



2020/21 Council and Wellbeing Annual Action Plan
 First Quarter Progress Report
 Reporting Period 1 July 2020 to 30 September

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 2020/21 Annual Action Plan. The Action Plan contains 107 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 2021 unless specified differently.

Status	Symbol	Number of Actions	% of Actions
Achieved	✔	5	4.7%
On Track	●	102	95.3%
Not On Track	●	0	
Postponed	●	0	
Total		107	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	Progress Comments	Service Unit	Timeline
1	1.1.1	Implement the Melton City Council Interfaith Strategy 2018-21 ▼	●	Actions of the Interfaith Strategy are being implemented	Community Planning	
2	1.1.2	Deliver the City of Melton Youth Awards and Grants Program recognising the contribution made by young people in the community ▼	●	On Track to be delivered in the 3rd quarter financial year	Recreation & Youth	
3	1.1.2	Report to DHHS on the status and issues that may affect service supply regarding the DHHS Community Activation and Social Isolation (CASI): The State Food Relief Hotline (Covid -19) ▼	●	Resident requests are case managed on Crisisworks and currently sit around 400 persons, many with multiple needs.	Risk & Performance	
4	1.1.4	Melton: A City for All People - complete quarter 4 of year 3 action plan and deliver quarters 1 to 3 of the year 4 action plan relating to older people and people with disabilities ▼	●	Year 3 action plan quarter 4 - completed 42 actions and 3 postponed and Year 4 action plan in progress.	Community Care	

- 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 ▼
 - 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 ▼
 - 1.2.5 Enhance the capacity of communities experiencing challenges to develop effective solutions ▼
 - 1.2.6 Provide, promote and support initiatives and programs that encourage people to build personal identity, wellbeing, confidence and a sense of belonging to the community ▼
 - 1.2.7

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
5	1.2.1	Implement the safe cities proud communities plan ▼	●	RoadZero Steering Committee and Community Safety Advisory Committee meetings held. Community Safety Month initiatives are being prepared for October.	Community Planning	
6	1.2.4	Provide Maternal & Child Health Family Violence support to identified women at risk ▼	●	Maternal and Child Health Service provide support for those women who are at risk of, or experiencing family violence. This year we have seen an increase in the number of women experiencing family violence. In 2019 - 2020 a total of 193 Family Violence consultations were conducted. This year (2020-2021) the numbers projected from the first quarter show that we will complete over 300 family violence consultations. We expect to see ongoing impact of the 2020 COVID lockdown period over the next 12 months - 2 years.	Families & Children	
7	1.2.4	Implement Equality and Respect 2030 Action Plan as they relate to the 20/21 financial year ▼	●	The Equality and Respect Action Plan for 2020-2022 was adopted by Council. Twenty-four (out of 69) actions have commenced.	Community Planning	
8	1.2.7	Deliver Citizenship Ceremonies for City of Melton residents ▼	●	Citizenship ceremonies and the number of conferees are much lower than usual so far in 2020-21 due to the impact of COVID-19. Council has conducted as many ceremonies as its resources allowed in the first quarter of the 2020-21 year. Online ceremonies were held on five separate days in July 2020 for 59 citizenship candidates.	Legal & Governance	

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

Strategies:

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

CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
9	1.3.1 Continue to advocate to local members and the Minister for Health for the timely completion of the Melton Hospital Business Case, land acquisition in Cobblebank and for construction to commence in 2022 ▼	●	Launched a report on the economic impact of the Melton Hospital with WoMEDA and LeadWest. This has been followed up with communication with local members and Ministers. Meeting with Treasurer scheduled for late October.	Engagement & Advocacy	
10	1.3.2 Implement Learning programs for residents at Council community hubs ▼	●	Due to Covid-19 and the closure of community facilities and we have pivoted to deliver all learning programs online via Melton Learning and the new Melton Learning YouTube Channel and have uploaded approximately 150 learning videos for the community	Community Planning	
11	1.3.2 Commence the provision of kindergarten and Material Child Health services at Eynesbury Station ELC with a support of Early Years providers ▼	●	Eynesbury Early Learning Centre has reached practical completion. A kindergarten provider TRY Australia has been appointed and the centre will be operational from Term 1, 2021	Families & Children	Feb-21
12	1.3.4 Complete the Arnolds Creek Kindergarten Extension Project inclusive of starting date first term 2021 ▼	●	Arnolds Creek Kindergarten 3rd room has undergone extensive design development work with internal and external stakeholders. The plans are currently being reviewed by the planning department. The room extension is due to be operational for Term 1, 2022.	Families & Children	
13	1.3.5 Implement year four of the Intercultural Action Plan 2017-2021 ▼	●	Intercultural Plan actions are progressing, with some in-person activities rescheduled due to COVID19	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
14	1.4.3	Deliver a Corporate Events program that ensures community gathering opportunities ▼	●	Lakeside Alive, Djerrivarrh Festival & Carols by Candlelight for 2020 were or have been cancelled due to State restrictions on public gatherings due to COVID19. Council are partnering with a community run "digital" Carols that will be in part funded by Council under an existing agreement. Planning for Australia Day and Flavour Fest is on track with appropriate COVID safe planning.	Engagement & Advocacy	

