



2020/21 Council and Wellbeing Annual Action Plan
2nd Quarter Progress Report
1 July to 31 December 2020

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	The Action is achieved for the year.	✓	5	4.7%
On Track	The action is on track and expected to be completed by the current timeline	●	98	91.6%
Not On Track	The Action has been delayed impacting on the current timeline. An explanation and any remedial action and revised due date, where appropriate, is provided in the 'progress comments' column	●	4	3.7%
Postponed	The Action has been deferred for the financial year. An explanation is provided in the 'progress comments' column.	●	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 ♥	●	Youth Awards and Grants Program planned to be delivered in April 2021 as part of Youth Week. Concept being finalised for approval	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) ♥	●	Community Activation and Social Isolation (CASI) reports to DHHS are ongoing. The fortnightly (now monthly) reports have been completed. A group email (Casi.Casi@melton.vic.gov.au) has been created and resourced to manage any issues that may affect service supply regarding the DHHS Community Activation and Social Isolation (CASI).	Community Planning	
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 4 action plan quarter 1 - completed 2 actions and 40 actions on track	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 ♥

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
5	1.2.1	Implement the safe cities proud communities plan ♥	●	Community Safety Month took place in October 2020, including online safety webinars on a range of topics, a poster design competition with local primary schools and a photo competition. A Facebook campaign was run featuring 28 posts on road safety and the promotion of community engagement activities (competitions and webinars). The Terms of Reference for the Safe City Advisory Committee are currently being finalised and is expected to be submitted for endorsement to Council in January 2021. Meetings will commence shortly after. Work on the Kurunjang Community Strengthening project is progressing, with the draft concept plan developed and the tender process for the Cultural Heritage Management Plan expected to be awarded in January 2021.	Community Planning	
6	1.2.4	Provide Maternal & Child Health Family Violence support to identified women at risk ♥	●	Family Violence consultations continue with 86 consults completed this quarter – 8 more consults than last quarter. Total for half year – 164 FV consultations. The number of Family Violence consultations continues at a steady rate of approximately 28 consultations per month. Of these consultations 33% lead to ongoing referral and assistance. <i>Unfortunately due to an update in the CDIS software there have been no statistics captured for the month of (December 2020)</i>	Families & Children	

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7	1.2.4	Implement Equality and Respect 2030 Action Plan as they relate to the 20/21 financial year ♥	●	Implementation has begun for many initiatives as will be reported via the Equality & Respect 2020-2022 Action Plan progress report. Some include: 16 Days of Activism campaign was implemented with 50 attending local events and a further 10,000+ community reached through social marketing initiatives. Eighty-one community members and 30 staff have attended responding to family violence training. The Women's Participation in Sport Action Plan was launched in September 2020.	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 conducted online ceremonies on five separate days in July 2020 for 59 citizenship candidates. Due to the pandemic and also Council elections, no ceremonies were held in the second quarter of 2020-21. An in-person ceremony is planned for 75 new citizens on Australia Day and in-person ceremonies have been planned for the 2nd half of the financial year with COVID restrictions easing.	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
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 ♥	●	\$75 million included in the Victorian State Budget 2020/2021 including the land acquisition allocated to the forward estimates 2021/2022 Victorian State Budget. Continued advocacy for the hospital will be included in the Budget Submissions and Investment Attraction Strategy. Business Case expected to be released early 2021 with advocacy position maintained for construction to commence 2022 and operational by 2026.	Engagement & Advocacy	
10	1.3.2	Implement Learning programs for residents at Council community hubs ♥	●	With ongoing Covid-19 restrictions, all learning programs for Melton continued to be offered online. An additional 50 programs were delivered in this period including job readiness and community connection programs. New online videos were added to the Melton Learning You Tube channel for community participation with over 14000 views. The Melton Lifelong Learning Festival was also held virtually with over 50 events in November 2020	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 ♥	●	At the time of this report everything is in place for a clean transition from the current MCH office in Eynesbury (at the Discovery Centre) to the new MCH Centre at the Eynesbury Primary School. The kindergarten has been licenced by the provider TRY Australia with the Department of Education and Training for commencement at 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 ♥	●	Design stage competed and build contract awarded.	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	

