



2018/19 Council and Wellbeing Annual Action Plan
End of Year Report 2018/19
1 July 2018 to 30 June 2019

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	✓	128	84.8%
On Track	●	11	7.3%
Not On Track	●	9	6.0%
Postponed	●	3	2.0%
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 ♥

CAP No.	CP Strategy	Action	Status Symbol	End of Year 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 recruited and commenced.	Community Planning	
3	1.1.2	Deliver the My City, My Say program and events	✓	My City, My Say calendar of events completed for 2018/19.	Community Planning	
4	1.1.2	Deliver the City of Melton Careers Expo	✓	The City of Melton Careers Expo was delivered on May 2019. 1300 students, schools, community members and agencies attended.	Recreation & Youth	
5	1.1.3	Deliver a range of cultural events throughout the year ♥	✓	Intercultural Stage at DJ Festival delivered in 2018, Harmony Day and Refugee Week events delivered in 2019.	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 Year 1 Action Plan was completed and presented with the Year 2 Action Plan to Council and adopted. The Year 2 Action Plan is underway. 14 actions of the total 37 actions have been completed, the remaining actions are on track to be completed in line with the plan in September.	Families & Children	
7	1.1.4	Deliver children's events and activities that celebrate the diversity of children and families ♥	✓	A variety of children's events and activities were offered throughout the year including Children's Week, Kindergarten Readiness Month, My City My Say, Harmony Day and Active April.	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 ♥	✓	Year 2 Action Plan consists of 66 actions which includes both individual and partnership actions. Twenty one actions are complete and 45 actions on track for completion by end of September 2019.	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♥	✓	Year one of the action plan was completed and quarters 1 to 3 of the Year 2 Action plan has been completed.	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♥	✓	The City of Melton Youth Grants and Awards was delivered on April 2019 to acknowledge young people's achievements in the community.	Recreation & Youth	
11	1.1.4	Facilitate the Western Bulldogs Leadership program for young people in the community♥	✓	2019 Western Bulldogs Leadership Program is on track and the 10 program participants are expected to successfully graduate this coming September 2019.	Recreation & Youth	
12	1.1.4	Facilitate a Youth Forum in partnership with key stakeholders♥	✓	The Melton Youth Forum was delivered in partnership with key stakeholders on June 2019. 80 young people and professional organisations attended.	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	End of Year Comments	Service Unit	Timeline
13	Develop the Safer City Plan♥		The action has been delayed owing to a decision to combine the Community Safety Strategy and Road Safety Strategy into the one process. Work has commenced on the project brief. A consultant is currently being engaged through TAC funding. Action to be completed in 2019.	Community Planning	
14	Utilise Council's Family Violence Advisory Committee as a vehicle for ongoing advocacy♥		Council met with Family Safety Victoria to advocate for a Support and Safety Hub to be located in the City of Melton. This advocacy is ongoing.	Community Planning	
15	Implement the "Responsible Pet Ownership" program to the community♥		Council implemented the "Responsible Pet Ownership" program at Community events such as Diggers Rest Pet Show, Pet Expo (Djerriwarrh Festival) and through pro-active park patrols throughout the municipality handing out free waste bags and leads to pet owners.	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 ♥	✓	Programs such as Baby Makes Three have been delivered, and the Strategy Action Plan is drafted and in process for approval.	Community Planning	
18	1.2.4	Provide Maternal & Child Health Family Violence support to identified women at risk ♥	✓	A total of 42 family violence consultations were conducted this financial year. MCH are funded based on 10% of the new enrolments for 17/18 financial year making the KPI 245. This shortfall will be rectified by the employment of a full time family Violence social worker in the 19/20 financial year.	Families & Children	
19	1.2.5	Advocate and increase opportunities for marginalised community to access affordable and sustainable accommodation ♥	✓	Housing Services has successfully secured a total of 64 tenancies for clients of the service.	Families & Children	
20	1.2.6	Facilitate African Communities Working Group ♥	✓	4 meetings of the African Communities Working Group have been held in this financial year. The Expression of Interest process to commence a new membership term was initiated in this quarter..	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 ♥	✓	Fourteen citizenship ceremonies were conducted in the 2018-2019 financial year conferring citizenship to 1,302 residents of the City of Melton. This compares to 5 ceremonies in the 2017-18 financial year and 509 conferees.	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	1.3.2	Finalise and implement a Neighbourhood Centres Strategy ♥	●	The action has been delayed owing to the restructure of the Community Planning department and a decision to incorporate the Neighbourhood Centres Strategy into the new Melton City Council City of Learning Strategy. The City of Learning Strategy is in progress and is due for completion in October 2019	Community Planning	