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	Action	Status Symbol	Progress Comments	Service Unit	Timeline
15	1.5.1 Conduct an "Annual sale of tobacco to minors" testing program in accordance with the Municipal Association of Victoria (MAV) funding agreement ▼	●	On hold due to Covid19, under instructions of the Department of Health & Human Services	Community Safety	
16	1.5.4 Implement the "Building Site Amenity" program ▼	✓	This program implementation has been completed and includes ongoing relationships with builders in our municipality, education material developed including brochures and the building site inspection guideline and standardised inspection checklists for the enforcement of building site non-compliance.	Community Safety	
17	1.5.5 Implement the "Domestic Animals Adoption" program ▼	✓	Animal adoption was promoted and conducted up to the end of the previous financial year however Council has ceased to actively advertise adoptions directly and are currently directing members of the public to the relevant Animal Rescues/Shelters where the animals have been sent from July 1, 2020. This decision was based upon overcrowding of the pound facility and increased cost to Council. Adhoc adoptions in certain circumstances are still carried out by Council.	Community Safety	
18	1.5.5 Deliver vaccinations in accordance with the Australian Immunisation Schedule for children up to 18 years of age ▼	●	The number of children receiving the vaccinations as per the Australian Immunisation schedule have continued at a steady rate this year. There has been some disruption due to schools being closed and children learning from home. However, the ever diligent immunisation team worked around this by developing an appointment only session for year 7 students and year 9 students where they could be immunised in a safe manner.	Families & Children	

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
19	1.6.2	Implement the Reconciliation Roadmap 2018-21 action plan for 20/21 ▼	●	Reconciliation Roadmap Actions are on track and a report on it will be presented at the November Ordinary Council Meeting	Community Planning	

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

Objective 2.1: A resource efficient City

Strategies:

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

CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
20	2.1.1 Implement the Integrated Water Management Plan	●	A number of the key actions from the implementation plan for the Integrated Water Management Plan have been completed. This includes several projects that are progressing through the Werribee Integrated Water Management Forums that will assist Council in meeting its Integrated Water Management Plan objectives. The IWM Options for Approved PSPs has been finalised and will be presented to the Forum in Q1 2020/21. The Western Growth Area Masterplan is progressing with water modelling and economic assessment of projects to deliver on the masterplan. The outcomes and indicators measures have been finalised and scenario planning for 2031 and 2050 are currently underway for the Catchment Scale Integrated Water Management Plan. Council are part of a state working group to develop an economic framework for integrated water management infrastructure. A feasibility study for the use of Class B recycled water is also under preparation and being led by Western Water. Council also commence monitoring of a passive street tree irrigation trial.	Environment & Waste	
21	2.1.2 Advocated to water retailers to consider the reuse of wastewater as an alternative supply	●	Council continues to be an active partner in the Werribee Integrated Water Manager Forum which is currently undertaken a number of projects to develop a regional response to alternate water supplies including a project which is looking at the policy and economic barriers to the reuse of wastewater.	Environment & Waste	
22	2.1.4 Engage and educate residents in line with Councils strategies, policies and state-wide direction, to encourage waste avoidance and reduce waste to landfill.	●	Online Webinars commenced in September 2020,	Environment & Waste	
23	2.1.4 Plan and commence capital upgrade works to the Melton Recycling Facility in line with the adopted Master Plan	●	Design team was appointed at August 2020 Council Meeting. Team are in process of preparing a design.	Environment & Waste	

