. The preparation, adopting and implementation of the Integrated Water Management Plan, the preparation of Environmentally Sustainable Design Guidelines, the preparation of a Climate Change Adaptation strategy and an inventory of all Council assets from an emissions perspective.	City Design, Strategy & Environment	
62	2.2.1	Deliver programs and services that reduce waste to landfill (and therefore greenhouse gas emissions) through sustained waste diversion ▼	●	Residents are provided with a range of services to assist with landfill diversion. Our statistics for the last 6 months (1 July 18 to 31 Dec 2018) show that we are diverting 48% of all waste.	Operations	
63	2.2.2	Develop a community education program around sustainability and climate change adaptation ▼	●	The review continues and is due for finalisation by 30 March 2019.	City Design, Strategy & Environment	31/12/2018
64	2.2.2	Prepare a Climate Change Adaptation Plan ▼	●	Work has commenced on development of this plan, and it is being integrated with the further development of WAGA's "How well are we adapting?" reporting tool.	City Design, Strategy & Environment	31/03/2019
65	2.2.3	Embed the 'Climate Resilient Infrastructure Checklist' into the asset management process ▼	●	Work is ongoing with relevant departments to embed this checklist in the asset management process. In addition, the checklist will be embedded in the Environmentally Sustainable Design guidelines which will be applied to all developments - internal and external.	City Design, Strategy & Environment	
66	2.2.4	Complete the Street Tree Strategy ▼	●	This project is behind schedule as resources were reallocated to deliver the Growing Suburbs Fund and pressure from planning permit and subdivision development. Work has recommenced and a draft will be completed by April 2019.	City Design, Strategy & Environment	31/12/2018

67	2.2.4	Review Councils tree planting and removal policy to further protect our tree assets		Draft distributed for comment from other business units. Policy on track to being completed by the end of the financial year.	Operations	
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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 water bodies
- 2.3.5 Improve the management of rural areas

CP Strategy	CP No.	Action	Status Symbol	Progress Comments	Service Unit	Timeline
2.3.1	68	Write a conservation management plan for the Council owned land at Mount Cottrell volcano	✓	The conservation management plan is completed.	City Design, Strategy & Environment	31/12/2018
2.3.2	69	Progress the development of the Western Plains South Green Wedge Management Plan (2 year project)	●	The background report has been finalised. Work will now begin on preparing the scope of works for the preparation of the Green Wedge Management Plan.	City Design, Strategy & Environment	
2.3.2	70	Undertake condition audits of Council environmental reserves	✓	Audits have been completed.	Operations	
2.3.3	71	Work with the relevant state government departments to review and update strategies, plans and guidelines in respect of improved waterway health.	●	We continue to engage with Melbourne Water, Department of Environment, Land, Water and Planning, the Port Phillip Western Catchment Management Authority and other state government water management entities; providing input to their planning processes.	City Design, Strategy & Environment	
2.3.4	72	Support the planning and delivery of the 'Arnolds Creek Reimagined' project in collaboration with Melbourne Water	●	This project is in progress.	Engineering Services	
2.3.4	73	Deliver the Water Sensitive Urban Design Construction program	●	Construction works are in progress, with works scheduled for completion in April 2019.	Engineering Services	31/03/2019
2.3.5	74	Deliver the Environment Enhancement Program 2018	●	Inspections are currently being undertaken to assess the properties participating in the 2018 program against the agreed Proposed Work Program. Work is continuing, and is adhering to the regular schedule.	City Design, Strategy & Environment	30/04/2019

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	Progress Comments	Service Unit	Timeline
75	2.4.1	Develop Environmentally Sustainable Design guidelines	●	Background Report has been received and is being reviewed by Council officers.	City Design, Strategy & Environment	