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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	Progress Comments	Service Unit	Timeline
14	1.4.3	Deliver a Corporate Events program that ensures community gathering opportunities ♥	●	As per 1st Qtr comments - due to COVID19 pandemic, all events planned for the first and second quarter of 20/21 were cancelled. Australia Day will be delivered in the third quarter - although smaller in scale due to COVIDSafe requirements. Planning for Flavour Fest is underway for March 13th, with early discussion of postponement due to the uncertainty of restrictions placed on large scale public events. Event may be rescheduled for October 2021. Council's event program to resume once Stage Government guidelines and CHO advise it is safe to do so.	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 ♥

CAP No.	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 ♥	●	A Covid adapted education program is underway in accordance with directions from MAV and DHHS	Community Safety	
16	1.5.4	Implement the "Building Site Amenity" program ♥	✓	This program implementation 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 ♥	●	This quarter the Immunisation rate remains steady. The average number of people attending the immunisation sessions per month is 177. The average number of vaccines administered per month is 388. Planning has started re the immunisation of the COVID 19 vaccine.	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 is going to the 8 February OCM.	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
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 was finalised. 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 commenced 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.	●	Eight webinars were conducted in this quarter providing the community with education on a number of topics including composting and recycling, the waste behaviour survey was conducted and results will be used to help target areas for further education. The resident waste guide is scheduled for distribution in February 2021.	Environment & Waste	

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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 finalising the design.	Environment & Waste	
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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 ♥	●	Action on temporary hold pending filling of vacant positions, after department restructure.	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 ♥	●	The plan was published mid January 2021, and the rollout will commence in February 2021.	Environment & Waste	
27	2.2.4	Review Councils tree planting and removal policy to further protect our tree assets ♥	●	The legal information sought to progress this policy has been deferred to allow for the implementation of the Local Government Act 2020 and the induction of the new Council.	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

CAP No.	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). Notification to landholders of whether they passed or failed inspection went out mid-January 2021.	Environment & Waste	
29	2.3.2	Undertake condition audits of Council environmental reserves	●	Condition audits continue and all fire breaks and noxious weed control on Council owned land is in order.	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 its partners to improve waterway health	Environment & Waste	
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 ♥	●	A new round of the Nature Stewards program in collaboration with Hume and Macedon Ranges will get underway in April 2021.	Environment & Waste	
34	2.5.3	Coordinate and deliver Heritage Week	●	Planning is progressing for the 2021 Heritage Week program to be undertaken in a COVID safe manner.	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



CAP 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 ♥	●	Draft dashboard completed. Data collection from sporting associations has been impacted by COVID-19. Project to be completed by April 2021.	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 commenced. Stakeholder engagement underway.	Recreation & Youth	
38	3.1.4	Continue to advocate for social and affordable housing and include in State Budget submission ♥	●	Social and Affordable housing to be included in the 2021/2022 Victorian State Budget Submission to target funding through the Victorian Big Housing Build funding.	Engagement & Advocacy	Jan-21
39	3.1.4	Implement the Housing Diversity Strategy ♥	●	Consultation is being undertaken with DELWP to determine the form of a new 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 COVID restrictions and officers largely working from home. It is intended that in early 2021, an inspection can be organised and conducted.	Planning Services	

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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		Council resolved in the December Ordinary Meeting of Council to grant \$75,000 to 4 applicants for the 20/21 funding year.	City Design & Strategy	

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 is informing the 2020/21 capital works planning 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. The priority lists identify what community facilities and road infrastructure should be provided in the short, medium and long terms based on cash flow projected from developer contributions. This information in turn informs the preparation of council's capital works program.	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. Currently at 30% as at 31/12/2020.	Capital Projects	
47	3.2.2	Commence the construction of the Stage 2 Macpherson Park Redevelopment Project	●	Works commenced Jan 2021 to deliver oval 2 works. Soccer pavilion design completed and construction to commence March 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 Plan completed. Awaiting review for final completion. On track.	Recreation & Youth	
50	3.2.2	Plan and development of soccer facilities at Taylors Hill Recreation Reserve.	●	Design team to be appointed in February 2021. Project to commence construction August 2021.	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	

