

2019/20 Council and Wellbeing Annual Action Plan



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 2019/20 Annual Action Plan. The Action Plan contains 134 actions.

Health and wellbeing is embedded throughout the Council and Wellbeing Plan, cutting through each theme, outcome, objective, strategy and indicator. The areas with a stronger link to health

and wellbeing are displayed with a heart icon ♥

Completion dates for all actions are 30 June 2020 unless specified differently.

Status	Symbol	Number of Actions	% of Actions
Achieved	✓	0	
On Track	●	0	
Not On Track	●	0	
Postponed	●	0	
Total		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	Progress Comments	Service Unit	Timeline
1	1.1.1	Implement the Melton City Council Interfaith Strategy 2018-21 ♥			Community Planning	
2	1.1.2	Deliver the City of Melton Careers Expo			Recreation & Youth	
3	1.1.3	Visually represent Council's diverse community in public spaces ♥			Community Planning	
4	1.1.4	Melton: A City for All People - complete quarter 4 of year 2 action plan and deliver quarters 1 to 3 of the year 3 action plan relating to older people and people with disabilities ♥			Community Care	
5	1.1.4	Deliver the City of Melton Youth Awards and Grants Program recognising the contribution made by young people in the community ♥			Recreation & Youth	
6	1.1.4	Facilitate the Western Bulldogs Leadership program for young people in the community ♥			Recreation & Youth	
7	1.1.4	Facilitate a Youth Forum in partnership with key stakeholders ♥			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 ♥

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
8	1.2.1	Develop the Safer City Plan ♥			Community Planning	
9	1.2.3	Implement the "Responsible Pet Ownership" program to the community ♥			Compliance	
10	1.2.3	Implement the community education program for Domestic Swimming Pool Safety Barriers to the community ♥			Compliance	
11	1.2.4	Provide Maternal & Child Health Family Violence support to identified women at risk ♥			Families & Children	
12	1.2.4	Implement Equality and Respect 2030 ♥			Community Planning	
13	1.2.7	Deliver Seniors Festival activities ♥			Community Care	
14	1.2.7	Deliver Citizenship Ceremonies for City of Melton residents ♥			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	Progress Comments	Service Unit	Timeline
15	1.3.2	Provision of early years services at Fraser Rise and Timbertop Children's and Community Centres ♥			Families & Children	
16	1.3.2	Implement the "School Crossing Education" program ♥			Compliance	
17	1.3.2	Finalise and implement a Neighbourhood Centres Strategy ♥			Community Planning	
18	1.3.5	Deliver year 2 actions of Pierre Gorman Award project: partner with community groups and service providers to implement Next Chapter Book Clubs for adults with learning disabilities ♥			Libraries	
19	1.3.5	Implement year three of the Intercultural Action Plan 2017-2021 ♥			Community Planning	

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	Progress Comments	Service Unit	Timeline
20	1.4.1	Deliver the Community Leadership Program ♥			Community Planning	
21	1.4.2	Deliver the annual Community Achievement Awards ♥			Community Planning	
22	1.4.3	Deliver Pop Culture events as a community gathering opportunity ♥			Engagement & Advocacy	
23	1.4.4	Deliver the Melton City Council annual Community Grants program ♥			Community Planning	
24	1.4.5	Implement the Community Partnership Program ♥			Community Planning	
25	1.4.6	Facilitate neighbourhood networks in Kurunjang and Frasers Rise Community Centres ♥			Community Planning	
26	1.4.7	Deliver two 6-monthly exhibition programs across Caroline Springs Gallery, Melton Library and Learning Hub and Civic Centre			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
27	1.5.1	Conduct an "Annual sale of tobacco to minors" testing program in accordance with the Municipal Association of Victoria (MAV) funding agreement ▼			Compliance	
28	1.5.1	Review the Gambling Harm Minimisation Policy ▼			Community Planning	
29	1.5.2	Deliver the Annual Melton City Council Sports Awards recognising the contribution made by local sporting clubs and volunteers ▼			Recreation & Youth	31/10/2019
30	1.5.3	Deliver an Active Participation Survey that measures the recreational activities that the community participates in ▼			Recreation & Youth	30-Nov-19
31	1.5.4	Implement the "Building Site Amenity" program ▼			Compliance	
32	1.5.5	Implement the "Domestic Animals Adoption" program ▼			Compliance	
33	1.5.5	Deliver vaccinations in accordance with the Australian Immunisation Schedule for children up to 18 years of age ▼			Compliance	
34	1.5.5	Deliver Sons of the West men's health program and Daughters of the West women's health program in partnership with the Western Bulldogs Community Foundation ▼			Community Planning	