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

CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
76 2.5.1	Continue to deliver environmental education and engagement programs to the community	●	Implementation is ongoing, and officers are exploring new ways of working across socioeconomic and cultural lines. Officers are participating in a pilot program to educate and empower community environmental leaders, to increase engagement and volunteerism in this sector.	City Design, Strategy & Environment	
77 2.5.3	Progress the finalisation of the Significant Landscape Features Strategy	●	Planning Scheme Amendment C173 to implement the Significant Landscape Features Strategy was approved by Council at the November Council Meeting. The amendment documents have been submitted to DELWP for final approval.	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

CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
78	3.1.1 Develop the Toolern Town Centre Urban Design Framework.	●	Work is being undertaken by the consultants to finalise the draft land use framework plan, and undertake the traffic modelling. A Councillor Briefing is scheduled for April 2018.	City Design, Strategy & Environment	
79	3.1.2 Plan, deliver and advocate for open spaces consistent with the Parks Development Program	●	Review of sites is on track.	Recreation & Youth	
80	3.1.3 Develop the Rockbank Town Centre Urban Design Framework (2 year project)	●	Council officers are making changes to the draft document in light of the submissions received during the consultation period. Council will be briefed on the 18th February on the final document. It is anticipated that the final UDF will be put to the April Council meeting for adoption.	City Design, Strategy & Environment	31/05/2019
81	3.1.4 Implement the Housing Diversity Strategy	●	A number of actions are currently being implemented including the preparation of the Melton South Structure Plan and research on affordable housing. The planning scheme amendment to implement another key action of the Strategy 'House Rules' the was lodged with the Department Environment, Land, Water and Planning (DELWP) in April. The implementation of Smart Planning has changed the advice from DELWP on the drafting of the amendment. Officers are currently liaising with DELWP to determine the direction of the amendment given the changes being made through Smart Planning.	City Design, Strategy & Environment	
82	3.1.4 Development of a research paper on Affordable Housing and Homelessness within the City of Melton	●	The final draft of the research paper has been provided and is currently being reviewed.	Families & Children	
83	3.1.4 Implement an annual inspection program of the quality and liveability of new developments	●	The program is proposed to be conducted in the first half of 2019 in collaboration with officers from Council's Engineering Services Department	Planning Services	

84	3.1.5	Contribute to State Government processes in the identified Precinct Structure Plans (PSPs) and Infrastructure Contributions Plans	●	City Strategy are continuing to liaise with the VPA regarding the Benchmark Costings Project that will inform the preparation of the future Infrastructure Costings Plans. City Strategy are continuing to liaise with the VPA regarding the submission prepared for C201 Mt Atkinson and Tarnait Plains ICP. A directions hearing was held in December 2018, with the amendment scheduled for a hearing in May 2019.	City Design, Strategy & Environment	
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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	Progress Comments	Service Unit	Timeline
85	3.2.2	Construction of the City Vista sports precinct	●	Project is ongoing, on time and on budget	Recreation & Youth	
86	3.2.2	Commence the construction of the Stage 1 Macpherson Park Redevelopment Project	●	Works have commenced	Recreation & Youth	
87	3.2.2	Construction of the Caroline Springs sub regional tennis facility	●	Construction is in progress and due to be completed by the end of March 2019.	Recreation & Youth	
88	3.2.2	Delivery of at least 75% of the 2018/19 Capital Works Program	●	The program is currently on track to achieve 75% delivery in 2018/19.	Capital Projects	
89	3.2.3	Plan and deliver outcomes of the Female Friendly Facility Change rooms program	●	Work at Blackwood Drive Recreation Reserve and Diggers Rest Recreation Reserve is nearing completion, Works have commenced for the Melton Recreation Reserve, Hillside Recreation Reserve and Caroline Springs Town Centre Reserve.	Recreation & Youth	
90	3.2.4	Undertake a condition audit of all Council buildings to guide the production of maintenance and renewal programs	✓	Condition Audits completed, Handover documents received.	Operations	
91	3.2.5	Review all fencing assets to ensure DDA compliance	✓	Reviewed and necessary changes made.	Operations	
92	3.2.6	Review service model for Property Services and undertake a competitive tender process for operational activities	●	Start-up meeting with Consultant scheduled for 23 January 2019	Operations	

