9.9 Council Plan 2017-21 progress report for July-December 2017

File No: FOL/18/32
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Directorate: Organisational Performance

Purpose
To report back to Council and the community on our progress this year in implementing the Council Plan 2017-21 (Council Plan).

Executive Summary
This report reviews our progress in implementing the Council Plan in 2017/18, for the period 1 July to 31 December 2017.

Recommendation
That Council receive and note the report.

Background
Council is implementing an extensive list of actions in 2017/18 to deliver on the Council Plan. This report provides an update on progress in implementing those actions for quarters 1 and 2.

Discussion
Our progress for 2017/18 is reported in three appendices:

- Appendix A summarises the overall status of actions to deliver on the Council Plan in 2017/18. As at 31 December 2017, 89 per cent of actions were “on track”, six per cent were complete, two per cent were off track, and three per cent were not yet scheduled to start.

- Appendix B reviews the progress achieved with major initiatives to implement the Council Plan. Major initiatives are significant actions identified in the 2017/18 Annual Budget to implement the Council Plan.

- Appendix C reviews the progress achieved on other actions.

Some of the key achievements for the period July to December 2017 include:

- Awarding a contract for the architectural design of the East Keilor Leisure Centre redevelopment.

- Establishing ten Portfolio Advisory Committees to assist Council in delivering on its long term strategic objectives.

- Securing a $300,000 grant from the Melbourne Water Living Rivers funding program to construct Woodlands Park wetland.
- Engaging 25 women from migrant and refugee backgrounds in the Stepping Stones to Small Business Program.

- Awarding contracts to construct the Rosehill Park Easement, which will improve pedestrian access to open space, and to replace the Fenton Street Hockey synthetic surface (northern pitch).

A Quarter 3 report will be presented to Council in May 2018, and a full-year report will be issued in October as part of the Annual Report. The full-year report will include results of performance against the Council Plan strategic indicators, which measure success in implementing our objectives. This data is available only on an annual basis.

Consultation

The nature of this report does not require any public consultation.

Implications

1. Legislative

   The Local Government (Planning and Reporting) Regulations 2014 require Council to disclose in its Annual Report whether it has conducted Council Plan reporting at least every six months.

2. Council Plan / Policy

   In presenting this report, Council is working to achieve its strategic objective to foster a culture of accountability and transparency in accordance with Council Plan 2017-21 Theme 5: Resilient organisation - A resilient organisation that is sustainable, innovative, engaging and accountable - Good governance is everyone’s responsibility.

3. Financial

   No financial implications.

4. Environmental

   No environmental implications.

Conclusion

Council is making steady progress in implementing its Council Plan commitments.

Appendices

Appendix A: Overall status of Council Plan actions - Report to Council - Q1 and Q2 2017-18

Appendix B: Major Initiatives Report to Council - Q1 and Q2 2017-18

Appendix C: Progress achieved on other actions - Report to Council - Q1 and Q2 2017-18 (separately circulated).
Council Plan 2017-21 progress report

The chart below shows how we are progressing with actions to implement the Council Plan in 2017/18, as at 31 December 2017.

Status
- Complete
- Not Started
- Off Track
- On Track

89%
**Progress on actions classified as 'major initiatives'**

**Friendly and safe**
An equitable, inclusive and healthy community

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<tr>
<th>No</th>
<th>Major Initiative</th>
<th>Status</th>
<th>Q1 Progress comments</th>
<th>Q2 Progress comments</th>
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<tbody>
<tr>
<td>1</td>
<td>Promote positive mental health in education settings through community education, programs and public campaigns, including a Young People’s Mental Health First Aid initiative in schools.</td>
<td>🏫</td>
<td>Presentation of ‘First Aid’ initiative to Councillors at Briefing. Advisory Committee established; partners identified in-principle. Training to commence in second quarter 17/18 (February and April).</td>
<td>Negotiating partnership with Melbourne University Teen Aid Research Project. Have met with both Essendon Keilor College and Buckley Park Secondary College, who are keen to partake in the project pending recruitment of matched secondary schools. Discussions around timetabling have begun with Mount Alexander College.</td>
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<td>2</td>
<td>Work with regional partners (Preventing Violence Together and Inner North West Primary Care Partnership) to collectively monitor and evaluate primary prevention of violence against women initiatives.</td>
<td>🏫</td>
<td>CEO endorsed and signed Preventing Violence Together (PVT) Plan. Memorandum of Understanding signed for community champions project.</td>
<td>Attended planning sessions to identify shared actions for preventing violence against women for inclusion in the new Action Plan, to be endorsed by the PVT Executive Governance Group in Quarter 3.</td>
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<td>3</td>
<td>Transition community funding to align with a neighbourhood place-based approach in order to target areas where funding is most needed and address health inequalities.</td>
<td>🏫</td>
<td>Auditor Report on Community Funding presented to Council for noting in September 2017. Recommendations include simplifying funding streams, integrating Sponsorship stream into Biannual Grants, Donations stream to be cancelled and Community Service Subsidy stream more integrated with social procurement and service planning.</td>
<td>Grants Evaluation Report and assessment process options presented at Councillor Briefing in November and Council meeting in December 2017. Recommendations include adoption of a section 86 Special Committee to replace current Grants Panel structure for next round of Grants. Neighbourhood Profiles to be used to determine funding priorities in 13 neighbourhoods. This will be presented Biannual Grants Assessment Panel (or Special Committee if recommendation is adopted) in Quarter 3 to inform funding recommendations for next round of grants.</td>
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<td>4</td>
<td>Review and redevelop the General Purposes Local Law to protect and enhance local amenity in line with community standards.</td>
<td>🏫</td>
<td>Internal consultation underway. Development of draft 2018 Local Law commenced.</td>
<td>Continued with internal consultation and development of new requirements and prepared draft of Community Impact Statement. Held Strategic Briefing with Councillors on the process for developing the proposed Local Law. Now preparing the document in its final version for presentation to Council in February for approval to commence public consultation process.</td>
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<td>5</td>
<td>Promote volunteering to increase community cohesion and resilience.</td>
<td>🏫</td>
<td>Volunteer Management Policy Implementation Plan developed. Previous year’s volunteer recognition event reviewed. Infographic and report developed for distribution to Council’s Volunteer Management Committee (internal).</td>
<td>Training program for staff developed for the coming year. Briefing delivered for 25 managers regarding legal requirements and risks associated with volunteer management. Project commenced to develop an online induction program for volunteers in partnership with Municipal Association of Victoria. Redevelopment and planning commenced for future volunteer recognition events and activities.</td>
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<td>6</td>
<td>Build partnerships with key service providers to support the implementation of</td>
<td>🔄</td>
<td>First briefing completed with Councillors to develop an understanding of current disability service provision, the roll out and implications of the NDIS. Endorsement of timeline for decision making. First workforce briefing completed September 2017.</td>
<td>Implementation of Community consultation, including neighbourhood based drop in sessions, survey postcard and NDIS information sessions. The National Disability Insurance Agency (NDIA) has informed Council of the planned transition for current clients who are likely to be NDIS eligible. This transition will be fully implemented by early 2019. The NDIA estimate that 60% of Council’s current clients with a disability will be eligible for the NDIS. This information was used as part of the Service planning development for the Disability, Access and Inclusion unit.</td>
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## Progress on actions classified as 'major initiatives'