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
24	2.2.1	Continue to implement the Environment Plan 2017-2027 ▼	●	First review completed and accepted by Council. Revision of the Environment Plan scheduled for end of 2020.	Environment & Waste	
25	2.2.2	Implement Sustainability Education Program for community ▼	●	Action on temporary hold pending filling of vacant positions, after department restructure.	Environment & Waste	Dec-20
26	2.2.3	Implement the Climate Change Adaptation Plan ▼	●	Plan endorsed by Council in mid 2020. Will form the basis of Council's pledge under the State Climate Change Act by the end of 2020. Plan currently going through design process in readiness for making available to the public on Council's web site.	Environment & Waste	
27	2.2.4	Review Councils tree planting and removal policy to further protect our tree assets ▼	●	Legal services currently performing review.	Operations	Dec-20

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

Strategies:

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

CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
28	2.3.2 Implement the 2020 Environmental Enhancement Program	●	Despite the constraints resulting from the COVID-19 lockdown period, the Environment Enhancement Program (EEP) is on schedule for this period. Some property inspections have been delayed, but considerable interaction with participating landholders has been conducted remotely (online or telephone).	Environment & Waste	
29	2.3.2 Undertake condition audits of Council environmental reserves	●	The auditing of the environmental reserves is progressing well	Operations	
30	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 continues to work with it's partners to improve waterway health	City Design & Strategy	
31	2.3.4 Deliver the Water Sensitive Urban Design Construction program	●	Delivery of the Water Sensitive Urban Design Construction program is underway.	Engineering Services	
32	2.3.5 Prepare and implement the Western Plains South Green Wedge Management Plan (2 year project)	●	Work continues to progress on the development of the Green Wedge Management Plan and will be completed in the 2020/21 financial year.	City Design & Strategy	

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
33	2.5.1	Delivery of the Environmental Education Program ▼	●	Action on temporary hold pending filling of vacant positions following a department restructure.	Environment & Waste	
34	2.5.3	Coordinate and deliver Heritage Week	●	Planning for the 2021 Heritage Week program is progressing.	City Design & Strategy	May-21


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 No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
35	3.1.2	Deliver the City of Melton Sports Participation Dashboard which measure participation in formal sport by club, age, gender and postcode	●	On track to be delivered by November 2020	Recreation & Youth	
36	3.1.2	Deliver the City of Melton Indoor Sports Strategy	●	Draft strategy completed awaiting review to complete final document.	Recreation & Youth	
37	3.1.2	Deliver the City of Melton Cricket Strategy	●	Project brief developed and project on track to be delivered.	Recreation & Youth	
38	3.1.4	Continue to advocate for social and affordable housing and include in State Budget submission	●	Council is currently refreshing our advocacy priorities and this remains to be a key issue that we are raising with the State Government.	Engagement & Advocacy	Jan-21
39	3.1.4	Implement the Housing Diversity Strategy	●	A revised Planning Scheme Amendment to implement House Rules is under preparation following change to the residential zones of the Victorian Planning provisions. Work is underway on the development of an Affordable Housing Framework which form the basis of a future local planning policy.	City Design & Strategy	
40	3.1.4	Implement an annual inspection program of the quality and liveability of new developments	●	Conduct of the inspection has been affected by the current COVID restrictions. It is intended that when restrictions are eased in the new year, that an inspection can be organised and conducted.	Planning Services	
41	3.1.5	Contribute to State Government processes in the Identified Precinct Structure Plans (PSPs) and Infrastructure Contributions Plans	●	Officers attended meetings and provided feedback in relation to the guidelines for the Infrastructure Contributions Plan. Officers have continued to liaise with the Victorian Planning Authority in respect of the Kororoit Precinct Structure Plan (pt. 2). Officers have also been working with the Victorian Planning Authority to provide input into the program for delivery of the Precinct Structure Plans still to be prepared.	City Design & Strategy	

42	3.1.6	Coordinate the delivery of the Heritage Assistance Fund		Officers continue to coordinate the delivery of the fund. Applications will be open in November 2020 for the next round of funding.	City Design & Strategy	
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Objective 3.2: Community facilities, infrastructure and services that are equitably planned for, provided and maintained