93	3.2.6	Implement the Domestic Animal Management Plan		Refresher training has been provided to staff on dog behaviour and handling	Compliance	
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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	Progress Comments	Service Unit	Timeline
94	3.3.2	Deliver Stages Four and Five of the Pride of Melton project	✓	Construction works are now complete.	Engineering Services	
95	3.3.3	Deliver improvements to Council's passive recreation reserves via the Passive Parks Development Program	●	Improvements are on track as per the program	Recreation & Youth	
96	3.3.4	Commission one minor public art piece and four street art power boxes	●	The 'Community Power' program aims to beautify 8 power boxes, and will involve community groups and local and visiting artists. Work will take place on the boxes Feb-Mar. For the minor public art piece, George Rose has been contracted for a wall mural commission in Ravenhall location.	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	Progress Comments	Service Unit	Timeline
97	3.4.1	Advocate for improved public transport networks	●	The Victorian Government has made a significant commitment to public transport infrastructure through the Western Rail Plan which includes electrification of the Melton line and new stations. A State budget submission has been prepared formally requesting pre-election commitments are funded and outlining other priority public transport needs including a review of Bus Services. The budget Submission will form a key advocacy document with local members and relevant Ministers. Transport priorities are being reviewed in context of new government commitments with action plans to be established.	Engagement & Advocacy	
98	3.4.2	Complete the Westwood Drive road and bridge construction to provide an alternative north-south link between Western Highway and Taylors Road	✓	Construction works are now complete.	Engineering Services	
99	3.4.3	Implement the Road 2 Zero Action Plan	●	30 road safety initiatives have been implemented that include community and school based programs.	Community Planning	
100	3.4.3	Implement Moving Melton, Council's integrated transport strategy	●	The Transport Community Reference Group continues to meet every 2 months. The community reference group started a community campaign through 'Time for the West' advocating for improved bus services in Melton.	City Design, Strategy & Environment	
101	3.4.4	Construction of walking and cycling networks	●	Council has added 41,500 metres of pathways to the asset register as at the end of December.	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	Progress Comments	Service Unit	Timeline
102	3.5.1	Develop Toolern Employment Area Urban Design Framework (2 year project)	●	Work is being undertaken by the consultants to finalise the draft land use framework plan, and undertake the traffic modelling. A Councillor Briefing is scheduled for April 2018.	City Design, Strategy & Environment	
103	3.5.2	Deliver place making initiatives in the Melton Town Centre	●	32 events and activations were delivered in the Melton Town Centre in the 2nd quarter. This revolved around the lunch time live music performances under the "Live at the Horse" brand. There were 8 community-led events delivered with the remaining 24 delivered by Council.	Engagement & Advocacy	
104	3.5.3	Develop Public Realm Design Guidelines	●	There has been a slight delay to this project due to the success with Growing Suburbs Funds and it is anticipated this will not be completed until March 2019. Public Consultation will now occur following completion of the draft.	City Design, Strategy & Environment	31/12/2018
105	3.5.4	Deliver graffiti education programs in schools to minimise graffiti in the community	●	Since the last quarter Council has undertaken 10 graffiti education sessions in primary and secondary schools across the municipality, with a total of 13 sessions completed this financial year.	Operations	
106	3.5.4	Undertake proactive graffiti removal works in the community to improve and maintain levels of community pride	●	Since the last quarter, Councils in house graffiti crew has removed 2189.08 smq of graffiti. The total removed this financial year is 5330.83 sqm.	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	Progress Comments	Service Unit	Timeline
107	4.1.1	Deliver actions in the Economic Development & Action Plan 2018/19	●	Actions are being delivered as per plan with most actions expected to be delivered over the course of the year.	Engagement & Advocacy	
108	4.1.2	Deliver the Launch Vic Funded 'Hot House Project' to support the start-up ecosystem.	●	First phase of Hot House Project has been delivered, with 120 people registering interest. From that 26 participants have been accepted for the Stream#1 Master classes, and a further 30 people have been accepted for Stream#2. Both streams will commence in February 2019.	Engagement & Advocacy	
109	4.1.3	Deliver the Venture Melton Business Network program of networking events.	●	The second networking event was delivered on 28 November in Caroline Springs with over 70 registered guests. Registered member numbers have now exceeded 180. Planning for the third networking event in February are well underway.	Engagement & Advocacy	
110	4.1.4	Deliver actions in the Digital Business Strategy 2016-2019	●	Actions are being delivered as part of the Economic Development & Tourism work program. 77% of actions are now complete, with 17% pending completion and 6% abandoned.	Engagement & Advocacy	31/12/2019