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52	3.2.4	Undertake condition audits of council assets to guide renewal program outcomes	●	This financial year, condition audits are being undertaken on the following asset categories; Traffic Management Devices, Active Open Space, Car Parks and Open Space Lighting.	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	●	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 99.1% compliance for quality and has met all their KPIs for the second quarter.	Environment & Waste	
58	3.2.6	Implement the Domestic Animal Management Plan	●	Our Current DAMP is ongoing which expires at the end of 2021. Melton City Council is currently in the process of drafting its' new 2021-25 DAMP to be presented to Council late 2021 for approval and implementation	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	●	Park upgrades to Orbis Ave and Cardinia Crescent have been delayed due to consultation and engagement processes not being undertaken in 2020. These face to face community engagement processes will be undertaken early 2021 with the projects scheduled for completion early October 2021. Kirkton Park remains on schedule as planned.	City Design & Strategy	
60	3.3.4	Activate and enhance the public realm through public art and temporary art projects.	●	Following the success of 'Healing,' new artwork for CS Gallery windows has been commissioned. The artwork is intended to be playful and aimed at children as the primary audience. The printed artwork will be on display from end January 2021 – December 2021.	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.	●	Public Transport networks funding to be included in the 2021/2022 Victorian State Budget Submission to target funding for the Western Rail Plan and improved bus services. Ongoing engagement with local members and Minister to continue.	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. Delivery of major infrastructure items scheduled to commence in mid 2021.	Engineering Services	
64	3.4.4	Construction of walking and cycling networks ♥	●	Council has seen 50,506 metres of pathways constructed this quarter, which has seen a total of 85,004 metres of pathways constructed this financial year.	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 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 place based engagement targeted to key business precincts, identifying business needs, opportunities and develop action plans to support business success	●	Outdoor Dining. We have identified 249 food and beverage businesses that are eligible for our Outdoor Dining support funding from State Government. The Eco Dev team have directly engaged with 173 businesses so far. 35 approvals have been granted in the precincts of: Caroline Springs (most significant), Diggers Rest, Fraser Rise, Hillside, Taylors Hill, MTC, Melton Sth, Ravenhall. We are now working on processing 44 EOI applications. Our financial support is installations of dining booths, parklets and nature strip improvement. Many approvals have also been fast tracked for footpath extended seating. Melton South / Scott Street: We are currently engaging in business an community surveys and will soon engage a shop front design specialist to support traders in visually improving their premises.	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 99.67% compliance for quality and has met all their KPIs for the second quarter.	Environment & Waste	
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 (1 team member due to resignation in Q2) removed 1700.50 sqm of graffiti through 216 jobs (84 CARs & 132 Proactive).	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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
70	4.1.1	Commence the 2021 annual Business Excellence Awards program.		Planning has been delayed due to the role being vacated (new appointee commencing 27 Jan) also includes direction from State Government for indoor event numbers. At this stage we will proceed with planning to host the event around October.	Engagement & Advocacy	
71	4.1.2	Run Season Three of the Hot House Program		Season 3 of the Hot House kicked off on 1 Dec with a Welcome Event. We have 14 participants in this program offering a broader cultural diversity than previous years. The 9 week masterclass program kicks off on 9 February.	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		The Venture Melton Business Network continues to grow and draw greater connection with Council and the needs of our business Community. We are delivering opportunities for business to grow and connect through webinars, business mentoring and Facebook channels. We are now also finalising our final video story in our Conquering the Crisis local heroes project and our Venture Melton Business Network webpage has seen further enhancements for access to news, learning tools and business directory. Coming up on 16 Feb will be our first in person network event for the year.	Engagement & Advocacy	
73	4.1.3	Five key precincts targeted through Place Engagement and Activation program.		Our efforts in engaging with Key precincts are primarily through the delivery of the State Govt Grants due to the extensive work required to roll out the program funding.	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		Council has recently been advised that the funding application was not successful. Notwithstanding the feasibility of implementing the initiative will be investigated further in early 2021.	Planning Services	