24	1.3.2	Implement the "School Crossing Education" program ♥	✓	A map locating legal parking options within 400metres of schools has been developed and distributed to a number of schools. This will reduce illegal/dangerous parking near school crossings.	Compliance	
25	1.3.4	Provide project management services for the construction of Hope Street Youth Refuge ♥	✓	Council provided project management services for the Hope Street Youth Refuge throughout the financial year. Construction will continue into 2019/20 and project management services will continue to be provided as required.	Capital Projects	
26	1.3.5	Implement year 2 of the Intercultural Action Plan 2017-2021 ♥	✓	23 actions of the year 2 action plan have been completed.	Community Planning	
27	1.3.5	Deliver the Integrated Family Support Program to vulnerable families as referred through the Brimbank Melton Child FIRST Alliance ♥	✓	Met DHHS service targets and engaged in a variety of alliance activities.	Families & Children	
28	1.3.5	Deliver Breastfeeding support services to families ♥	✓	The breastfeeding support service has provided 235 Home Visits, 292 Drop in Consultations, 141 Centre based consultations and 1057 Phone consultations within this financial year. The number of fully breast fed babies at 6 months in 17/18 financial year was 684, the 18/19 financial year was 721 - an increase of 5%.	Families & Children	

29	1.3.5	Deliver the Pierre Gorman Award project to develop a program of shared reading for adults with learning disabilities ♥	✓	All learning aspects of this project have been delivered, including training in sensory storytime delivery and all aspects of Next Chapter Book Club affiliation. All Project Working Group members are currently seeking community partners, and are on track for implementing Next Chapter Book Clubs as a part of ongoing program delivery from early 2020 per our project deliverables.	Libraries	
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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
30	1.4.1	Deliver the Community Leadership program ♥	✓	The Community Leadership Program commenced with 18 participants.	Community Planning	
31	1.4.3	Deliver Pop Culture events as a community gathering opportunity ♥	✓	Total of six Pop Culture delivered on time and on budget. The events spanned throughout the municipality - 3 in the Coburn Ward (Christmas in July, Kitchen Revolution and theatre show), 1 in the Watts Ward (Hypnosis Comedy) and 2 in two in the Cambridge Ward (Lakeside Alive and Outdoor Movie).	Engagement & Advocacy	
32	1.4.5	Implement the Community Partnership program ♥	✓	The 2018 program was delivered and the 2019 program launch is scheduled for 28 August.	Community Planning	
33	1.4.5	Deliver an expanded Community Playgroup program ♥	✓	New staff have helped drive this program with a strong community development focus. Two playgroups have transitioned from activation playgroups to community lead playgroups. The playgroup at Burnings Warehouse continues to provide a soft entry point for families to access services.	Families & Children	

34	1.4.6	Facilitate neighbourhood networks in Rockbank and Diggers Rest townships and within new developments.	✓	The Rockbank Community Network met 3 times in 2018/19. The Diggers Rest Neighbours Network met 7 times in 2018/19. In addition, a Network Diggers Rest Think Tank has been formed and will meet quarterly.	Community Planning	
35	1.4.7	Deliver the year one actions of the 'Home Sewn: Makers of Melton' arts project	✓	Three artist in residency programs and associated public workshops have been delivered. - No. workshops: 37 - No. enrolments: 265 - No. events: 2 - No. attendees: 118 Two temporary artworks resulting from the first and third residencies currently hang in MLLH, and an artist has been engaged to deliver the minor public art work that will herald year two of this program.	Libraries	
36	1.4.7	Develop an Arts Strategy document to guide arts and cultural services from 2019 to 2025	●	Community engagement and benchmarking has taken place. The leadership team is working on a combined Libraries and Arts strategy. Expect to complete strategy by October 2019.	Libraries	31/12/2019

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 ▼

CP Strategy	CP No.	Action	Status Symbol	End of Year Comments	Service Unit	Timeline
1.5.1	37	Conduct an "Annual sale of tobacco to minors" testing program in accordance with the Municipal Association of Victoria (MAV) funding agreement ▼	✓	All requirements of the MAV Funding agreement have been completed and the report submitted	Compliance	
1.5.1	38	Provide education and training for community organisations in the areas of gambling, alcohol, tobacco and other drugs ▼	✓	A number of education and training programs have been delivered.	Recreation & Youth	
1.5.2	39	Actively promote healthy choice options throughout the community ▼	✓	The Water in Sports program has been rolled out at 5 venues including Melton Recreation Centre, Melton Waves, Caroline Springs Leisure Centre and Council's two Libraries.	Community Planning	
1.5.2	40	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
1.5.3	41	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
1.5.3	42	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
1.5.3	43	Deliver an Active Participation Survey that measures the recreational activities that the community participates in ▼	●	Project commencement delayed due to staff turnover. Project has commenced with a revised delivery date of September 2019.	Recreation & Youth	30/09/2019