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	Progress Comments	Service Unit	Timeline
111	4.2.1	Support the Atherstone Exchange project with other key partners and stakeholders.	●	Continuing to support the Atherstone exchange through promotion of collateral to the business community and assistance with delivery of projects.	Engagement & Advocacy	
112	4.2.3	Liaise with local businesses to advocate for improved public transport to employment areas in the City of Melton ▼	●	Public Transport - Both Rail and Bus is included in the prebudget submission for the State Government for accessibility to employment areas.	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	Progress Comments	Service Unit	Timeline
113	4.3.1	Continue development and promotion of the Melton City Much More App	●	Ongoing promotion of the app has continued to drive downloads and encourage usage. A social-media campaign delivered in December 2018 has helped boost the download numbers up to 4970. New updates for the app are being developed which will include push notifications to derive higher levels of engagement with users.	Engagement & Advocacy	
114	4.3.2	Deliver a range of visitor servicing and visitor economy promotional activations at a range of locations across the municipality.	●	Promotion activity of the visitor economy has continued at major events. The "Appy" suit was launched at the Djerriwarrh Festival in November 2018, and will become an ongoing feature of promotions across the municipality.	Engagement & Advocacy	
115	4.3.3	Host community events including Djerriwarrh & Summersault Festival	●	Djerriwarrh Festival was successfully held in November with more than 30,000 people attending throughout the day. All planning for Summersault completed and marketing now underway. Event to be held Saturday 9 February.	Engagement & Advocacy	
116	4.3.4	Support community groups and others to deliver culturally specific intercultural festivals and celebrations	●	Groups from diverse backgrounds have been supported to celebrate cultural events through access to Council's community grants program and community facilities.	Community Planning	

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
117	4.4.1	Advocate for Primary and Secondary school provision	●	The Victorian Government has committed to build five new primary schools in Melton by 2022. City Planning is continuing to work with the state government on the land for the schools that were announced budget - in particular Cobblebank Secondary. School priorities are included in the 2019/20 State Budget submission. We have also met with the Office of Suburban Development to discuss Council's GAIC priorities including the delivery of schools.	Engagement & Advocacy	
118	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 with the advocacy Officer and Communications Coordinator for implementation in February 2019.	Families & Children	
119	4.4.5	Provide support opportunities to Grandparents who are providing kinship care	●	Three group meetings have been held, two with informative speakers. Ongoing case support has been provided for targeted attendees	Families & Children	
120	4.4.6	Implement the online Learning Directory and promote active use with both Community Learning Providers and learners	●	New learning programs have been added to Melton Learning for Term 1 2019. Ongoing visitors continue to increase on a monthly basis.	Community Planning	