**Clean, green and beautiful**

A healthy environment and enhanced amenity

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<tr>
<td>7</td>
<td>Introduce a Developer Contribution Plan Overlay (DCP) so that new development contributes to the infrastructure required to service population growth.</td>
<td>![On track]</td>
<td>Demand analysis complete. Infrastructure projects developed for inclusion in DCP. Infrastructure projects reviewed, catchment areas developed and indicative infrastructure charges determined. These will be reviewed/updated in line with Council's capital works planning and long term financial planning. Draft DCP progressing, relevant components currently being tested and external peer reviews being undertaken.</td>
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<td>8</td>
<td>Implement initiatives to green and cool the municipality, including the Urban Forest Renewal Program and Street Tree Planting Program and the Neighbourhood Greening Program.</td>
<td>![On track]</td>
<td>Street Tree Planting and Urban Forest Renewal: Year 7 is currently 50 per cent complete. Currently finalising resident requests for planting. Neighbourhood greening for the 2017 planting season is now complete. The required portion of year 7 street tree planting and urban forest renewal is now complete, with the shift to establishment maintenance and summer irrigation now underway. 2017 planting items for Neighbourhood Greening now in establishment maintenance phase, including summer irrigation. Planning and design underway for the 2018 Greening Program.</td>
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<tr>
<td>9</td>
<td>Improve the amenity of streetscapes through civil design work for the Moonee Ponds activity centre (MPAC) and upgrades to the Union Road streetscape from The Parade to Roseberry Street.</td>
<td>![On track]</td>
<td>Preparation of the MPAC Streetscape and Public Space Plan to inform review and future streetscape detail. Procurement underway for Union Road Streetscape Stage 2. Functional design and site information underway for Union Road Streetscape Stage 3. Transport analysis scoping underway to inform MPAC. Tender evaluation underway for Union Road Streetscape Stage 2. Civil design underway for Union Road Streetscape Stage 3.</td>
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<td>10</td>
<td>Playground Renewal Program – replace and renew playgrounds within neighbourhood, district and regional parks, including utilising natural features as play objects to enable children to connect with nature.</td>
<td>![On track]</td>
<td>Site inspections and playground design scope completed. Playground designs and costings prepared. Companies selected for quotation, with construction scheduled to commence in Quarter 3.</td>
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<td>11</td>
<td>Family &amp; Children Services facilities outdoor play space improvements - improve outdoor play space areas to meet appropriate standards and regulations.</td>
<td>![On track]</td>
<td>Proposed program for renewal works has been completed and approved by Family and Children's Services. Renewal works have commenced at a number of locations; approximately 15 per cent of the works program has been completed. Approximately 70 per cent of the planned works has been completed for the year to date. The remaining planned works are on target to be completed by end of February 2018.</td>
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<td>12</td>
<td>Further develop water sensitive urban design projects at Aberfeldie Park, Woodlands Park, and Queens Park.</td>
<td>![On track]</td>
<td>Documentation underway for Woodlands Park. Appointment underway for Rosehill Park wetland documentation. Preparing plans to complement Water Sensitive Urban Design (WSUD) work at Woodlands Park and acquit the Living Rivers funding of $60,000. Preparing plans for Rosehill Park Wetland as per Living Rivers funding. Undertook civil documentation for the Rosehill Park Wetland, as per Melbourne Water funding agreement. Completed documentation for Woodlands Park and Salmon Reserve to complement wetland works. Successful grant submission announcement to construct Woodlands Park wetland, $300,000 from Melbourne Water’s Living Rivers funding has been announced for the 2018/19 financial year.</td>
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<td>13</td>
<td>Implement the Walking and Cycling Strategy including Dean Street underpass and a walkability initiative to get more people walking in Moonee Valley.</td>
<td>Walking and Cycling Strategy: Dean Street underpass - Detailed design 90 per cent complete. Works to be tendered Late October/November. Evans Street - Functional design completed. Montague Street Boardwalk - Structural repairs completed. Surface treatment to be applied. Walkability initiative: Project working group established with internal partners including Community Planning, Leisure Services, Transport, and Children's Services. Heart Foundation Walking Groups website for Moonee Valley established. Victoria Walks meeting to seek peer review of walkability initiatives.</td>
<td>Walking and Cycling Strategy: Dean Street underpass - detailed design 99 per cent complete and project has approval from Melbourne Water. Construction anticipated to commence March 2018. Evans Street road safety audit completed. Detailed design commenced. Montague Street Boardwalk - all repairs completed. Walkability initiative: Belgrave Leisure (Ascot Vale Leisure Centre), Wingate Ave Community Centre and Wurundjeri engaged to guide initiatives in Ascot Vale and Avondale Heights. Social marketing and communications plan established. Human Resources department and Community Planning partnership for Healthy Moonee Valley reinvigorated and staff walking group scoped for promotion in Quarter 3.</td>
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<td>14</td>
<td>Rosehill Park Easement - construct a pathway to improve pedestrian access to open space.</td>
<td>Procurement process.</td>
<td>Tender evaluation and award of contract to build Rosehill Park Easement pathway.</td>
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<td>15</td>
<td>Develop and simplify the booking system for community spaces.</td>
<td>System specifications negotiated and confirmed with Council teams responsible for facility bookings.</td>
<td>Corporate booking system purchased.</td>
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<td>16</td>
<td>Deliver sustainability programs to residents, businesses and schools.</td>
<td>Delivered 5 highly successful sustainability education events, engaging 189 local residents. Delivered 1 Schools Environment Forum.</td>
<td>The Early Years Environment Network and educational activities were launched through National Recycling Week. 307 local people were engaged through 8 sustainability education events.</td>
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<td>17</td>
<td>Implement the Better Moves Around Schools Program to improve safety around schools and encourage walking and cycling to school.</td>
<td>Better Moves Around Schools commenced at Moonee Ponds Primary, St Therese's Primary, Essendon Keilor College (EKC) - Essendon and East Keilor campuses. All principals connected and meetings booked.</td>
<td>EKC Essendon – audit on hold until Feb 18. School has declined offer of Green Travel Plan grant and MIND, BODY, PEDAL program. EKC East Keilor – inception meeting held, audit completed, plan for upgrades forwarded to the school and notification letter distributed. School has declined offer of Green Travel Plan grant and MIND, BODY, PEDAL program. St Therese's – inception meeting held, audit completed, consultation completed, all capital works proposed completed. Active path implementation is in progress. Will start working with the school to develop their Green Travel Plan in Feb 2018. Moonee Ponds Primary - inception meeting held, audit completed, consultation completed, all capital works proposed completed. Active path implementation is in progress. Will start working with the school to develop their Green Travel Plan and active paths in Feb 2018.</td>
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<td>18</td>
<td>Implement the Transport Safety Strategy to improve road safety for all.</td>
<td>![On track]</td>
<td>Road safety improvements - designs being completed for Mascoma Street and Eldorado Crescent, Rachelle Road and Rosehill Road, Brosnan Street, and Albion Street. Puckle Street 40km electronic signage plans and consultation completed, awaiting tender documents. Moonee Ponds shared path upgrades, Evan Street, Ormond Road, various areas in Strathmore progressing. Laneway activation project commenced. Quarterly meetings with VicRoads and Victoria Police commenced. Council Safe Driver handbook progressing with update. Council kindergartens and maternal health centres provided with road safety resources for parents. Speed trailer contract awarded, weekly placement has commenced.</td>
<td>Mascoma and Eldorado Crescent, Rachelle &amp; Rosehill Roads - assigned to design engineers for design. Brosnan Crescent - zebra crossing to be built in the next few months. Puckle Street - 40km plans and consultation completed and approved by VicRoads, awaiting on Jemena to progress. Evan Street - detailed design near completion. Surveys completed for Ormond Road, various areas in Strathmore project progressing. Laneway project progressing, final designs near completion. Quarterly meeting VicRoads and Victoria Police held 28 Nov 17. Crash statistics for 2017 received. Safe driver handbook still progressing. Speed trailer continued to be placed in local streets and around schools weekly. Christmas safety messages commenced from 18 Dec 2017. Child restraint fitting day planning commenced. Next sessions for Wiser Driver commenced. Staff training for safe systems planning commenced.</td>
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### Progress on actions classified as 'major initiatives'

#### East Keilor Leisure Centre redevelopment - design and document the proposed redevelopment.

- **No**: 19
- **Status**: Off track
- **Q1 Progress comments**: Tenders closed for the detailed design of this project in February 2017 and tenders closed for the project management of the entire project in April 2017. The project management contact has been awarded and it is proposed for Council to consider the award of the design contract in December 2017. Until the design contractor has been appointed and dates can be confirmed, this project has been identified as off track.
- **Q2 Progress comments**: A contract was awarded for the architectural design of the new facility during Quarter 2 and the detailed design work commenced in December 2017 with a number of project kick off meetings. Initial advice from the architect is that the design will be at least 25 per cent complete by the end of the fiscal year.

#### Fairbairn Park (Middle) pavilion improvements - complete a joint-use sports and community pavilion, replacing two existing pavilions and demolishing one pavilion.