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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	
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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
76	4.2.1	Identify opportunities and deliver programs to support the creation of local job pathways	●	Planning has been delayed due to the role being vacated (new appointee commencing 27 Jan). Our Melton Jobs Hub however is being managed and continues to draw daily engagement with business and community.	Engagement & Advocacy	
77	4.2.2	Finalise and launch the Investment Attraction Strategy and present strategy and opportunities to government and industry stakeholders ♥	●	On track for March 2021	Engagement & Advocacy	Mar-21
78	4.2.3	Advocate for improved public transport networks to relevant departments and elected representatives and include priorities in State Budget submission ♥	●	Public Transport networks funding to be included in the 2021/2022 Victorian State Budget Submission to target advocate for funding for the Western Rail Plan and improved bus services. Western Rail Plan will also be part of the Investment Attraction Strategy and will target both State and Federal Government .	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.	●	The next phase of the Buy Local campaign is now running with increased business promotion and visibility in the Melton City Much More app and Facebook pages.	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.	●	Cr Shannon is now representative. Susan Beniston is the team delegate who will provide briefing to counsellor prior to meetings to ensure ongoing Melton representation.	Engagement & Advocacy	
81	4.3.2	Develop and enact an engagement program with visitor economy operators	●	Face to Face engagement has been restricted however is getting back on track with Outdoor Dining engagement and continued promotional support in our Buy Local campaigns. A Visitor Economy meeting is scheduled for April.	Engagement & Advocacy	
82	4.3.2	Provide minimum bi-monthly targeted Visitor Economy learning and support program through the Venture Melton Business Network.	●	Targeted Visitor economy Webinars and promotion continues to take place through the VMBN	Engagement & Advocacy	
83	4.3.3	In response to COVID-19 restrictions, determine an appropriate community event program aligned to government guidelines ♥	●	As per 1st Qtr. comments, Council's 1st and 2nd qtr. community event program was cancelled due to COVID19. Council provided financial support to INChurch to produce a digital Carols event. Australia Day event will be delivered, ensuring full compliance with COVIDSafe rules & regulations.	Engagement & Advocacy	

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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.	●	Primary and Secondary schools were included in the 2020/2021 Victorian State Budget and will be included in the 2021/2022 Victorian State Budget Submission to target funding for additional schools in the municipality.	Engagement & Advocacy	
85	4.4.2	Meet regularly with tertiary providers and government representatives to lobby for tertiary education needs.	●	Meetings have been held with Victoria University and a meeting scheduled with Deakin University.	Engagement & Advocacy	
86	4.4.2	Ensure tertiary opportunities are included in Council's Investment Attraction Strategy.	●	Universities have been included in the background information to develop the Investment attraction strategy and the need to provide tertiary learning included in the recommendations.	Engagement & Advocacy	
87	4.4.4	Establish a youth traineeship program at Council ♥	●	AFL Sports Ready have now provided 3 candidates whom will now be interviewed and will commence in February 2021. There is also the possibility of a third trainee commencing in Community Care.	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 ♥	●	Loans of e-collections continue to rise. Borrowing statistics reflect an increase of 40% this quarter compared with the same time last year.	Libraries & Arts	
89	4.5.3	Deliver new Library Access Points at Aintree (Timbertop) and Fraser Rise Children's and Community Centres ♥	●	Library Access Point equipment has been installed at Timbertop (Aintree) and Fraser Rise. It consists of a remote locker system, a smart shelf and self-checkout. This system enables borrowers to pick up reserved items from the entire library collection, as well as borrow and return items specially selected for the community. Diggers Rest Access Point has also had a makeover. A smart shelf and self-checkout system have been installed. A plan to engage the community in these services is being developed.	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	●	Communications Strategy finalised and to be presented to Executive in January for consideration.	Engagement & Advocacy	