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

CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
121	Support and implement learning activities, events and projects that enhance current and future skills and employment pathways	●	New Skills & Employability strategy being worked on. Additional skills e-learning suites began development in this quarter, as well as a professional development workshop for local teachers	Community Planning	
122	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	●	Ongoing programs are provided in partnership with Libraries, Neighbourhood Houses and External Providers. Approximately 185 programs delivered by internal and external providers in the first quarter	Community Planning	
123	Deliver a Lifelong Learning Festival	✓	Lifelong Learning Festival was successfully delivered in October 2018. Over 145 learning events offered by over 50 Event Hosts were held over 3 days, with more than 1450 people attending.	Community Planning	
124	Develop a Libraries Strategy document to guide library services and infrastructure from 2019 to 2029	●	A staff engagement workshop is planned for March. Strategy development has commenced.	Libraries	
125	Deliver learning, literacy and social connection programs through library outreach sessions at community facilities	●	Regular outreach sessions have been held at Diggers Rest, Eynesbury and Atherstone. Number of outreach programs: 38. Total attendance: 1844	Libraries	
126	Promote the 1,000 books before school program in partnership with the State Library of Victoria	●	150 new enrolments this quarter and 120 milestones reached.	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	Progress Comments	Service Unit	Timeline
127	5.1.1	Provide target opportunities for engagement as per the Community Engagement Guidelines	●	Targeted opportunities for engagement provided.	Community Planning	
128	5.1.2	Deliver the annual Community Engagement Calendar	●	Annual Community Engagement Calendar delivered.	Community Planning	
129	5.1.3	Participate in the Linking Melton South Pop-Up Services Hub	●	Families & Children staff attended 11 sessions at the Melton South Pop-Up Services Hub in the 2nd Quarter.	Families & Children	
130	5.1.3	Review and strengthen the engagement tool kit to increase the reach of Council's community engagement	●	Toolkit is currently being revised as part of the Engagement Framework review process. Internal workshops to provide input to the Framework facilitated by MosaicLab were delivered in second quarter.	Community Planning	
131	5.1.4	Utilise service specific services and network with developers and the Intercultural Advisory Committee to reach new and emerging communities ▼	●	The Rockbank/ Aintree Community Development Workers Network was meeting till Dec 2018 on a bimonthly basis. In the last meeting held it was decided by the Network members they would meet on needs basis when there was something important and urgent to be discussed. The ordinary conversations among the networkers would take place through the Rockbank Community Network that meets on a quarterly basis.	Community Planning	
132	5.1.5	Implement a standard on line survey tool and support its use across Council	●	Standard online survey tool endorsed by Engagement Advisory Committee, and currently being rolled out across the organisation.	Community Planning	

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, Councilors, 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	Progress Comments	Service Unit	Timeline
133	5.2.1	Investigate and implement improved online application forms	●	Eleven of the proposed thirteen online application forms have been developed. To date, online application forms developed include stormwater, asset protection, bin requests, property information, planning advice, seasonal recreation (annual), seasonal recreation (winter), planning enquiry and AIPC online have gone live.	Information Technology	
134	5.2.2	Implement the 2018/19 actions from 'Healthier Choices', Melton City Council's 2018 - 2021 Workplace Health & Wellbeing (WHWB) Strategy	●	Weekly lunchtime walks have been offered again with only a small number of employees participating. Health Assessments were offered with approximately 51 employees attending.	Risk & Performance	
135	5.2.2	Implement Year 3 of 2016 - 2019 Occupational Health and Safety Strategy	●	The Sherlock Program is currently being reviewed with leaders. There are 109 tasks included that resulted in 452 actions. The final year of the CitySafe checkers program has commenced, this is being delivered in a different format to enable teams to be better prepared for external auditing within the self-insurance scheme.	Risk & Performance	
136	5.2.3	In conjunction with the Service review of Property Maintenance, include review of current Facility Management practices, Roles & Responsibilities and levels of service currently provided and further determine the Communities appetite for increase or decrease of levels of service provided.	●	Review commenced and is to be completed by mid May 2019.	Operations	
137	5.2.3	Coordinate the annual testing, review and evaluation of Council's Business Continuity Plans	●	Families and Childrens services have updated their business continuity plan following a desktop exercise held in November.	Risk & Performance	