Strategies:

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
43	3.2.1	Conduct a feasibility study for an Arts and Cultural Facility in the City	✓	Report completed. Will be presented to the new Council February 2021.	Libraries & Arts	
44	3.2.1	Implement the 2020/21 recommendations from the Community Infrastructure Plan	●	Community Infrastructure Plan informing 2020 capital works process.	Community Planning	
45	3.2.1	Review Priority Lists on an annual basis through Council's PSP Steering Committee to ensure that developer contributions are spent on the provision of local community facilities in areas most in need	✓	Review of Priority Lists has been completed for 2020/21	Planning Services	
46	3.2.2	Delivery of at least 75% of the 2020/21 Capital Works Program	●	Delivery of the 2020/21 Capital Works Program is being impacted by COVID-19. It is too early at this stage to accurately forecast the percentage delivery but is unlikely to exceed the 75% target.	Capital Projects	
47	3.2.2	Commence the construction of the Stage 2 Macpherson Park Redevelopment Project	●	Stage 2 a works including soccer pavilion and oval realignment on track to commence construction in 2021.	Recreation & Youth	
48	3.2.2	Commence construction of the Eynesbury Active Open Space precinct	●	Under construction and project on track to be completed in early 2021.	Recreation & Youth	
49	3.2.2	Complete the business model for the Cobblebank Indoor Sport Stadium	●	Draft Business Plan completed.	Recreation & Youth	
50	3.2.2	Plan and development of soccer facilities at Taylors Hill Recreation Reserve.	●	Design scheduled to commence in November 2020.	Recreation & Youth	
51	3.2.2	Commence design and construction of Diggers Rest Recreation Reserve assets	●	Design commenced and project on track to commence construction in 2021.	Recreation & Youth	
52	3.2.4	Undertake condition audits of council assets to guide renewal program outcomes	●	Condition audits on open space and lighting assets are currently in progress	Engineering Services	
53	3.2.4	Deliver renewal programs based on condition audits	●	Delivery of renewal programs through Council's annual Capital Works Program are in progress	Engineering Services	

54	3.2.4	Plan and deliver the 20/21 Parks & Open Space Asset Renewal Program	●	Delivery of the program is on track	Operations
55	3.2.4	Plan and deliver the 20/21 Footpath Renewal Program	●	The program is on track	Operations
56	3.2.4	Plan and deliver the 20/21 Building Component Renewal Program	●	On site delivery of projects delayed by COVID19 restrictions.	Operations
57	3.2.5	Deliver services that provide sustained levels of cleanliness and hygiene in council facilities ▼	●	Councils Cleaning Contractor is currently achieving an average of 98.9% compliance for quality and has met all their KPIs for the first quarter.	Environment & Waste
58	3.2.6	Implement the Domestic Animal Management Plan	●	Current Domestic Animal Management Plan (DAMP) 2017-21 implemented and ongoing	Community Safety

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
59	3.3.3	Deliver improvements to Council's passive recreation reserves via the Parks Development Program	●	Three reserves have been identified for development. 1) Orbis Ave/City Vista Playspace and Surrounds 2) Kirkton Park 3) Cardinia Crescent Reserve	City Design & Strategy	
60	3.3.4	Activate and enhance the public realm through public art and temporary art projects.	●	Maintenance of significant works of public art continues. A temporary artwork was commissioned for Caroline Springs Gallery windows and is on display from August to November. Aboriginal artists were invited to apply for the commission, responding to the theme of 'Healing'. Mandi Barton was selected to design the digital artwork.	Libraries & Arts	