1.5.4	44	Deliver a Health Forum ▼	✓	Minds Matter: Youth Mental Health Forum was held on 9 May at Brookside College. There were 200 attendees.	Community Planning	
1.5.4	45	Implement the "Building Site Amenity" program ▼	✓	The program has been implemented for the year and is on going	Compliance	

46	1.5.5	Implement the "Domestic Animals Adoption" program ♥	✓	The program has been implemented for the year and is ongoing. The adoption fee for Cats has been permanently reduced to encourage adoptions of cats from the pound. The program is to be reviewed for further improvements.	Compliance	
47	1.5.5	Deliver vaccinations in accordance with the Australian Immunisation Schedule for children up to 18 years of age ♥	✓	Immunisation program has been completed with all sessions attended and Year 7 and 10 Immunisations carried out at secondary schools.	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
48	1.6.1	Support the Intercultural Advisory Committee and Melton Interfaith Network	✓	Four (4) meetings of the Intercultural Advisory Committee held in 2018/19. Melton Interfaith Network meetings attended by officers.	Community Planning	
49	1.6.2	Collaborate with Djerriwarrh Health Services to deliver the Koolin Balit project to enhance the health and development outcomes for Aboriginal children and their families ♥	✓	A strong partnership has been maintained with the Koolin Balit project through membership on the steering committee and involvement in the evaluation of the project. The Families and Children team are committed to disseminating the results of the project evaluation through networks.	Families & Children	
50	1.6.2	Implement Cultural Safety Action Plans for Maternal & Child Health and Supported Playgroups ♥	✓	Five staff participated across the two multi-agency working groups. Eight indicators across the two working group action plans have been completed.	Families & Children	
51	1.6.2	Support the activation of the Kirrip Aboriginal Community Hub ♥	✓	A number of community programs targeting men's and women's participation have been delivered by Kirrip. Council support for Kirrip is ongoing.	Community Planning	
52	1.6.2	Implement the Reconciliation Roadmap 2018-21 ♥	✓	Reconciliation Roadmap 2018-19 actions are being implemented under the guidance of the Reconciliation Advisory Committee.	Community Planning	
53	1.6.3	Recognise and celebrate Reconciliation Week, NAIDOC Week and other key cultural events	✓	Reconciliation Week and NAIDOC week events were delivered along with other events such as a photographic exhibition titled "Because of Her, We Can".	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
54	2.1.1	Implement the Integrated Water Management Plan	✓	Council officers are working with developers to progress the planning and installation of passive irrigation systems in new developments. Upgrade of irrigation systems to centralised systems is underway. Council is advocating for the extension of the recycled water network across Melton City Council through various projects through Department of Environment, Land, Water and Planning's Integrated Water Management Forums including the Class B Recycled Water Project, the Western Irrigation Network project and the Integrated Water Management Plan for the Western Growth Area.	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.	✓	Councils Waste Services Team performed a number of activities to engage and educate the community. Our education partner (Envirocom) attended 4 schools and 2 community engagement sessions. Council staff also attended a community event that had been organised by the community. Council has also undertaken a total of 1893 bins inspections this quarter for the purpose of reducing contamination, rewarding good recycling behaviour and educating to improve recycling habits in future. These combined activities aim to educate community, inform them of services, assist them with any challenges and promote resource recovery.	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)	●	This initiative will be considered and prioritised in line with all other actions that arise from the Waste and Litter Collection Strategy. The strategy is on track to be adopted by the end of 19/20 and will therefore be implemented in the 20/21 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)		This initiative will be considered and prioritised in line with all other actions that arise from the Waste and Litter Collection Strategy. The strategy is on track to be adopted by the end of 19/20 and will therefore be implemented in the 20/21 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 is currently on track and is expected to be adopted by the end of 19/20.	Operations	30/06/2020
59	2.1.4	Complete and commission upgrade works at Melton Recycling Facility in line with the Sustainability Victoria Funding Agreement		Stage 1 is on track to be completed by 31 July 2019.	Operations	30/06/2020
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	End of Year Comments	Service Unit	Timeline