- **No**: 20
- **Status**: On track
- **Q1 Progress comments**: Fairbairn Park pavilion will be completed by the end of October 2017.
- **Q2 Progress comments**: The completion of Fairbairn Park has been delayed due to the connection of power to the site, which did not occur until early December 2017. The building and the surrounding infrastructure will be completed by the end of January 2018.

#### Prepare options for the development of a Niddrie Community Hub, including relocation of the Niddrie Library.

- **No**: 21
- **Status**: On track
- **Q1 Progress comments**: Affordability and procurement option research undertaken.
- **Q2 Progress comments**: Value capture work being finalised and developer Expression of Interest prospectus drafted.

#### Fenton Street Hockey Synthetic Surface replacement - replace the synthetic surface to the northern pitch.

- **No**: 22
- **Status**: On track
- **Q1 Progress comments**: Contract has been awarded. Works will start in January 2018.
- **Q2 Progress comments**: Works will commence mid to late January 2018, expecting completion by the end of February 2018.

#### Pilot the Stepping Stones to Small Business Program in partnership with the Brotherhood of St Laurence to assist culturally and linguistically diverse women to establish micro businesses.

- **No**: 23
- **Status**: Completed
- **Q1 Progress comments**: Worked with Brotherhood of St Lawrence to attract 25 women from migrant and refugee backgrounds to attend the Stepping Stones Program, which is aimed at improving work outcomes. Undertook a Council communications plan to promote the opportunity of joining this program. Connected Brotherhood of St Lawrence with local community groups.
- **Q2 Progress comments**: Presented a ‘welcome to business in Moonee Valley’. Encouraged and linked program participants with local business. Evaluated and reviewed the Stepping Stones Program for potential 2018 delivery at Flemington Community Centre.
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<td>24</td>
<td>Establish a Business Transformation Program to identify and deliver improvements to Council services.</td>
<td>The Business Transformation team was established and a program of improvement works was developed. A Continuous Improvement Framework was created, along with a Continuous Improvement Capability program that builds organisation-wide skills in business improvement.</td>
<td>A project governance group has been established to manage and prioritise continuous improvement projects to achieve alignment with community and Council priorities. Key improvement projects have been established, including projects to increase childcare utilisation, to streamline statutory planning processes, to increase efficiency and effectiveness of asset management, to improve the capital works project management framework, to further enhance livestreaming of Council meetings, and to increase the functionality of the Councillor portal.</td>
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<td>26</td>
<td>Coordinate a program of community engagement to inform MV2040.</td>
<td>Phase 2 Community Engagement commenced.</td>
<td>Phase 2 Community Engagement concluded.</td>
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<td>27</td>
<td>Develop specifications for consolidating core information technology applications onto a single platform and undertake a joint procurement exercise with partner councils.</td>
<td>Developed requirements for the upcoming tender process for the Enterprise Resource Platform (ERP). The joint procurement with other councils is not proceeding.</td>
<td>The tender was released to the market in October and the responses were assessed by the evaluation committee. The evaluation committee will continue with the evaluation in Quarter 3, with the vendor likely to be appointed by no later than Quarter 4.</td>
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<td>28</td>
<td>Seek financial support from all levels of government, community organisations and private investment for the development of community infrastructure (for example, funding to improve shared community facilities within Victorian schools through the State Government's Shared Facilities Fund).</td>
<td>On track.</td>
<td>On track. Executive Team is seeking to actively advocate for major initiatives for the municipality. External consultancy is being utilised to assist in mapping out a plan to pursue this more actively in 2018.</td>
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<td>29</td>
<td>Establish ten portfolio advisory committees to assist council in delivering on long term strategic objectives.</td>
<td>Successfully launched a welcome event for all newly appointed Portfolio Advisory Committee (PAC) members on 18 July 2017. The PACs then commenced their formal meetings in August 2017. Terms of Reference were established for the PACs and the objectives for each PAC will be finalised by the end of quarter 3.</td>
<td>The Council Committee Structure has been reviewed and updated to ensure strategic alignment to the Council Plan 2017-21 and Council’s long term strategy - MV2040. A total of 17 meetings have occurred with over 34 hours of enthusiastic involvement from PAC members. The PACs have provided input on development of MV2040. PAC meetings recommence in February 2018, with the aim to finalise objectives for the following PACs: Environment, Community Wellbeing, Integrated Transport, Strategic Planning, Sports &amp; Community Organisations, Inclusion Diversity Equity Access and Future Communities. A PAC progress report was presented to Council on 14 November 2017.</td>
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### Progress on other actions