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	Progress Comments	Service Unit	Timeline
35	1.6.2	Implement the Reconciliation Roadmap 2018-21 ♥			Community Planning	
36	1.6.3	Recognise and celebrate Reconciliation Week, NAIDOC Week and other key cultural events			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	Progress Comments	Service Unit	Timeline
37	2.1.1	Implement the Integrated Water Management Plan			City Design, Strategy & Environment	
38	2.1.2	Advocated to water retailers to consider the reuse of wastewater as an alternative supply			City Design, Strategy & Environment	
39	2.1.4	Engage and educate residents in line with Council's strategies, policies and state-wide direction, to encourage waste avoidance and reduce waste to landfill.			Operations	
40	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)			Operations	
41	2.1.4	Plan and undertake capital upgrade works to the Melton Recycling Facility in line with the adopted Master Plan			Operations	30/06/2021

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
42	2.2.1	Continue to implement the Environment Plan 2017-2027 ▼			City Design, Strategy & Environment	
43	2.2.1	Deliver services that reduce waste to landfill (and therefore greenhouse gas emissions) through sustained waste diversion ▼			Operations	
44	2.2.3	Prepare and implement a Climate Change Adaptation Plan ▼			City Design, Strategy & Environment	
45	2.2.3	Embed the 'Climate Resilient Infrastructure Checklist' into the asset management process ▼			City Design, Strategy & Environment	
46	2.2.4	Complete the Street Tree Strategy ▼			City Design, Strategy & Environment	31/12/2019
47	2.2.4	Review Councils tree planting and removal policy to further protect our tree assets ▼			Operations	31/12/2019

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	Progress Comments	Service Unit	Timeline
48	2.3.2	Progress the development of the Western Plains South Green Wedge Management Plan (2 year project)			City Design, Strategy & Environment	
49	2.3.2	Undertake condition audits of Council environmental reserves			Operations	
50	2.3.3	Work with the relevant state government departments to review and update strategies, plans and guidelines in respect of improved waterway health.			City Design, Strategy & Environment	
51	2.3.4	Deliver the Water Sensitive Urban Design Construction program			Engineering Services	

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
52	2.4.1	Develop Environmentally Sustainable Design guidelines			City Design, Strategy & Environment	30/09/2019
53	2.4.2	Ensure that the Municipal Strategic Statement protects sensitive uses and residential uses from the adverse impacts of noxious industries ♥			City Design, Strategy & Environment	31/12/2019

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

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
54	2.5.1	Support local environment groups and school based programs ♥			City Design, Strategy & Environment	
55	2.5.2	Continue to deliver environmental education programs			City Design, Strategy & Environment	
56	2.5.3	Coordinate and deliver Heritage Week			City Design, Strategy & Environment	

Outcome 3: A City with a clear vision to manage growth in a sustainable and accessible way**Objective 3.1: A City that strategically plans for growth and development****Strategies:**