61	2.2.1	Continue to implement the Environment Plan 2017-2027 ♥	✓	<p>Council continues to work with the Western Alliance for Greenhouse Action to progress the How Well Are We Adapting project as Control Councils. The Climate Change Adaptation Plan is underway with the internal consultation now complete. Solar PV detailed investigations have been approved for the budget to be completed in the 2019/20 financial year to assist in meeting the 2020/21 emissions reduction target. Officers have been working with other Victorian Councils on a Power Purchase Agreement that will enable 100% of power to be sourced from renewable energy which will be presented to Council at the July 2019 Ordinary meeting. Council has delivered the Inaugural Nature Stewards program which helps achieve the Environment Plan goal of improving community understanding of our unique natural environment. A grant application to Department of Land, Water and Planning has been successful, which will enable projects that will assist in delivering Environment Plan actions including for workshops to improve community capacity and knowledge of sustainable land management practices.</p>	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▼	✓	<p>Council provides a range of education services and has invested in community engagement activities. Statistics for the last 12 months (1 July 18 to 30 June 2019) shows that the City of Melton is diverting approximately 44% of all waste from landfill. While this is a slight decrease from the previous year it is important to note that total tonnes have reduced across the board. There has been a reduction in dumped rubbish, landfill waste from residents (collected at the kerb), waste received at the transfer station and green waste volumes as a result of a very dry season. Council has also made changes to the hard waste service to improve recovery and comply with the impending E-waste ban. It is positive to note that despite the global recycling crisis residents have continued to recycle similar volumes to last year. This can be attributed to Council's investment in community education and engagement programs.</p>	Operations	
63	2.2.2	Develop a community education program around sustainability and climate change adaptation▼	✓	<p>Council delivered the inaugural Nature Stewards program to 20 participants which included material on sustainability and climate change. Council officers are also working with Deakin University to develop an interactive environmental education program.</p>	City Design, Strategy & Environment	31/12/2018
64	2.2.2	Prepare a Climate Change Adaptation Plan▼	●	<p>Background papers on the four themes of the plan were prepared as a preliminary identification of issues. Four internal workshops across the organisation were delivered as part of the internal consultation process. A summary report of the consultation findings has been prepared to inform the draft action plan.</p>	City Design, Strategy & Environment	
65	2.2.3	Embed the 'Climate Resilient Infrastructure Checklist' into the asset management process▼	✓	<p>The 'Climate Resilient Infrastructure Checklist' has been included in the draft Environmentally Sustainable Design (ESD) Guidelines. This will be embedded in Council processes over the coming months as part of the implementation of the Guidelines.</p>	City Design, Strategy & Environment	
66	2.2.4	Complete the Street Tree Strategy▼	●	<p>Internal review of the Draft Street Tree Strategy has been undertaken. The strategy is expected to be updated to reflect this review following the end of the financial year as workload permits. The project has taken longer to complete due to a very high workload over the last 18 months.</p>	City Design, Strategy & Environment	31/12/2019
67	2.2.4	Review Council's tree planting and removal policy to further protect our tree assets▼	●	<p>To be completed within the 2019 calendar year. Changes required from consultation process. This pushed out the timeframe.</p>	Operations	

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

Cap No.	CP Strategy	Action	Status Symbol	End of Year Comments	Service Unit	Timeline
68	2.3.1	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
69	2.3.2	Progress the development of the Western Plains South Green Wedge Management Plan (2 year project)	●	Work is underway on the preparation of the Western Plains South Green Wedge Management Plan.	City Design, Strategy & Environment	31/07/2020
70	2.3.2	Undertake condition audits of Council environmental reserves	✓	Audits have been completed.	Operations	
71	2.3.3	Work with the relevant state government departments to review and update strategies, plans and guidelines in respect of improved waterway health.	✓	Council has been working closely with the Department of Environment, Land, Water and Planning and other Integrated Water Management Forum member organisations to progress projects for waterway health in the Werribee region. Council is currently working with Melbourne Water on the Renaturalisation of Arnolds Creek project which will improve waterway health of Arnolds Creek.	City Design, Strategy & Environment	
72	2.3.4	Support the planning and delivery of the 'Arnolds Creek Reimagined' project in collaboration with Melbourne Water	✓	Final scope confirmed, works to begin in August 2019.	Engineering Services	
73	2.3.4	Deliver the Water Sensitive Urban Design Construction program	●	Delayed due to asbestos contamination. Works to commence in July and be completed by September 2019	Engineering Services	31/03/2019
74	2.3.5	Deliver the Environment Enhancement Program 2018	✓	The 2018 cycle of the EEP has been completed. Requests for reviews of rate rebate removal have been completed. A successful engagement rate of >80% has again been achieved in 2018/19. The 2019 cycle is progressing in accordance with the program.	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	End of Year Comments	Service Unit	Timeline