**Objective 1.1: Friendly and safe**
An equitable, inclusive and healthy community

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<th>No</th>
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<tr>
<td>1</td>
<td>Deliver the Immunisation Program to state government requirements, including a</td>
<td>The school program operates on a calendar year commencing in January</td>
<td>The school program commenced in January 2017. During Q1, visits were undertaken</td>
<td>The school program was completed with the administration of 4,356 HPV vaccines, 1,545 Boostrix vaccinations, 1,421 Varicella vaccinations, 4,146 Meningococcal ACWY vaccinations. During Q2 the infant program continued with 17 sessions held throughout 6 venues across the municipality. 410 clients attended with 875 vaccinations administered.</td>
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<td>secondary school program and an infant program.</td>
<td>2017. During Q1, visits were undertaken to all 15 secondary schools within the municipality. During Q1 the Infant program continued with 18 sessions held throughout 6 venues across the municipality. 372 clients attended with 827 vaccinations administered.</td>
<td>visits were undertaken to all 15 secondary schools within the municipality. During Q1 the Infant program continued with 18 sessions held throughout 6 venues across the municipality. 372 clients attended with 827 vaccinations administered.</td>
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<td>2</td>
<td>Roll out of Tobacco Act legislative requirements to all food serving premises.</td>
<td>developed communications plan and deployed education/information to</td>
<td>Continued to undertake tobacco activities in line with our service agreement with</td>
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<td>approximately 80% of business and other interested parties.</td>
<td>Department of Health and Human Services/ Municipal Association of Victoria. This</td>
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<td>included education visits to eating establishments, undertaking the Tobacco Sales to</td>
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<td>Minors program, responding to enquiries and investigating customer complaints.</td>
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<td>3</td>
<td>Implement gambling harm prevention initiatives with Alliance for Gambling Reform.</td>
<td>Discussion with Alliance for Gambling Reform to identify harm reduction</td>
<td>Priority neighbourhoods - Airport West and Moonee Ponds. Meeting with Deakin University held to discuss current gambling research. Deakin proposed a research project for local level gambling data for Moonee Valley. Decision to be made in Q3. Meeting with Gambling Alliance to discuss presentation at Councillor briefing in Q3 or Q4. Facilitation for Moonee Valley Legal Service to provide access to Safe From Harm family violence program through outreach at Niddrie/Airport West commencing 2018.</td>
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<td>Prioritise neighbourhoods with higher proportion of at risk population groups and</td>
<td>initiatives likely to gain traction at governmental level.</td>
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<td>with highest density in EGMs.</td>
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<td>4</td>
<td>Deliver four parenting forums that focus on key wellbeing issues to provide</td>
<td>Planning commenced for parenting workshops for pre-school children.</td>
<td>Delivered 3 pilot parenting workshops for parents of preschool children in partnership with Caroline Chisholm Society. Twelve parents attended each workshop with their children. Further workshops being planned for 3rd and 4th quarter.</td>
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<td>information and prevention strategies to parents and caregivers of children and</td>
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<td>young people.</td>
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<td>5</td>
<td>Community Development and Youth Development to work together to deliver</td>
<td>Planning and coordination of service.</td>
<td>This program has been delayed due to the recruitment of a new Youth Counsellor however the case management program has continued to be delivered at the Flemington Community Centre this quarter.</td>
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<td>outreach youth counselling and case work services in Flemington and Ascot Vale.</td>
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<td>7</td>
<td>Support targeted initiatives for young people of diverse backgrounds, especially those who are Lesbian, Gay, Bisexual, Transgendered, Intersex or Queen/Questioning (LGBTIQ).</td>
<td>![Green icon]</td>
<td>LGBTIQ group poster and promotional material reworked, printed and distributed in consultation with group members. Group was run fortnightly at Niddrie Youth Hub on Wednesdays across school terms this quarter.</td>
<td>Group was put on hold this quarter due to staff capacity. Recruitment for Youth Development Officer and Youth Development casual staff has been completed. New staff undertaking evaluation of the program to identify how participation can be increased, and which neighbourhood the group will run from.</td>
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<td>8</td>
<td>Maintain active participation in the Western Melbourne Region AOD Network and deliver partnership initiatives. Partnerships with Latitude and Wintringham services to promote access to housing and homelessness services for people at risk of, or who are homeless.</td>
<td>![Green icon]</td>
<td>Actively participated in the Western Melbourne Region AOD Network. Partnership initiatives not developed due to staff vacancy at cohealth. Met with Latitude to discuss progress on local service needs. Latitude now located at Flemington Community Centre. Service referrals for homelessness services updated with Victoria Police.</td>
<td>Ongoing management of Wintringham and Latitude service agreements. Service referrals for homelessness services updated with Victoria Police. Worked with DHHS to develop training for Council staff (based on the H3 approach) to support municipal capability to address rough sleepers and connect them with support. Moonee Valley to host DHHS forum in January 2018.</td>
</tr>
<tr>
<td>10</td>
<td>Complete renewal works as identified in Facilities Capital Works Program for 17-18 and identify renewal works to be completed in 18/19 FY.</td>
<td>![Green icon]</td>
<td>Approximately 30% of the program has been completed. Renewal Works for 2018-19 have been identified.</td>
<td>Approximately 60% of the planned renewal works have been completed for the year to date. 80% of renewal works have been scheduled to be completed by February 2018.</td>
</tr>
<tr>
<td>11</td>
<td>Design and pilot a neighbourhood planning approach informed by diversity, access and equity principles. Includes integration of key planning principles into MV2040.</td>
<td>![Green icon]</td>
<td>Presented the pilot neighbourhood planning approach with managers at Senior Management Team Forum and incorporated feedback into approach map Council service delivery (Community Services) across the 13 neighbourhoods with managers.</td>
<td>Presented to Community Wellbeing PAC, Health and Wellbeing Advisory Committee, Inner North West Primary Care Partnership and Flemington Services Network. Used workshop feedback to refine pilot neighbourhood planning model and map community service delivery in 13 neighbourhoods.</td>
</tr>
<tr>
<td>12</td>
<td>Prepare a social impact assessment framework guidelines for the community.</td>
<td>![Green icon]</td>
<td>This action is dependent on vacant positions being filled.</td>
<td>This action is dependent on vacant positions being filled.</td>
</tr>
<tr>
<td>13</td>
<td>Review of the Men’s Shed programs and development of an activation plan for future program delivery.</td>
<td>![Green icon]</td>
<td>Review of Men’s Shed needs within the City, including community consultation planned as part of Pop-Up Men’s Shed activities in Avondale Heights and a community transport run to the Strathmore Men’s Shed, as part of the Moonee Valley Seniors Festival (October 2017) to gauge community need and interest.</td>
<td>Analysis of Seniors Festival pop up shed activities demonstrated little interest in the creation of a Men’s Shed in the Avondale Heights/East Keilor area. Research has also lead to the conclusion that currently available Men’s Shed facilities are underutilised. The focus for third quarter will be to increase accessibility to the Moonee Valley Men’s Shed Strathmore including the implementation of a trial community transport run from the Avondale Heights Library to Strathmore for interested persons.</td>
</tr>
<tr>
<td>14</td>
<td>Review the service delivery model and implement any proposed outcomes of the community meals service.</td>
<td>![Green icon]</td>
<td>Review of community meals service in progress, with Western Region partnership model for service delivery being scoped. Project brief for implementation to be completed quarter two.</td>
<td>A Community Meals Project brief has been completed and scoped with identified opportunities including those below which are currently being pursued. •Integration of weekend service delivery in Monday – Friday deliveries •Possible utilisation of purpose built distribution centre through partnership with Brimbank City Council •Improved efficiency within the existing community meals facility. •Opportunities for community events which include a meal. (e.g. Morning Music followed by lunch at the Clocktower)</td>
</tr>
<tr>
<td>15</td>
<td>Undertake a financial assessment of major facility infrastructure projects and impact on</td>
<td>![Green icon]</td>
<td>Draft report prepared - this report is confidential.</td>
<td>Draft report prepared - this report is confidential.</td>
</tr>
</tbody>
</table>
Progress on other actions