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
57	3.1.1	Develop the Toolem Town Centre Urban Design Framework (2 year project).			City Design, Strategy & Environment	31/12/2019
58	3.1.1	Develop the Rockbank Town Centre Urban Design Framework (2 year project)			City Design, Strategy & Environment	31/10/2019
59	3.1.2	Plan, deliver and advocate for open spaces consistent with the Parks Development Program			City Design, Strategy & Environment	
60	3.1.2	Deliver the City of Melton Sports Facility Demand Strategy			Recreation & Youth	
61	3.1.2	Deliver the City of Melton Soccer Strategy			Recreation & Youth	
62	3.1.4	Implement the Housing Diversity Strategy			City Design, Strategy & Environment	
63	3.1.4	Implement an annual inspection program of the quality and liveability of new developments			Planning Services	
64	3.1.5	Contribute to State Government processes in the Identified Precinct Structure Plans (PSPs) and Infrastructure Contributions Plans			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	Progress Comments	Service Unit	Timeline
65	3.2.1	Community Infrastructure Plan updated and endorsed by Executive			Community Planning	
66	3.2.2	Delivery of at least 75% of the 2019/20 Capital Works Program			Capital Projects	
67	3.2.2	Commence the construction of the Stage 2 Macpherson Park Redevelopment Project			Recreation & Youth	
68	3.2.2	Commence construction of the Eynesbury Active Open Space precinct			Recreation & Youth	
69	3.2.2	Plan and development of the Cobblebank Indoor Sport Stadium			Recreation & Youth	
70	3.2.2	Construction of the City Vista sports precinct			Recreation & Youth	
71	3.2.4	Undertake a condition audit of all Council buildings to guide the production of maintenance and renewal programs			Operations	
72	3.2.5	Review all fencing assets to ensure DDA compliance ♥			Operations	
73	3.2.5	Deliver services that provide sustained levels of cleanliness and hygiene in council facilities ♥			Operations	
74	3.2.6	Implement the Domestic Animal Management Plan			Compliance	

75	3.2.6	Review the service model for Property Services and undertake a competitive tender process for operational activities			Operations	
76	3.2.7	Advocate to resource providers to ensure access to essential services			Community Planning	

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
77	3.3.3	Deliver improvements to Council's passive recreation reserves via the Passive Parks Development Program			City Design, Strategy & Environment	
78	3.3.4	Deliver the year two actions of the 'Home Sewn: Makers of Melton' arts project: commission a public art piece responding to the theme Everyone Belongs, with a focus on textile arts			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
79	3.4.1	Advocate for improved public transport networks to relevant departments and elected representatives.			Engagement & Advocacy	
80	3.4.2	Implement Moving Melton, Council's integrated transport strategy ▼			City Design, Strategy & Environment	
81	3.4.4	Undertake an assessment of the existing walking and cycling networks to inform future improvements ▼			Engineering Services	31/03/2020
82	3.4.4	Construction of walking and cycling networks ▼			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
83	3.5.1	Develop Toolem Employment Area Urban Design Framework (2 year project)			City Design, Strategy & Environment	31/12/2019
84	3.5.2	Deliver placed based engagement targeted to key business precincts, identifying business needs, opportunities and develop action plans to support business success			Engagement & Advocacy	
85	3.5.3	Develop Public Realm Design Guidelines ♥			City Design, Strategy & Environment	31/12/2019
86	3.5.4	Monitor and implement footpath sweeping services in public realm areas where they are high use or high profile			Operations	
87	3.5.4	Undertake proactive graffiti works and implement appropriate graffiti prevention strategies to maintain levels of community satisfaction and pride.			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
88	4.1.1	Deliver the annual Business Excellence Awards program including finalist event and Gala Dinner.			Engagement & Advocacy	30/09/2019
89	4.1.1	Implement and support a Council-wide business permit concierge process through the Better Approvals project.			Engagement & Advocacy	
90	4.1.2	Deliver the Hot House Project targeted at start-up businesses			Engagement & Advocacy	
91	4.1.3	Deliver the annual Venture Melton Network program.			Engagement & Advocacy	
92	4.1.4	Deliver an integrated digital engagement and communication plan that facilitates business to business engagement, proactively promotes Council programs and supports Venture Melton growth and value.			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
93	4.2.1	Identify and promote opportunities and programs to support the creation of local job pathways			Engagement & Advocacy	
94	4.2.2	Develop an Economic Development Position Paper and action plan that clearly defines the key job/sector opportunities and a targeted action plan for investment ♥			Engagement & Advocacy	
95	4.2.3	Advocate for improved public transport networks to relevant departments and elected representatives and include priorities and State Budget submission ♥			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
96	4.3.1	Implement the next phase of the Melton City Much More APP			Engagement & Advocacy	
97	4.3.2	Leverage major events and activities to benefit the visitor economy.			Engagement & Advocacy	
98	4.3.2	Identify and leverage strategic relationships and opportunities through Western Melbourne Tourism Inc.			Engagement & Advocacy	
99	4.3.3	Host community events including Djerriwarth, a major community event in Caroline Springs, Carols by Candlelight and the activation of event spaces in the Melton Town Centre ♥			Engagement & Advocacy	