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

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

CAP No.	CP Strategy	Action	Status Symbol	Progress Comments	Service Unit	Timeline
91	5.2.2	Implement the 2020/21 actions from 'Healthier Choices', Melton City Council's 2018 - 2021 Workplace Health & Wellbeing (WHWB) Strategy ♥	●	During the second quarter the WHWB raised \$1590 for Movember, the GoodSam link was shared along with a recorded TEAMS presentation about using a Defibrillator. COVID has had an impact of what can be delivered in this space.	Risk & Performance	
92	5.2.2	Implement Year 2, of 2019 - 2022 Occupational Health and Safety Strategy ♥	●	The OHS Strategy 2020-2024 Building a Safe Melton Together has secured a provider to deliver OHS legislation and Due Diligence Training to leaders in 2021.	Risk & Performance	
93	5.2.5	A Talent Management Framework developed and implemented	●	The Workforce Planning Process will be launched on 29 January 2021 to which a Talent Management process will be incorporated. The date to which this Action will be implemented is still to be determined.	People & Culture	
94	5.2.5	Develop Service Unit Workforce Plans in accordance with statutory timelines	●	An organisational Workforce Planning process will commence on 29 January 2021 with a proposed completion date of 30 November 2021. The completion of this Workforce Plan will be in accordance with statutory timelines.	People & Culture	
95	5.2.5	An "Unconscious Bias" development program delivered to recruiting managers followed by all staff.	●	Slight delay in the rollout of this program due to ongoing changes to the module content. The program will be rolled out by 30 March 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. Training for the newly elected Council, as required by the Local Government Act 2020, was delivered after the election. A number of Councillors also attended training provided by external organisations in the weeks after the election.	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	●	The first planning session has been scheduled for 2 February 2021 to review the Governance structure of the Alliance.	Community Care	
98	5.3.3	Actively participate in regional advocacy groups including Interface Councils, LEAD West and National Growth Areas Alliance.	●	We have worked closely with all regional groups and partnered with LeadWest and WoMEDA for the launch of an economic impact study of the hospital.	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	●	With the introduction of the Local Government Act 2020, statutory timelines have changed. The 2021-2025 Council and Wellbeing Plan is now required to be completed by 31 October. The extension of time results from a requirement of the new Act to ensure Deliberative Engagement is conducted as part of the development of the new Council and Wellbeing Plan. This engagement will not be completed until approximately the end of the third quarter of this financial year. Once the engagement data is received, the development of the 2021-2025 Council and Wellbeing Plan will be undertaken.	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 are ongoing and being audited by Stacom	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 session scheduled for January 28. Council has received 24 submissions and we have 10 presenters scheduled for January 28.	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), Tier 2 (proclamation date 1 May 2020) and Tier 3 (proclamation date 24 October 2020) requirements achieved in line with the implementation plan.	Legal & Governance	

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104	5.4.3	Planning for the provision of funded 3 year old Kindergarten reform.	●	Impact assessment report in final draft stage and provided to General Manager for approval. Recruitment of Kindergarten Engagement Officer underway and recruitment of Kindergarten Registration Officer completed. Software upgrades at final testing stage. Communication and engagement strategy planned for 2021.	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	●	Currently being prepared. To be submitted January 2021.	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.	●	Schedule of meetings with the Mayor and CEO to outline our advocacy priorities is currently being developed in addition to inviting all local members to attend Council Briefings.	Engagement & Advocacy	
107	5.4.5	Continue the Customer Relationship Management project and implement Year 2 actions	●	Q2 comments: Customer online registrations in the community portal up now total 6356 (with ~900 new portal users each month). where customer request have been built within the Community Portal 64% of all request are now lodged OL with a YTD total benefit of ~\$400K 4 additional online forms/functionality launched in the portal (change address OL, works in road reserve, build over easement, payment for planning advertisement fee OL)	Engagement & Advocacy	