<table>
<thead>
<tr>
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<tr>
<td>16</td>
<td>Deliver a minimum of four actions identified in the Disability Action Plan 2014-23, including:  - Take a leadership role in the promotion of inclusion with the community.  - Undertake promotion of Disability Services including the Disability Services newsletter.  - Promote the use of the Companion Card at events run in Moonee Valley.  - Investigate social enterprise opportunities which employ persons with a disability in Moonee Valley.</td>
<td>[Green]</td>
<td>Completion of the “Include Everyone” guide to inclusive events. Development and dissemination of Disability Services Newsletter which included information relating to the use of Companion Cards in Moonee Valley.</td>
<td>Implementation of Ready, Set NDIS (National Disability Insurance Scheme) project. December meeting of Disability Service Provider Network, presentation by community grants and Victorian Mental Illness Awareness Council on NDIS. NDIS Info sessions run with Early Childhood Intervention and Youth Disability Advocacy Service. Community consultation - 500 surveys distributed, 10 targeted interviews, 3 community outreach sessions. Summer Edition of Disability Services Newsletter distributed, participated in Mental Health Week activities at Inner North Mental Health Service event. Distributed information at Carers Week. Developed new accessible communications material including promoting companion card. Reviewed Crown Street Stables, 5 new trainees recruited for Jan 2018.</td>
</tr>
<tr>
<td>17</td>
<td>Update 13 Neighbourhood Profiles in partnership with health and wellbeing partners and undertake mapping exercise to establish collective priority actions and initiatives to address.</td>
<td>[Green]</td>
<td>Six flagship Council Plan health and wellbeing provided to Inner North West Primary Care Partnership (PCP) as part of partner priority mapping for western and northern region integrated health planning. The two shared priorities for the region identified: social inclusion and preventing violence against women. Attended two planning sessions with PCP and hosted one meeting at Moonee Valley to present MV2040 and neighbourhood planning model.</td>
<td>Pilot neighbourhood planning pilot sites (Flemington and Avondale Heights) identified. Profiles updated using additional health and wellbeing data including SEIFA maps.</td>
</tr>
<tr>
<td>18</td>
<td>Promote children’s health and wellbeing across the early years services through delivery of four Health Tracker activities (Map the Snack, Added Sugar, Walktober, Gender awareness) and two community forums (Empowering parents - preparing your child to be emotionally ready for school, and Empowering parents - supporting your children to be independently mobile).</td>
<td>[Green]</td>
<td>Children across Council’s early years services participated in the Map the Snack activity and the added sugar activity, learning about healthy eating guidelines and recommended daily sugar intake. The Empowering Parents Forum was conducted with 115 parents of preschool children attending. A clinical psychologist outlined the traits of an emotionally well child and provided parents with knowledge and strategies to support children to be emotionally ready for school.</td>
<td>For Walktober, children attending childcare and kindergarten were encouraged to take an active form of transport to their education and care setting. This aligned with the state-wide school based activity Walktober. Parents were provided with information on how to encourage children to walk to their education setting. For Walktober, parents were also encouraged to park a distance from the centre and walking the remainder of the way. Parents were sent links to articles explaining the importance of physical activity and learning via the centre newsletter. The Health Tracker Website was launched. Articles appeared in The Leader newspaper and The Valley View.</td>
</tr>
<tr>
<td>19</td>
<td>Develop guidelines and deliver advanced intervention and prevention child protection, wellbeing and mandatory reporting training to all 24 Maternal and Child Health and 5 Family Services staff.</td>
<td>[Green]</td>
<td>Guidelines developed and training commenced in quarter 1 with the five family services staff completing part one of their training.</td>
<td>All Maternal and Child Health Nurses and Family Services staff have completed recommended training requirements and received reading material to further enhance their understanding and capacity to deliver quality services to the community.</td>
</tr>
<tr>
<td>20</td>
<td>Review and recommend opportunities for Council to consider in supporting the community and staff to transition from the current service delivery model into a new direction aligned to the Council plan and Commonwealth Aged Care reforms.</td>
<td>[Green]</td>
<td>First briefing completed with Councils to develop an understanding of current aged care service provision, the roll out and implications of the Commonwealth Aged Care Reforms. Endorsement of timeline for decision making. First workforce briefing completed September 2017.</td>
<td>Western Region Ernst &amp; Young Market Sounding report completed. Report demonstrated a snapshot of current and potential providers of Aged Care services who are seeking to provide services within the municipality. Outcomes of the market sounding presented to Council briefing for discussion in December as part of the preparation for decision on the future service delivery model in early 2018. Leadership meeting including all office based staff held to provide an update on the Commonwealth Reforms and to workshop potential future options for service delivery.</td>
</tr>
<tr>
<td>21</td>
<td>Undertake an audit of Council managed community facilities to capture how physically accessible they are to the community and likely customers (facility users).</td>
<td>[Green]</td>
<td>Project scope and facilities list compiled and agreed by internal service owners. Working group established.</td>
<td>External consultants engaged and project scope reviewed to add value to council data collection; Facility inspections have commenced.</td>
</tr>
<tr>
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</tr>
<tr>
<td>1</td>
<td>Deliver Maternal and Child Health (MCH) key ages and stages. Early Intervention</td>
<td></td>
<td>Number of key ages and stages consultations Q1 = 3676</td>
<td>Number of key ages and stages consultations provided for Q2 = 3407. Total Q1+ Q2 = 7183 consultations</td>
</tr>
<tr>
<td></td>
<td>Services and Integrated Family Services (Child First).</td>
<td></td>
<td>Number of early intervention services hours Q1 = 189</td>
<td>Number of early intervention services hours Q2 = 185. Total Q1+ Q2 = 374 hours</td>
</tr>
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<td></td>
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<td></td>
<td>Number of integrated services hours Q1 = 855</td>
<td>Number of hours integrated family services Q2 = 767. Total Q1+ Q2 = 1622 hours.</td>
</tr>
<tr>
<td>2</td>
<td>Develop a department wide plan that identifies actions and processes to meet</td>
<td></td>
<td>Endorsed project brief completed. &quot;Creating a Dementia Friendly Community&quot;. This</td>
<td>Dementia working group commenced on 18 September 2017, with a second workshop to</td>
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<td></td>
<td>the special needs of residents experiencing Dementia and the supports needs of</td>
<td></td>
<td>project will explore delivery of place based services, consider alternative models of</td>
<td>evaluate department findings held on 30 November. Key stakeholders have completed</td>
</tr>
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<td></td>
<td>their carers.</td>
<td></td>
<td>support to work towards creating a dementia-friendly community - a place in which a</td>
<td>identified existing practices within the Community Strengthening department in relation</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>person with dementia is supported to live a high quality life with meaning, purpose and</td>
<td>to dementia and gaps/opportunities to be further explored. Findings and recommendations</td>
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<td></td>
<td></td>
<td></td>
<td>value.</td>
<td>presented to the Community Strengthening Management Team in Quarter 3.</td>
</tr>
<tr>
<td>3</td>
<td>Provide early intervention counselling and case management support to young</td>
<td></td>
<td>Restructure of counselling and case management team, to include 1 FTE Team leader,</td>
<td>Wellbeing Coordinators Network meeting held November in partnership with School</td>
</tr>
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<td></td>
<td>people aged 12 to 25 in collaboration with the sector.</td>
<td></td>
<td>1 FTE Case Manager and .6 FTE Counsellor. Recruitment for two positions undertaken</td>
<td>Focused Youth Service. New social work university placement student commenced with the</td>
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<td></td>
<td></td>
<td>in this quarter.</td>
<td>team, to support case management work.</td>
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<tr>
<td>4</td>
<td>Partner with young people, other levels of government, the service sector and</td>
<td></td>
<td>Sharing information on trends, emerging issues and effective advocacy and solutions to</td>
<td>Community Planning discussion regarding how the Coalition to Young people can feed into</td>
</tr>
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<td></td>
<td>community stakeholders to advocate for and address the service needs of young</td>
<td></td>
<td>systemic problems faced by young people.</td>
<td>Portfolio Advisory Committee.</td>
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<td></td>
<td>people in Moonee Valley.</td>
<td></td>
<td>Valley Youth Service Providers Network reactivated this quarter.</td>
<td></td>
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<tr>
<td>5</td>
<td>Identify opportunities for appropriate civil infrastructure provision which would</td>
<td></td>
<td>McNamara Avenue wombat crossing - completed. Fanny Street footpath - completed.</td>
<td>Draft list of projects developed for consideration in 2018/19 capital works program</td>
</tr>
<tr>
<td></td>
<td>result in improved accessibility outcomes.</td>
<td></td>
<td>Coghlan Street footpath - completed.</td>
<td>based on various strategies / plans and inputted into capital database.</td>
</tr>
<tr>
<td>6</td>
<td>Prepare social infrastructure assessments to inform Council's response to the</td>
<td></td>
<td>The execution of this action is largely dependent on the release of information from the</td>
<td>Continuing to provide information to inform social infrastructure needs for these</td>
</tr>
<tr>
<td></td>
<td>Flemington and Wingate Avenue housing estates' redevelopment.</td>
<td></td>
<td>State Government. Flemington submission complete and officers attended and gave</td>
<td>developments.</td>
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<td>evidence at Planning Panel (September 2017). August 2017 - the Legislative Council</td>
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<td>agreed to establish a Parliamentary Inquiry into the Public Housing Renewal Program.</td>
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<td></td>
<td>This will impact both housing estate redevelopment projects proposed for Moonee Valley</td>
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<td></td>
<td></td>
<td></td>
<td>(Flemington and Ascot Vale estates).</td>
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<td>7</td>
<td>Executive Membership of the Western Youth Employment Partnership (WYEP) to Work</td>
<td></td>
<td>Began planning for Regional procurement forum - MVCC member of working group for the</td>
<td>Delivered the Western Council Procurement Forum, Beyond Value for Money in the West,</td>
</tr>
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<td></td>
<td>towards bringing key youth employment services together into an aligned system;</td>
<td></td>
<td>event - meeting fortnightly. Provided financial support towards the operation of</td>
<td>on 4 October. The forum included case studies on social procurement projects.</td>
</tr>
<tr>
<td></td>
<td>Promote investment in and community support for employment outcomes for young</td>
<td></td>
<td>WYEP. Presented to Leadwest around the WYEP role, purpose and function. Membership of</td>
<td>Supported WYEP to apply for Vic Health Bright Futures grant for a project that aims to</td>
</tr>
<tr>
<td></td>
<td>people in Western Melbourne and Involve Western Melbourne’s young people in work</td>
<td></td>
<td>Local Government Victoria on WYEP.</td>
<td>raise young people’s awareness of their rights as they progress from school through</td>
</tr>
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<td>that will improve employment outcomes.</td>
<td></td>
<td></td>
<td>training and into employment. With the support of key agencies in the youth rights</td>
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<td>field, young people across Melbourne’s West will be able to increase their knowledge</td>
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<td>and awareness about these risks and who can help if issues arise through a peer-led</td>
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<td></td>
<td>process of sharing knowledge. A rationale to establish WYEP as a LeadWest committee</td>
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<td></td>
<td></td>
<td></td>
<td>was sent to LeadWest for Board approval.</td>
</tr>
</tbody>
</table>
## Progress on other actions