75	2.4.1	Develop Environmentally Sustainable Design guidelines	✓	This document has been finalised and will be presented to Council for information in the coming weeks	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	End of Year Comments	Service Unit	Timeline
76 2.5.1	Continue to deliver environmental education and engagement programs to the community	✓	Council has delivered the inaugural Nature Stewards program with Outdoors Victoria to provide a 10-week environmental education to 20 community participants. Council delivered the 2019 World Environment Day grants program which supported four community groups, including one new environment group, to deliver environmental projects. Council has assisted schools in delivering plants for National Tree Day plantings.	City Design, Strategy & Environment	
77 2.5.3	Progress the finalisation of the Significant Landscape Features Strategy	✓	Amendment C173 is with the Minister for Planning awaiting further approval. Melton City Council's component of this project is completed.	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	End of Year Comments	Service Unit	Timeline
78	Develop the Toolern Town Centre Urban Design Framework.		The Draft Urban Design Framework has been finalised. The Cobblebank Town Centre Urban Design Framework commences exhibition on Tuesday 23 July and a drop-in session will be held on 7 August.	City Design, Strategy & Environment	31/12/2019
79	Plan, deliver and advocate for open spaces consistent with the Parks Development Program		Three parks have been upgraded and are now completed including Hannah Watts Park, Bill Cahill Reserve and Arnolds Creeks Reserve. A number of parks identified in Parks Development Program including Stan Paynes, Marlo Drive and Arbour Boulevard are currently in the design phase or are under constructions as a result of the successful Growing Suburb Fund applications. Work has commenced on the Play Space Strategy.	City Design, Strategy & Environment	
80	Develop the Rockbank Town Centre Urban Design Framework (2 year project)		The Urban Design Framework is finalised, and has been submitted to the Victorian Planning Authority Board for approval. The UDF will be presented to Council shortly for approval.	City Design, Strategy & Environment	31/05/2019
81	Implement the Housing Diversity Strategy		A number of actions are currently being implemented including research on affordable housing and development of a policy. The planning scheme amendment to implement another key action of the Strategy 'House Rules' 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 version of the research paper has been completed and shared with key internal stakeholders.	Families & Children	
83	3.1.4	Implement an annual inspection program of the quality and liveability of new developments ♥	●	Due to work commitments in both the Planning and Engineering areas, this project has been postponed until next year	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 Department Environment, Land, Water and Planning and the Victorian Planning Authority regarding the Benchmark Costings Project that will inform the preparation of the future Infrastructure Costings Plans. Council is continuing to work with Department Environment, Land, Water and Planning and the Victorian Planning Authority on implementation problems with the Infrastructure Contributions Plan system. A planning panel hearing was held for Amendment C201 - Mt Atkinson and Tarnet Plains ICP 1 July to 4 July.	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
85	3.2.2	Construction of the City Vista sports precinct		Project delayed due to inclement weather. Partial handover of site completed. Works ongoing with full handover scheduled for August 2019.	Recreation & Youth	
86	3.2.2	Commence the construction of the Stage 1 Macpherson Park Redevelopment Project		Works have commenced and the project is on track for completion March 2020.	Recreation & Youth	
87	3.2.2	Construction of the Caroline Springs sub regional tennis facility		Construction of the Caroline Springs sub regional tennis facility completed.	Recreation & Youth	
88	3.2.2	Delivery of at least 75% of the 2018/19 Capital Works Program		The 2018/19 capital budget was \$92M with a 75% target of \$69M. The actual expenditure for 2018/19 was \$74M or 80%.	Capital Projects	
89	3.2.3	Plan and deliver outcomes of the Female Friendly Facility Change rooms program		Female Friendly change room upgrades completed at Blackwood Drive Recreation Reserve, Diggers Rest Recreation Reserve, 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		Currently work in progress	Operations	
93	3.2.6	Implement the Domestic Animal Management Plan		Refresher training on dog behaviour and handling has been provided to staff as per new team through its re-structure	Compliance	

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
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	✓	Delivery and reporting by Capital Projects. Arnolds Creek Play space, Bill Cahill Reserve and Hamah Watts Park have reached completion in accordance with the Growing Suburbs Fund requirements. Mario Reserve tender has been awarded for construction commencement. Bloomsbury Drive Reserve, Arbour Boulevard North Reserve and Morton Homestead reserve are currently going through a tender process for construction. Stan Payne Reserve Detail design is nearing completion to enable tendering to occur.	City Design, Strategy & Environment	