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

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
100	4.4.1	Advocate for Primary and Secondary school provision ensuring Fact Sheets are updated and priorities are included in the State Budget submission.			Engagement & Advocacy	
101	4.4.2	Establish an evidence base to support advocacy for the delivery of tertiary opportunities in Melton and include in State and Federal Budget submissions.			Engagement & Advocacy	
102	4.4.3	Advocate for ongoing funding for the provision of 15 hours of universal access to kindergarten for 4 year olds			Families & Children	
103	4.4.6	Implement the online Learning Directory and promote active use with both Community Learning Providers and learners			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	Progress Comments	Service Unit	Timeline
104	4.5.1	Support and increase learning activities and events in Council facilities			Community Planning	
105	4.5.2	Develop a Libraries and Arts strategy			Libraries	
106	4.5.2	Promote library services, learning programs and arts participation through a quarterly library 'What's On' brochure and monthly e-newsletter			Libraries	
107	4.5.3	Deliver libraries and arts programs that respond to measurable outcomes of cultural engagement per the Cultural Development Network's outcomes scheme			Libraries	
108	4.5.4	Deliver the Read Sing Chat program in partnership with Maternal and Child Health New Parents' Group program to promote the importance of early years literacy to families			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
109	5.1.1	Provide targeted opportunities for engagement as per the Community Engagement Guidelines			Community Planning	
110	5.1.2	Deliver the annual Community Engagement Calendar			Community Planning	
111	5.1.4	Partner with community representatives, services and networks to reach new and establishing communities ▼			Community Planning	
112	5.1.5	Deliver an improved online engagement platform			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
113	5.2.1	Investigate and implement improved online application forms			Information Technology	
114	5.2.2	Implement the 2019/20 actions from 'Healthier Choices', Melton City Council's 2018 - 2021 Workplace Health & Wellbeing (WHWB) Strategy ♥			Risk & Performance	
115	5.2.2	Develop, and implement Year 1, of 2019 - 2022 Occupational Health and Safety Strategy ♥			Risk & Performance	
116	5.2.3	Coordinate the annual testing, review and evaluation of Council's Business Continuity Plans			Risk & Performance	
117	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.			Operations	
118	5.2.4	Advocate to the State Government for funding to support increased participation in sport (including a focus on female participation)			Recreation & Youth	
119	5.2.5	Develop Service Unit Workforce Plans			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
120	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			Legal & Governance	
121	5.3.3	Actively participate in regional advocacy groups including Interface Councils, LEAD West and National Growth Areas Alliance.			Engagement & Advocacy	
122	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			Risk & Performance	
123	5.3.6	Undertake the annual review of the 2017 – 2021 Council and Wellbeing Plan and where required, update the Plan			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
124	5.4.1	Implement an inspection program of new developments to ensure compliance with planning permits			Planning Services	
125	5.4.1	Prepare and publish Council's Annual Report			Risk & Performance	31/10/2019
126	5.4.1	Ensure Annual reporting of Essential Services maintenance for Council facilities referenced in the Victorian Building Regulations is completed.			Operations	
127	5.4.2	Deliver the annual community budget engagement sessions			Finance	
128	5.4.3	Planning for the provision of funded 3 year old Kindergarten reform.			Families & Children	
129	5.4.3	If a New Local Government Act is passed by Parliament, develop and deliver on an implementation plan for any provisions commencing in the 19/20 year (and beyond, where relevant)			Legal & Governance	
130	5.4.3	Review and update Council's advocacy priorities and update Council's Advocacy Priorities booklet and supporting Fact Sheets			Engagement & Advocacy	30/09/2019
131	5.4.3	Prepare and lodge a formal submission for the 2020/21 State and Federal Budgets to seek investment in Melton's advisory priorities			Engagement & Advocacy	30/09/2019
132	5.4.3	Enact an engagement program with local members and relevant State and Federal politicians to prosecute Council's advocacy priorities.			Engagement & Advocacy	
133	5.4.4	Implement the 2019/20 actions from the 2018 - 2021 Enterprise Risk Management Strategy			Risk & Performance	
134	5.4.5	Commence the Customer Relationship Management project and implement Year 1 actions			Engagement & Advocacy	