### Objective 1.2

**Friendly and safe**

An equitable, inclusive and healthy community

### Year 1 Action Status

<table>
<thead>
<tr>
<th>No</th>
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<tbody>
<tr>
<td>8</td>
<td>Attract community and specialist service providers to locate in municipality. Co-locate Latitude Directions for Young people and Brotherhood of St Laurence at the Flemington Community Centre. Continue to provide space at Flemington Community Centre for outreach services, including legal, financial counselling, community health and family violence.</td>
<td>🔄</td>
<td>Brother of St Laurence and Latitude: Directions for Young People have co-located at the Flemington Community Centre. All agreements have been signed off.</td>
<td>Brother of St. Laurence continue to deliver Jobs Victoria Program and provide employment support to local residents from Flemington, Ascot Vale and North Melbourne. Outreach agreements developed with the following agencies to deliver services at Flemington Community Centre: Anglicare - Financial Counselling, CoHealth - Case Management for older adults and Indo Chinese elderly, Moonee Valley Legal Service - Family Violence information and referral. Flemington/Kensington Legal Service - legal support outreach.</td>
</tr>
<tr>
<td>9</td>
<td>Implement capital works budget.</td>
<td>🔄</td>
<td>5 designs awaiting allocation.</td>
<td>5 detailed designs allocated to designer, design commence. 2 detailed designs awaiting allocation. 35 work requests outstanding (completing 13 lower priority sites)</td>
</tr>
<tr>
<td>10</td>
<td>Introduce a new Community Facility Management Framework including: adopted Council position (principles and priority of use); operational management policy; new IT and data collection systems; organisational and community/stakeholder engagement.</td>
<td>🔄</td>
<td>Policy adopted and implementation plan commenced.</td>
<td>Implementation of the policy for ‘rooms for hire’ complete across council’s facility booking areas. Significant consultation undertaken with community groups and regular hirers, including a large number of one on one meetings to explain the changes and to assist community groups prepare. Trifled an online booking platform for 2018 regular hirers. All 2018 regular bookings have been entered. Groups eligible for additional subsidy have been agreed using uniform measures across council. New booking system tender finalised and system agreed and purchased.</td>
</tr>
<tr>
<td>11</td>
<td>Implement the following projects to improve access to and use of leisure facilities: 1. Tennis Growth Plan - review of Council’s Tennis Strategy 2. Develop a management model which maximises the use of sporting assets 3. Develop volunteer strategies for sporting codes 4. Improve access and communication.</td>
<td>🔄</td>
<td>The Tennis Growth Plan is progressing well - achievements include completing the literature review, most of the demographic analysis, and four of 13 facility audits. Expressions of interest (EOI) are being prepared for local community sporting clubs looking to become seasonal winter tenants of the newly built Fairbairn Park Pavilion in Ascot Vale and the recently built Aberfeldie Park West Pavilion. Both include access to accessible pavilions and a sports ground. To increase participation at Aberfeldie Park West, Council has submitted a grant for sports field lighting on this oval. We expect to be notified in late December early January of the outcome.</td>
<td>The Tennis Growth Plan is in the final stages of preparation, with all the relevant stakeholder consultation completed. The document covers all Moonee Valley clubs and Council’s public tennis courts, and includes recommendations for capital improvements and club development. The EOI has been advertised for the Fairbairn Park Pavilion and the recently built Aberfeldie Park West Pavilion. Clubs have until 29 January 2018 to complete the application process. The opportunity has been made available on Council’s website and has been promoted to sporting clubs via email, online and in the local paper.</td>
</tr>
<tr>
<td>12</td>
<td>Undertake a community facility accessibility audit and address actions identified in the 2017 Community Facilities Auditors report.</td>
<td>🔄</td>
<td>Auditors report received.</td>
<td>External consultants engaged and project scope reviewed to add value to council data collection, and the facility inspections have commenced.</td>
</tr>
<tr>
<td>14</td>
<td>Develop neighbourhood planning approach and transition Community Funding project to ‘place-based’ neighbourhood approach.</td>
<td>🔄</td>
<td>Presented the pilot neighbourhood planning approach with managers at Senior Management Team Forum and incorporated feedback into approach map Council service delivery (Community Services) across the 13 neighbourhoods with managers.</td>
<td>Presented to Community Wellbeing PAC, Health and Wellbeing Advisory Committee. Inner North West Primary Care Partnership and Flemington Services Network. Used workshop feedback to refine pilot neighbourhood planning model and map community service delivery in 13 neighbourhoods.</td>
</tr>
<tr>
<td>15</td>
<td>In partnership with The Huddle, Centre for Multicultural Youth and Melbourne City Mission, establish employment and training programs that support disadvantaged young people and adults into sustainable employment outcomes and career paths within priority neighbourhoods (Flemington, Ascot Vale)</td>
<td>🔄</td>
<td>Jobs Victoria Project developed in partnership with The Huddle and Brotherhood of St Laurence. 1.3 Million funding received.</td>
<td>Brotherhood of St. Laurence JVen team established as a co-located service at the Flemington Community Centre. Program has commenced.</td>
</tr>
<tr>
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<tr>
<td>16</td>
<td>Develop a range of best-practice engagement strategies, tools and initiatives to engage with older people and ensure that they are part of community conversation.</td>
<td>![On track]</td>
<td>Development of community survey to gauge the needs of seniors in light of the Commonwealth Aged Care reforms. Surveys to be disseminated through the Moonee Valley Seniors Festival in October across all events, as well as within current client base.</td>
<td>The Healthy Ageing Mobile Office (HAMO) was launched at the Seniors Festival in October 2017 and has since “hit the streets” weekly at community centres, neighbourhood centres and shopping centres. The HAMO provides information on services, and support in navigating the aged care reforms (particularly the “My Aged Care” system). The HAMO has attracted interest from local groups, resulting in requests to attend a seniors group and a local GP clinic in the New Year. The HAMO has provided an opportunity for the community to provide feedback regarding services to our “over 65” community. Other councils have expressed interest in the HAMO, which was presented at the MAV Age-friendly Communities Local Government Showcase in November 2017.</td>
</tr>
<tr>
<td>17</td>
<td>Establish employment and training support program</td>
<td>![On track]</td>
<td>Ongoing discussion with State Government Economic Development Unit. Funding sought for Flemington Revitalisation Program.</td>
<td>Contract and funding negotiated with State Government for Flemington Revitalisation Project.</td>
</tr>
<tr>
<td>18</td>
<td>Provide information to connect people with local kindergarten services.</td>
<td>![On track]</td>
<td>The Family and Children’s pages on Council’s website were reviewed and updated. The following activities were promoted on Council’s website: - 35 “meet and greet” sessions at Council’s 12 sessional kindergartens for families attending kindergarten in 2018, focussing on the educational program offered at each kindergarten. - an article in ‘Every Child’, Australia’s leading early childhood magazine, regarding continuous improvement and transforming practice through integrating leadership, evidence based care-giving and educational strategies within Council’s early years services - an article titled ‘3a early learning program supports our youngest residents’ in Valley View - periodic Valley View releases informing the community on Children’s Week activities and Hopetoun Early Years Centre.</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Manage the asset protection process.</td>
<td>![On track]</td>
<td>261 asset protection permits have been issued since July 1 2017. These permits identify any pre-existing damage prior to works commencing and ensure applicants are responsible for any damage that occurs. There has been a slight decrease in permits approved for same quarter in 2016/17.</td>
<td>171 asset protection permits issued between 30 September to 31 December 2017. These permits identify any pre-existing damage prior to works commencing and ensures applicants are responsible for any damage that occurs.</td>
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Progress on other actions