138	5.2.4	Advocate to the State Government for funding to support increased participation in sport (including a focus on female participation)		Applications have been completed and submitted. Awaiting response from the State Government	Recreation & Youth	
139	5.2.5	Develop an 'Introduction to Local Government' training program		This action is designed to follow the introduction of the Bill for the Local Government Act going through parliament as proposed changes to the Bill will affect the content of the training program. The Bill wasn't carried before the State Parliament ceased sitting in the lead-up to the state election on 24 November. With the re-election of the Labour government, the Bill is expected to be considered early in this term. This action is therefore scheduled for the first half of 2019.	Legal & Governance	
140	5.2.5	Develop Service Unit Workforce Plans		This may be delayed following the leadership discussion on 8th February, to allow for a review of all services to take place first.	People & Culture	

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	Progress Comments	Service Unit	Timeline
141	5.3.2	Ensure Councillors are supported in undertaking professional development opportunities relevant to their responsibilities to Council and kept apprised of their legislative responsibilities ▼	●	All professional development activities that Council staff are aware of via various networks are advised to each Councillor for his/her consideration.	Legal & Governance	
142	5.3.3	Advocate with relevant Water Authorities to include unsewered areas in sewer backlog programs	●	Meeting was held between Melton EHO's and City West Water in October 2018.	Compliance	
143	5.3.3	Collaborate with the Early Years Partnership to develop an Early Years Advocacy Strategy	●	The Advocacy Strategy has been put on hold while recruitment for a new Advocacy Officer is completed.	Families & Children	
144	5.3.4	Test and assess Emergency Response and Recovery Preparedness in accordance with the Emergency Management Acts 1986 and 2013 through annual desktop and event exercises ▼	●	Exercise Mid Range held on, Thursday 25 October 2018. Held in conjunction with our neighbouring municipalities in the Central Municipal Emergency Management Enhancement Group (MEMEG). A follow up report is due for February 2019 and recommendations inform all the new documentation.	Risk & Performance	
145	5.3.6	Undertake the annual review of the 2017 – 2021 Council and Wellbeing Plan and where required, update the Plan	●	The review of the second year of the Council and Wellbeing Plan is scheduled to commence in February 2019	Risk & Performance	

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	Progress Comments	Service Unit	Timeline
146	5.4.1	Ensure Annual reporting of Essential Services maintenance for Council facilities referenced in the Victorian Building Regulations is completed.	●	Reporting is due by 30 June and is on track to be completed on time	Operations	
147	5.4.1	Develop an inspection program of new developments to ensure compliance with planning permits	●	Planning Enforcement Officers are carrying out inspections of new subdivisions to ensure compliance with permit conditions prior to issue of Statement of Compliance	Planning Services	
148	5.4.1	Prepare and publish Council's Annual Report	✓	The City of Melton Annual Report 2017/2018 has been completed and adopted by Council pursuant to legislative requirements	Risk & Performance	31/10/2018
149	5.4.2	Deliver the annual community budget engagement sessions	✓	The pre-budget community engagement sessions (CES) for 2019/20 were completed in two sessions on 19 and 20 September in Melton and Caroline Springs. The CES proposals received will be dealt through the initiative process coordinated by the Finance and Risk & Performance business units by mid-December and will be presented for final Council approval at the Councillor budget briefing event scheduled for Saturday, 2 March 2018	Finance	
150	5.4.3	Continue to prosecute the priorities listed in the Melton Advocacy Priorities Booklet with key stakeholders.	●	A Federal and State prebudget submission has been developed to advocate for the priorities within the booklet. Two working groups have been established to review advocacy priorities and develop action plans. It is expected a revised booklet with fact sheets will be delivered by June 2019.	Engagement & Advocacy	
151	5.4.4	Implement the 2018/19 actions from the 2018 - 2021 Enterprise Risk Management Strategy	●	Risk management refresher training has been delivered to the target group. An investigation has commenced into the costs and benefits to Council in including the concept of 'residual risk' in its Risk Framework.	Risk & Performance	