96	3.3.4	Commission one minor public art piece and four street art power boxes	✓	A mural on the rear facade of 8 Eucumbene Drive in Ravenhall, at the freeway entrance to Caroline Springs has been completed. Artist George Rose responded to the Council vision of "A thriving community where everyone belongs", focusing on the flora and fauna of the region. Power box commissions for the Summer of Street Art have also been completed.	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
97	3.4.1	Advocate for improved public transport networks	✓	Public Transport was included as a priority for the council's advocacy agenda. Improved public transport commitments were included in communications campaigns and media coverage along with State and Federal Budget submissions. Meetings were held with the Mayor and CEO with the Minister for Public Transport and Minister for Transport Infrastructure and local members where Council's public transport priorities were presented. A budget commitment was received for funding of the Western Rail project and a new bus route has been announced.	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	✓	80 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. Advocacy campaigns ongoing for key infrastructure projects including the Western Highway. Working collaboratively with Rail Projects Victoria on the electrification of the rail corridor business case.	City Design, Strategy & Environment	
101	3.4.4	Construction of walking and cycling networks	✓	Council has added 96,670 metres of new footpaths to the asset register as at the end of the 18/19 financial year	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 (2 year project)		The Cobblebank Employment and Mixed Use Urban Design Framework commences exhibition on Tuesday 23 July and a drop-in session will be held on 7 August. The UDF will be on exhibition for 6 weeks.	City Design, Strategy & Environment	
103	3.5.2	Deliver place making initiatives in the Melton Town Centre		With the change in weather, no additional activations have been delivered in the final quarter however more videos have been made of some shop keepers for distribution on social media channels. Planning is under way for activations for the next spring/summer period.	Engagement & Advocacy	
104	3.5.3	Develop Public Realm Design Guidelines		An Internal review of the Draft Public realm Guidelines has been undertaken. The Guidelines are currently being updated to reflect this review and is expected to be completed early in the new financial year. The project has taken longer to complete due to a very high workload over the last 18 months.	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 16 graffiti education sessions, 8 in primary schools and 8 in secondary schools across the municipality. A total of 52 education 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 2074sqm of graffiti. The total removed this financial year is 11,156.83 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	End of Year Comments	Service Unit	Timeline
107	4.1.1	Deliver actions in the Economic Development & Action Plan 2018/19	✓	93% of actions were successfully delivered, with 5% abandoned and 2% pending.	Engagement & Advocacy	
108	4.1.2	Deliver the Launch Vic Funded 'Hot House Project' to support the start-up ecosystem.	✓	All elements of the Hot House Project have been successfully completed. There was a 'Hackathon' event and 'Wind-up Networking' dinner held in May which completed the deliverables of the funding agreement. A video which documents the journey has been developed and will be used to assist with promotion in the new year.	Engagement & Advocacy	
109	4.1.3	Deliver the Venture Melton Business Network program of networking events.	✓	The fourth networking event was delivered on 22 May with over 70 guests attending. Registrations for the 2019/20 networking program have opened, with a promising early uptake.	Engagement & Advocacy	
110	4.1.4	Deliver actions in the Digital Business Strategy 2016-2019	✓	This action plan is almost complete with 91% of actions now complete, 6% abandoned and 2% pending.	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	End of Year Comments	Service Unit	Timeline
111	4.2.1	Support the Athersstone Exchange project with other key partners and stakeholders.	✓	Support for the exchange has continued. While there hasn't been any major events or activities in this quarter support has been maintained with information sharing.	Engagement & Advocacy	
112	4.2.3	Liaise with local businesses to advocate for improved public transport to employment areas in the City of Melton ♥	✓	New bus routes and additional train stations are included in ongoing advocacy campaigns. A new bus route was announced for Melton and the CEO and Mayor met with Minister for Public Transport to present bus route priorities.	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
113	4.3.1	Continue development and promotion of the Melton City Much More App	✓	The third version of the App was released in June 2019 which includes additional features such as push notifications. Promotion of the app has continued and cumulative app downloads is sitting on 6,361 at the end of the financial year.	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.	✓	Promotions of the Visitor Economy have continued through multiple channels. Collateral has been distributed throughout new housing estate sales offices and face-to-face distribution of collateral has taken place at Melton and Caroline Springs train stations.	Engagement & Advocacy	