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<td>1</td>
<td>Support local secondary schools with the delivery of ‘Respectful Relationships’ Victorian Education Curriculum Support coordination of Family Violence Network in partnership with legal service, Victoria Police and health partners. Work in partnership to deliver INCEPT project.</td>
<td></td>
<td>Youth Development attended Respectful Relationships Induction Forum for Western Melbourne- met with schools involved with the program, identified opportunities for services and schools to work in partnerships and participated in discussion and planning activities around the model and delivery of the program. Lead schools in Moonee valley identified as Buckley Park College and St Bernard’s College, partner school Mount Alexander College. Youth Development Coordinator conducted follow up meeting with Western DET project staff.</td>
<td>Youth Development offered support and to attend Department of Education and school planning meetings, support will be requested when needed. Assisted Social planning and regional partners in collectively monitoring and evaluating primary prevention of violence against women initiatives for this quarter.</td>
</tr>
<tr>
<td>2</td>
<td>Incorporate principles of Crime prevention through environmental design (CPTED) into the Department of Human Services (DHS) Debnays Precinct submission for the planning panel and the Master Planning outcome for Montgomery and Bradshaw Street Reserve; and undertaking lighting designs for laneways within the Moonee Ponds Activity Centre to activate and improve access within the precinct.</td>
<td></td>
<td>CPTED principles incorporated into DHS Debnays Precinct submission and review of both Cross Keys Reserve Pavilion and Boeing Reserve Pavilion and Baseball precinct. Lighting designs being finalised. A grant has been submitted for Department of Justice and Regulation Crime Prevention.</td>
<td>Incorporate CPTED principles into Master Planning for Montgomery Park and Bradshaw Street Reserve. Department of Justice and Regulation Crime Prevention grant application was unsuccessful.</td>
</tr>
<tr>
<td>3</td>
<td>Implement Union Road Streetscape Plan through construction of Union Road Stage 2 and Design of Union Road Stage 3.</td>
<td></td>
<td>Union Road Stage 2 tenders close on the 1 December. Undertaking design of Stage 3 of the Union Road Streetscape Plan for future construction works. Preparation of Urban Design Guidelines for MV2040 started.</td>
<td>Union Road Stage 2 tenders evaluation underway. Undertaking design of Stage 3 of the Union Road Streetscape Plan for future construction works, which incorporates Age Friendly Streetscape elements</td>
</tr>
<tr>
<td>4</td>
<td>Coordinate quarterly meetings of the Community Groups and Events Network as well as training and maintenance of MVCC website resources.</td>
<td></td>
<td>One network meeting delivered with 10 community group representatives. Community Funding Program information session delivered. Two Grant Writing Workshop for Community Groups delivered.</td>
<td>One network meeting delivered with 12 community group representatives.</td>
</tr>
<tr>
<td>5</td>
<td>Develop and implement activities to support carers of people with disability to build resilience, social networks and encourage self care.</td>
<td></td>
<td>Development of endorsed Recognising Carers project Brief and correlated communications plan completed. Promotional material developed and disseminated to the broader community August 2017. Commenced implementation of project September 2017.</td>
<td>Carers week events occurred during September and October. This included a carers thankyou event in October, and the delivery of a number of carer programs which focused on wellness and reducing carer stress and fatigue. These included yoga, meditation and exercise programs.</td>
</tr>
<tr>
<td>6</td>
<td>Encourage and create volunteering opportunities throughout Moonee Valley with a focus on engaging volunteers to support programs targeting seniors and people with a disability.</td>
<td></td>
<td>Project brief completed and endorsed which will include the delivery of a full audit of current volunteer programs, gaps and opportunities aligned to National Volunteering standards.</td>
<td>Audit of the volunteer programs against the National Standards has been completed, with a report detailing recommendations for program development and improvement initiatives finalised. Key aim for quarter three will be to implement recommendations including to encourage and create future volunteering opportunities.</td>
</tr>
<tr>
<td>7</td>
<td>Apply for Public Safety infrastructure of other relevant grants to improve public realm at hot spot locations.</td>
<td>✔</td>
<td>Application for Lighting Moonee Ponds Laneways for Public Safety Infrastructure Funding (Department of Justice) applied for. Community safety feedback provided to support application.</td>
<td>Waiting funding announcement.</td>
</tr>
</tbody>
</table>
### Year 1 Action

<table>
<thead>
<tr>
<th>No</th>
<th>Year 1 Action</th>
<th>Status</th>
<th>Q1 Progress comments</th>
<th>Q2 Progress comments</th>
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</thead>
<tbody>
<tr>
<td>8</td>
<td>Ensure Council has the capacity and capability to assist the community in times of local emergencies. Develop the capacity of the Moonee Valley City Council staff to manage and respond to public health issues resulting from a local emergency or disaster situation.</td>
<td>[ ] On track</td>
<td>Review and update of Council’s Municipal Emergency Management Plan (MEMP) has been completed. Chief Executive has endorsed the MEMP. Audit of Council’s MEMP plan by external agencies has been scheduled to be completed in October.</td>
<td>The audit of Council’s MEMP has been successfully completed and Council has received a Certificate of Audit with no items requiring further action. Emergency Management Planning in collaboration with the MVCC Events management team conducted a facilitated desktop exercise for the Moonee Valley Festival to test the management plan for a specific incident scenario involving an all-agencies response.</td>
</tr>
<tr>
<td>No</td>
<td>Year 1 Action</td>
<td>Status</td>
<td>Q1 Progress comments</td>
<td>22 Progress comments</td>
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</tr>
<tr>
<td>1</td>
<td>Deliver the Community Empowerment program for women in Flemington and Ascot Vale.</td>
<td>![Green Check]</td>
<td>In addition to the delivery of the Stepping Stones Project, supported local women to continue to actively participate on Council Portfolio Advisory Committees (PACs). Commenced planning for Women’s Advocacy and Leadership Program in partnership with Victoria University.</td>
<td>All participants to graduate from the Stepping Stones Program in December 2017. Continued to support local women to actively participate on Council PACs. Continued negotiations with Victoria University to deliver Women’s Advocacy and Leadership Program which will commence in Term 2, 2018.</td>
</tr>
<tr>
<td>2</td>
<td>Deliver Community Funding Program including Biannual Grants.</td>
<td>![Green Check]</td>
<td>Biannual Grants Round 1 undertaken including promotion, community information sessions, Grants Panel assessment.</td>
<td>Biannual Grants Round 1 funding recommendations reported to Council and endorsed in October 2017. Biannual Grants Round 1 resulted in 25 successful community applications with $206,145 funding distributed in November/December 2017. There were 33 unsuccessful applications and 7 ineligible or withdrawn. Ongoing delivery of Responsive Grants program has seen 8 application submitted with 3 successful applications funded for a total of $2,070. 1 application was withdrawn/ineligible and 4 applications received will be decided in the third quarter. 3 vouchers approved during Q2.</td>
</tr>
<tr>
<td>3</td>
<td>Deliver the Stepping Stone employment initiative in partnership with Brotherhood of St Laurence.</td>
<td>![Green Check]</td>
<td>Twenty three local women from CALD backgrounds registered to participate in the Stepping Stones Program to be delivered in partnership with The Brotherhood of St. Laurence. Program to be delivered over 16 weeks.</td>
<td>All participants to graduate from the Stepping Stones Program in December 2017. All micro businesses to be included in a local business register currently being developed by the Community Development Team. This register will be shared across Council teams to support our local procurement direction.</td>
</tr>
<tr>
<td>4</td>
<td>Attract additional services to locate in municipality including through Council and other community facilities and/or explore outreach opportunities. Co-locate Latitude Directions for Young people and Brotherhood of St Laurence at the Flemington Community Centre. Continue to provide space at Flemington Community Centre for outreach services including legal, financial counselling, community health and family violence.</td>
<td>![Green Check]</td>
<td>Brotherhood of St Laurence and Latitude: Directions for young people have co-located at the Flemington Community Centre and commenced service delivery. Other services currently providing an outreach service or program at the Flemington Community Centre include The Huddle, Anglicare, CoHealth, Moonee Valley Legal Service, Flemington/Kensington Legal Service, Wingate Ave CC and Farnham St Neighbourhood Learning Centre. Currently negotiating with Melbourne City Mission to deliver an alternative education and training program for young people who have disengaged from education.</td>
<td>Brotherhood of St Laurence and Latitude: Directions for young people have co-located at the Flemington Community Centre and commenced service delivery. Other services currently providing an outreach service or program at the Flemington Community Centre include The Huddle, Anglicare, CoHealth, Moonee Valley Legal Service, Flemington/Kensington Legal Service, Wingate Ave CC and Farnham St Neighbourhood Learning Centre. Currently negotiating with Melbourne City Mission to deliver an alternative education and training program for young people who have disengaged from education.</td>
</tr>
<tr>
<td>5</td>
<td>Implement Community Funding program including Biannual Grants, Responsive Grants, Donations, Sponsorship and Community Service Subsidy streams.</td>
<td>![Green Check]</td>
<td>Ongoing delivery of Biannual Grants and Responsive Grants Programs.</td>
<td>Six community funding applications received and Manager’s Panel established and convened in December to consider funding applications and form recommendations. Recommendations will be presented to Council for consideration in Q3 (aligned with Strategic Finance team budget briefing to Councillors- March 19).</td>
</tr>
<tr>
<td>No</td>
<td>Year 1 Action</td>
<td>Status</td>
<td>Q1 Progress comments</td>
<td>Q2 Progress comments</td>
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<tr>
<td>6</td>
<td>Develop a coordinated approach to supporting vulnerable residents through the dissemination of Emergency Relief funds.</td>
<td>![status_icon]</td>
<td>Department of Social Security Stocktake Review of Financial Wellbeing and Capability Grant 2016/17 completed and submitted.</td>
<td>Reviewed current processes and convened internal stakeholder group to transition Financial Wellbeing and Capability activity to Community Planning. As such, updating the Memorandum of Understanding will no longer be relevant.</td>
</tr>
<tr>
<td>7</td>
<td>Update Biannual Grants Panel procedures to ensure evidence based- neighbourhood for grant recommendations. Undertake Grants and Community Funding review and report to Council in 2017. Updated Policy and programs to be implemented in 2018/19.</td>
<td>![status_icon]</td>
<td>Auditor Report Community Funding presented to Council for noting in September 2017. Recommendations include simplifying funding streams, integrating Sponsorship stream into Biannual Grants, Donations stream to be cancelled and Community Service Subsidy stream more integrated with social procurement and service planning.</td>
<td>Neighbourhood Profiles to be used to determine funding priorities in 13 neighbourhoods. This will be presented Biannual Grants Assessment Panel (or Special Committee if recommendation is adopted) in Q3 to inform funding recommendations for next round of grants.</td>
</tr>
<tr>
<td>8</td>
<td>Implement Community Funding program including Biannual Grants, Responsive Grants, Donations, Sponsorship and Community Service Subsidy streams.</td>
<td>![status_icon]</td>
<td>Biannual Grants Round 1 undertaken including promotion, community information sessions, Grants Panel assessment. Ongoing delivery of Responsive Grants, Donations, Sponsorship and Community Service Subsidy streams.</td>
<td>Biannual Grants Round 1 funding recommendations reported to Council and endorsed in October 2017. Funds distributed to groups in November 2017. Ongoing delivery of Responsive Grants, Donations, Sponsorship and Community Service Subsidy streams. Service Subsidy and Sponsorship Stream round held with 6 applications received. Managers Panel for assessment established. Funding recommendations to be presented to Council in Q3 as part of Councillor Budget Briefing.</td>
</tr>
<tr>
<td>9</td>
<td>Implement Community Engagement Framework by establishing Council staff engagement champions, updated procedures and resources for staff.</td>
<td>![status_icon]</td>
<td>No action - vacant staff position.</td>
<td>Draft engagement action plan to be presented to Executive for endorsement in Q3. Focus of this quarter MV2040 engagement program including: MV2040 Symposium delivered at Ascot Vale Leisure Centre. 50 attendees contributed. Additional workshops delivered in Portfolio Advisory Committees to inform MV2040 feedback. Online Platform updated for phase 2 consultation and open from 22 December. Mail out to 51,000 households and 290 community responses through online platform and postcards.</td>
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</table>
## Progress on other actions