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
61	3.4.1	Advocate for improved public transport networks to relevant departments and elected representatives and include in State Budget submission.	●	Continued communication with the Minister for Public Transport and the Minister for Transport Infrastructure. Meetings were also held with the Department of Transport Departmental Secretary to highlight the need for Western Rail Project and new stations.	Engagement & Advocacy	
62	3.4.2	Implement Moving Melton, Council's integrated transport strategy ▼	●	Council has been advocating to the State Government for the upgrade of a number of key infrastructure projects including the Melton Highway and Western Highway, and is also an active member of the Western Highway Action Committee. Officers have provided input into the Western Rail Plan and level crossing removal at Robinsons Road. Officers have commenced work on a municipality wide cycle and path network plan, and have also commenced a review of the bus network.	Engineering Services	
63	3.4.3	Undertake safety improvements across the road network	●	Various safety improvements will be occurring across the road network through the delivery of capital works. Planning is underway, with delivery of major infrastructure items scheduled to commence in early 2021.	Engineering Services	
64	3.4.4	Construction of walking and cycling networks ▼	●	Council has seen 34,498 metres of pathways constructed this quarter.	Engineering Services	
65	3.4.4	Undertake an assessment of the existing walking and cycling networks to inform future improvements ▼	●	Detailed analysis of the walking and cycling network is underway, with community consultation to occur in early 2021.	Engineering Services	Dec-20

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
66	3.5.2	Deliver placed based engagement targeted to key business precincts, identifying business needs, opportunities and develop action plans to support business success	●	State funding achieved for Melton Town Centre - \$500K - to support place based activation and business revitalisation - \$100K for Melton South and Scott Street. Project Plans are currently being developed with these projects to deliver significant business engagement and improvements to retail precincts. \$500K funding received to activate outdoor dining under State Government easing of COVID restrictions. A collaborative working group has been established with business applications currently being reviewed and actioned.	Engagement & Advocacy	
67	3.5.3	Work with the landowner to develop the Mt Atkinson Major Town Centre Urban Design Framework (2 year project) ▼	●	Work on the Mt Atkinson Major Town Centre Urban Design Framework is continuing to progress and is on track for completion by June 2021.	City Design & Strategy	Dec-21
68	3.5.4	Monitor and implement footpath sweeping services in public realm areas where they are high use or high profile	●	Councils Street Sweeping Contractor conducts Footpath sweeping in high profile areas on a daily basis. To date the contractor has achieved an average of 99.88% compliance for quality and has met all their KPIs for the first quarter.	Operations	
69	3.5.4	Undertake proactive graffiti works and implement appropriate graffiti prevention strategies to maintain levels of community satisfaction and pride.	●	Councils In-House graffiti team has removed 1093 sqm of graffiti through 131 jobs. (26 CARs & 105 Proactive). Due to Government Restrictions the Graffiti Team were unable to remove non-offensive for a 9 week period in this quarter which has resulted in lower outcomes this quarter.	Environment & Waste	

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

CP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
70	4.1.1	Commence the 2021 annual Business Excellence Awards program.	●	Planning is under way for the 2021 Business Awards.	Engagement & Advocacy	
71	4.1.2	Run Season Three of the Hot House Program	●	Season 3 program launched with new branding. Currently seeking registrations which are due to close early November. Program schedule confirmed and ready for implementation.	Engagement & Advocacy	
72	4.1.3	Provide a range of opportunities for all businesses to be able to engage with Council to inform it of their needs	●	Venture Melton Network has grown to over 1,000 members which provides the opportunity for meaningful engagement and two way feedback on business needs. Economic Development also have a range of marketing and social media channels to offer the opportunity for business engagement.	Engagement & Advocacy	
73	4.1.3	Five key precincts targeted through Place Engagement and Activation program.	●	Melton Town Centre, Caroline Springs, Melton South and Scott Street being proactively engaged through targeted and state funded programs. Project Plans now developed and engagement commenced. Smaller precincts will be engaged with the Outdoor Dining initiative.	Engagement & Advocacy	
74	4.1.3	Investigate the potential for planning permit applications for business uses to be expedited to minimise delays in the assessment period	●	Funding application recently lodged through the Victorian Planning Authority Streamlining for Growth Project, to enable the review to be carried out and resourced	Planning Services	
75	4.1.4	Implement a new marketing plan to the local business community including evolving dedicated website for Venture Melton Business Network, a dedicated electronic newsletter to local businesses and growing the Venture Melton Facebook Group.	✓	New marketing plan developed and member website established and weekly electronic newsletters to members and the broader business community implemented. Social media channels active and integrated into strategy.	Engagement & Advocacy	

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

Strategies:

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

CP Strategy	CP No.	Action	Status Symbol	Progress Comments	Service Unit	Timeline
4.2.1	76	Identify opportunities and deliver programs to support the creation of local job pathways	●	Work underway with planning commenced.	Engagement & Advocacy	
4.2.2	77	Finalise and launch the Investment Attraction Strategy and present strategy and opportunities to government and industry stakeholders ▼	●	Investment Attraction Strategy due for completion in November.	Engagement & Advocacy	Mar-21
4.2.3	78	Advocate for improved public transport networks to relevant departments and elected representatives and include priorities in State Budget submission ▼	●	Continued communication with the Minister for Public Transport and the Minister for Transport Infrastructure. Meetings were also held with the Department of Transport Departmental Secretary to highlight the need for Western Rail Project and new stations.	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
79	4.3.1	Implement marketing campaign aligned to Visitor Economy with integration to the Melton City Much More app and other Council channels.	●	Marketing Plan commenced with Buy Local campaign running in October.	Engagement & Advocacy	
80	4.3.1	Represent the interests of local operators through the Western Regional Tourism Board with minimum quarterly promotional presence through regional channels.	●	Attending Board Meetings as required.	Engagement & Advocacy	
81	4.3.2	Develop and enact an engagement program with visitor economy operators	●	Planning underway however restricted due to COVID - considering online / virtual program.	Engagement & Advocacy	
82	4.3.2	Provide minimum bi-monthly targeted Visitor Economy learning and support program through the Venture Melton Business Network.	●	Regular webinars and support through mentoring and VMBN website content delivered minimum bi-monthly.	Engagement & Advocacy	
83	4.3.3	In response to COVID-19 restrictions, determine an appropriate community event program aligned to government guidelines ▼	●	Lakeside Alive, Djerniwarrah Festival & Carols by Candlelight for 2020 were or have been cancelled due to State restrictions on public gatherings. Council are looking to partner with a Community run "digital" Carols that will be in part funded by Council under an existing agreement. Planning for Australia Day and Flavour Fest is on track with appropriate COVID safe planning.	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
84	4.4.1	Advocate for Primary and Secondary school provision ensuring Fact Sheets are updated and priorities are included in the State Budget submission.	●	Reviewing the current listing of primary schools with priorities to be updated by December 2020.	Engagement & Advocacy	
85	4.4.2	Meet regularly with tertiary providers and government representatives to lobby for tertiary education needs.	●	We have been meeting with Tertiary providers and have included tertiary providers in advocacy communications through the campaigns including the North West City Deal and Hospital Economic Analysis Report.	Engagement & Advocacy	
86	4.4.2	Ensure tertiary opportunities are included in Council's investment Attraction Strategy.	●	Investment Attraction Strategy currently being finalised with tertiary opportunities included.	Engagement & Advocacy	
87	4.4.4	Establish a youth traineeship program at Council ▼	●	AFL Sports Ready have been engaged and a contract is about to be signed that will see 2 Trainees commence with Council; 1 in Community Planning and 1 in Young Communities. The Trainees are expected to commence in December 2020.	People & Culture	Jan-21

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
88	4.5.2	Promote awareness of remote access to library resources through e-collections, with an aim to increase digital loans ▼	●	The e-collections have been heavily promoted through social media, the website and through the click and deliver service. The collection usage has increased by over 400 loans per month since July.	Libraries & Arts	
89	4.5.3	Deliver new Library Access Points at Aintree (Timbertop) and Fraser Rise Children's and Community Centres ▼	●	The library equipment for the Access points (Timbertop and Fraser Rise) has been delivered and was in the process of being installed. Due to Covid-19, this was placed on hold. The collections for these Access Points are available and ready to be deployed once restrictions have eased.	Libraries & Arts	

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
90	5.1.5	Implement the Communications Strategy	●	The approval of the Communications Strategy has been delayed due to pressing communications priorities as a result of COVID-19. Immediate next steps are to present to Executive for endorsement, followed by a staged implementation of the Strategy.	Engagement & Advocacy	

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

Strategies:

- 5.2.1 Implement effective work practices supported by suitable technology to deliver services
- 5.2.2 Promote and support the health and wellbeing of employees, 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

CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
91	Implement the 2020/21 actions from 'Healthier Choices', Melton City Council's 2018 - 2021 Workplace Health & Wellbeing (WHWB) Strategy ▼	●	The Global Challenge finished in September 2020 with a an online celebration and presentation by the GC Account Manager. The WHWB Reference group raised \$486.10 for Dry July.	Risk & Performance	
92	Implement Year 2, of 2019 - 2022 Occupational Health and Safety Strategy ▼	●	The OHS Strategy was authorised by executive on the 3 September 2020. Conversations have commenced to deliver the relevant actions.	Risk & Performance	
93	A Talent Management Framework developed and implemented	●	Talent Management will form part of Council's Workforce Planning Framework. A model has been developed and will be presented to Executive late in 2020 for implementation in early 2021.	People & Culture	
94	Develop Service Unit Workforce Plans in accordance with statutory timelines	●	A Workforce Planning Framework has been developed and will be presented to Executive late in 2020 for implementation in early 2021. People & Culture are cognisant of the statutory timelines and will ensure these timelines are met.	People & Culture	
95	An "Unconscious Bias" development program delivered to recruiting managers followed by all staff.	●	The Unconscious Bias model is undergoing a final review based on feedback obtained during the pilot process. A scheduled rollout is planned for late January 2021.	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
96	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	
97	5.3.3	Work with Brimbank Melton Integrated Family Services Alliance and the Department of Health and Human Services to implement Family Services Reform	●	Alliance Planning Sessions set governance plan and working groups to meet 9 objectives over 5 year period	Community Care	
98	5.3.3	Actively participate in regional advocacy groups including Interface Councils, LEAD West and National Growth Areas Alliance.	●	This is ongoing. Council has representation with each of these groups.	Engagement & Advocacy	

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
99	5.4.1	Develop the 2021-2025 Council and Wellbeing Plan in accordance with Statutory timelines	●	The development of the new Council and Wellbeing Plan is on track. Community Planning has undertaken a significant amount of Community Vision engagement, both internal and external over the past three months. A report has been provided to Council outlining the information gleaned from this engagement. The information will drive the development of the new Council and Wellbeing Plan once the new Council has been elected.	Risk & Performance	
100	5.4.1	Ensure Annual reporting of Essential Services maintenance for Council facilities referenced in the Victorian Building Regulations is completed.	●	Inspections audited by Siacom	Operations	
101	5.4.1	Implement an inspection program of new developments to ensure compliance with planning permits	●	Inspection of new subdivisions is being carried out prior to issue of Statement of Compliance, however further work need to be carried out to implement an inspection program for other types of developments	Planning Services	
102	5.4.2	Deliver the annual community budget engagement sessions	●	Community Engagement team and Finance are working together on a deliberative engagement model for the budget. Date of engagement to be determined.	Finance	Nov-20
103	5.4.3	Deliver on the implementation plan for any provisions of the Local Government Act 2019 that commence in 2020/21	●	Implementation of the provisions of the Local Government Act 2020 are on track with Tier 1 (proclamation date 6 April 2020), and Tier 2 (proclamation date 1 May 2020) requirements achieved in line with the implementation plan.	Legal & Governance	

104	5.4.3	Planning for the provision of funded 3 year old Kindergarten reform.	●	New Kindergarten Registration Policy endorsed inclusive of three year old funded kindergarten and state-wide best practice. Workforce analysis completed with expansion of current 'Central Enrolment' service endorsed by Executive. Recruitment for Kindergarten Engagement Officer and Kindergarten Registration Officer pending. DET and MAV developed Central Registration Enrolment Scheme (CRES) model to be implemented to support state wide consistency and meet obligations under Early Years Compact. Facility Assessments and Kindergarten Infrastructure Services Plan (KISP) are pending (informs infrastructure planning and future infrastructure grant opportunities).	Families & Children
105	5.4.3	Prepare and lodge a formal submission for the 2021/22 State and Federal Budgets to seek investment in Melton's advocacy priorities	●	On track to have a budget submission completed in time.	Engagement & Advocacy
106	5.4.3	Enact an engagement program with local members and relevant State and Federal politicians to prosecute Council's advocacy priorities.	●	Engagement plan already being enacted with meetings held with local members, Ministers and Government departments.	Engagement & Advocacy
107	5.4.5	Continue the Customer Relationship Management project and implement Year 2 actions	●	Customer online registrations in the community portal up approximately 2,000 for the first quarter. 2 additional online forms launched in the portal (pre-lodgement consultation & request for further information) Google maps add-in implemented improving customer experience when competing community portal forms address requirements	Engagement & Advocacy