115	4.3.3	Host community events including Djerriwarh & Summersault Festival ▼	✓	Both festivals delivered successfully, within budget. Djerriwarh Festival attracted a record attendance in 2018 (with in excess of 30,000 throughout the day). Post event survey's indicated a 96% community satisfaction rate. Summersault was delivered - and extensive post event evaluation conducted to assess the viability of the event. Whilst Summersault was well attended, the core demographic (i.e. families) was not strongly represented throughout the day. Through extensive consultation with emergency services, Executive and Council, it has been decided that in 2020, Summersault will be dissolved and replaced with a more "family centric" event model to encourage greater community engagement through our major event program and celebrate our region.	Engagement & Advocacy	
116	4.3.4	Support community groups and others to deliver culturally specific intercultural festivals and celebrations	✓	Many cultural groups have been funded through Council's community grants program to run festivals, events and celebrations	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	End of Year Comments	Service Unit	Timeline
117	4.4.1	Advocate for Primary and Secondary school provision	✓	Primary and secondary school needs were advocated to the State Government, who ultimately committed to five new primary schools. Following the State election and budget Council is now determining future primary and secondary school needs and will establish an evidence base to continue ongoing advocacy.	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	✓	The advocacy plan was implemented in March with 'I Love Kinder' Postcards and posters distributed to Kindergartens. A letter from the Mayor was sent to The Federal Education Minister – Hon Dan Tehan MP and the Federal Treasurer Hon Josh Frydenberg MP in February.	Families & Children	
119	4.4.5	Provide support opportunities to Grandparents who are providing kinship care	✓	Two meetings were held this quarter, as well as a regional forum, (May 22, 2019) enabling 44 carers and sector personnel present.	Families & Children	
120	4.4.6	Implement the online Learning Directory and promote active use with both Community Learning Providers and learners	✓	Melton Learning averages over 2,000 online visits per month. New programs have been added to Melton Learning including an expanded school holiday program at our Community Centres.	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

CAP No.	CP Strategy	Action	Status Symbol	End of Year Comments	Service Unit	Timeline
121	4.5.1	Support and implement learning activities, events and projects that enhance current and future skills and employment pathways	✓	Three (3) specialist workshops and an e-learning suite were delivered, and work was commenced in a Skills & Employability Charter.	Community Planning	
122	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	✓	Ongoing programs are provided in partnership with Libraries, Neighbourhood Houses and External Providers. Approximately 1000 programs delivered by internal and external providers over this year.	Community Planning	
123	4.5.2	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	4.5.3	Develop a Libraries Strategy document to guide library services and infrastructure from 2019 to 2029	●	Community engagement and benchmarking has taken place. The leadership team is working on a combined Libraries and Arts strategy. Expect to complete strategy by October 2019.	Libraries	31/12/2019
125	4.5.3	Deliver learning, literacy and social connection programs through library outreach sessions at community facilities	✓	Number of outreach programs for this quarter: 41. Total attendance: 1340. - Total number of outreach sessions for 18/19: 95 - Total number outreach attendances for 18/19: 4,827 - No. of kinders visited: 25 (multiple sessions at each) - No. of schools visited: 12 (multiple sessions at each) - No. community centres where outreach sessions were held: 9 - No. parks, playgrounds where outreach sessions were held: 10	Libraries	
126	4.5.4	Promote the 1,000 books before school program in partnership with the State Library of Victoria	✓	236 registrations and 121 milestones reached this quarter. This brings the total number of new registrations for the 1000 Books Before School Program for 18/19 to 660. 518 milestone prizes were presented to participating 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
127	5.1.1	Provide target opportunities for engagement as per the Community Engagement Guidelines	✓	Targeted opportunities for engagement provided. - Diggers Rest, Eynesbury, & Harmony Day. Internal Engagement Expo delivered.	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 a total of 40 sessions at the Melton South Pop-Up Services Hub.	Families & Children	
130	5.1.3	Review and strengthen the engagement tool kit to increase the reach of Council's community engagement	✓	The review of the engagement toolkit was completed in this 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 ▼	✓	A network of community development professionals in the Aintree, Rockbank and Mt Atkinson areas meets on an as-needed basis to co-plan events and programs.	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 added to the engagement toolkit.	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	End of Year Comments	Service Unit	Timeline
133	5.2.1	Investigate and implement improved online application forms	✓	At end of financial year a total of twelve forms and registers have been moved from printable/paper/non-integrated formats to online solutions. Further development in the 'seamless' online solution has been closed, with efforts now focused on a new technology solution to enable a better Customer Experience and increased operational benefits. All remaining forms and registers have been transitioned into the new customer relationship management program scope.	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 ▼	✓	Work has been undertaken with Diabetes Victoria to deliver the Victorian Government Life Program to employees. This is the biggest prevention program of its type in Australia offered to council employees who are at risk of Diabetes Type 2, Heart Disease and Stroke. An information session is booked for the end of July. Personal Training sessions have also been planned and a provider selected. Sessions will be offered early 2019/2020	Risk & Performance	
135	5.2.2	Implement Year 3 of 2016 - 2019 Occupational Health and Safety Strategy ▼	✓	The Occupational Violence project that is addressing how council internally communicates occupational violence risk to relevant employees is progressing well. The solution has been shared with the trial team with testing about to commence. Consultation with other relevant teams has also commenced with the project close in early 2019/2020. The CitySafe Checker program (OHSMS auditing) summary has 7 service units that have achieved 100% conformance. The Sherlock Program has currently 23 actions outstanding. Work with leaders continues to close out the remaining actions.	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 currently in Progress, initial finding report tabled.	Operations	
137	5.2.3	Coordinate the annual testing, review and evaluation of Council's Business Continuity Plans		Meetings have been held with Critical Business Function (CBF) plan coordinators individually to outline a range of testing options and methods of delivery for CBF plan coordinators that would satisfy the requirements of the policy for 2019. Met with managers of Operations and People and Culture to update plans.	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.	Recreation & Youth	
139	5.2.5	Develop an 'Introduction to Local Government' training program		A training program entitled 'Local Government Framework & Governance' was developed and endorsed in 2018-19. Two training dates for staff have been arranged in 2019-20.	Legal & Governance	
140	5.2.5	Develop Service Unit Workforce Plans		We have received quotes from external providers to undertake this work in the next financial year.	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	End of Year 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	✓	Advocacy completed.	Compliance	
143	5.3.3	Collaborate with the Early Years Partnership to develop an Early Years Advocacy Strategy	✓	The Early Years Partnership Committee developed a number of early years advocacy priorities that has been provided to the Community Wellbeing and Education working group.	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 ♥	✓	Council has participated in a number of initiatives and exercises throughout the year to maintain and improve its preparedness for emergencies. Banyule and Whittlesea City Council will be hosting the North West Metro Regional Exercise – Exercise PAEN in October 2019. This is a functional exercise involving the activation of a mock Incident Control Centre; a Municipal Emergency Operation Centre, and an Emergency Relief Centre.	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 Plan has been completed. The Revised Council and Wellbeing Plan 2017-2021 was adopted by Council at the June meeting.	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

CP No.	CP Strategy	Action	Status Symbol	End of Year 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.		Annual report currently being prepared by Contractor	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 went through the initiative process coordinated by the Finance and Risk & Performance business units by mid-December and were presented for final Council approval at the Councilor budget briefing event on Saturday, 2 March 2019	Finance	
150	5.4.3	Continue to prosecute the priorities listed in the Melton Advocacy Priorities Booklet with key stakeholders.		In the past financial year, the Mayor and CEO have met with most Ministers relevant to the Advocacy Priorities along with local members. Two major advocacy campaigns were run: 'Build Melton Hospital' and 'Upgrade the Western Highway.' Council has received government commitments including a business case for a new public hospital in Melton, the Western Rail Plan and new primary schools. With a State and Federal budget and election cycle now complete, Council will review advocacy priorities and develop a revised Priorities Booklet and supporting fact sheets to coincide with the 2020/21 budget cycles.	Engagement & Advocacy	

151	5.4.4	Implement the 2018/19 actions from the 2018 - 2021 Enterprise Risk Management Strategy	✓	Refresher training has been delivered to the target group. A review was conducted to investigate changing the Risk Framework to include 'residual risk'. A commitment has been struck with an educational institution to develop a risk awareness program for leaders. The Risk Management Committee reviewed and endorsed the current Risk Strategy.	Risk & Performance	
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