### Year 1 Action

<table>
<thead>
<tr>
<th>No</th>
<th>Year 1 Action</th>
<th>Status</th>
<th>01 Progress comments</th>
<th>02 Progress comments</th>
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<tbody>
<tr>
<td>1</td>
<td>Work with the Moonee Ponds Creek Collaboration Group in advocacy for improvements to Moonee Ponds Creek and the finalisation of the Moonee Ponds Creek Master Plan, in conjunction with Moreland City Council.</td>
<td>Continue our partnerships with and membership of relevant metropolitan programs to improve awareness and outcome of ESD, including the current undertaking between MVCC and the Council Alliance for a Sustainable Built Environment (CASBE). Continue our advocacy with Melbourne Water and adjoining Councils for improvements to Moonee Ponds Creek and catchment.</td>
<td>Undertake civil documentation for the Rosehill Park Wetland, as per Melbourne Water funding agreement. Complete documentation for Woodlands Park and Salmon Reserve. Successful grant submission announcement to construct Woodlands Park wetland, $300K from Melbourne Water's Living Rivers funding has been announced for the 18/19 financial year.</td>
<td></td>
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<tr>
<td>2</td>
<td>Prepare plans to handover to Operations team for delivery for the following projects - A'Hern Ave Walkway Avondale Heights ($10K), Tennyson/Buckley Street Essendon ($7K), Smiley Cres/ LA Moon Essendon West ($38K), Derby Street Reserve Moonee Ponds ($15K), Turner Street Reserve Moonee Ponds ($25K), Treadwell Reserve Niddrie ($5K).</td>
<td>Documentation to be prepared in Quarter 2 and planting delivered in Quarter 3.</td>
<td>Site visits and documentation underway.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Seek protection for trees included in 2017 Significant Tree Register.</td>
<td>Report to Council seeking authorisation to proceed with exhibiting the draft Significant Tree Register 2017.</td>
<td>Authorisation request to prepare and exhibit amendment submitted to Department of Environment, Land Water and Planning (DELWP) 18 Sept 2017. DELWP have advised of a delay in granting authorisation, which impacts on the originally proposed exhibition dates (October/November 2017). Authorisation now requires decision directly from the Minister due to environmental significance overlays controls proposed on land subject to State initiatives (Department of Health and Human Services land - Flemington Estate). Exhibition now expected to commence 8 February 2018 - subject to receiving authorisation (expected by end of December 2017).</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Prepare a report to Council to establish the section 86 Committee, which will assist in delivering additional open space in line with the Open Space Strategy.</td>
<td>Action to commence in quarter 2.</td>
<td>Section 86 Committee established with endorsement on 12/12/17</td>
<td></td>
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<tr>
<td>5</td>
<td>Advocate to ensure built form (such as pavilions, their location and decommissioning) is as per adopted Master Plans.</td>
<td>Advice provided for Cross Keys and Boeing Reserve Pavilion and Baseball Precinct to ensure Disability Discrimination Act (DDA) accessibility and reduce impact on open space, vegetation and waterways. Adoption of Overland Reserve, AJ Davis Reserve and Buckley Park to consolidate built form, reduce footprint and ensure DDA accessibility.</td>
<td>Clifton Park Master Plan being finalised incorporating feedback from consultation process, with internal and external stakeholders, which outlines recommendations for built form to compliment existing uses and improved open space outcome.</td>
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<tr>
<td>6</td>
<td>Prepare documentation for circuit pathways at key locations in Cross Keys, Boeing Reserve and Aberfeldie Park.</td>
<td>Planning undertaken and brief being prepared.</td>
<td>Base plans being prepared to assist civil documentation.</td>
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</tbody>
</table>
1. **Consult on the Draft Moonee Ponds Creek Master Plan to finalise the document. Align consultation with City of Moreland. Advocate for waterway health through the Integrated Water Management Forums, Healthy Waterway Strategy and Moonee Ponds Creek Collaboration Group.**

   **Year 1 Action:** Represented and partnered on behalf of Council on the following water management forums and groups: IWM forums (DELWP) and Moonee Ponds Creek Collaboration Group and Healthy Waterways Strategy (Melbourne Water).

   **Q1 Progress comments:** Represented Council as part of the Moonee Ponds Creek Collaboration Group and IWM forums (DELWP). Collaboration Group is currently exploring governance, guidelines and mapping for the Moonee Ponds Creek to ensure improved management of the Creek in future years across the whole catchment.

   **Q2 Progress comments:**

2. **Commence review of supply and demand for sports and recreation infrastructure, having regard for the need to supply requirements whilst maintaining a position of no net loss of open space.**

   **Year 1 Action:** Currently reviewing Tennis and Netball requirements. To increase participation at Aberfeldie Park West, Council has submitted a grant application to Sport and Recreation Victoria for sports field lighting on this oval - lighting will enable usage of the oval at night in winter. We are expected to be notified in late December early January of the outcome.

   **Year 1 Action:** Demand is increasing for sporting facilities due to club growth and increasing participation in female sport. Council has invited expressions of interest from sporting clubs to become a seasonal winter tenant of the newly built Aberfeldie Park West pavilion and Fairbairn Park pavilion. Additionally, a Tennis Growth Plan has been drafted that includes analysis of future demand for tennis infrastructure and recommends capital improvements for tennis across Moonee Valley.

   **Year 1 Action:**

3. **Prepare a four-year Urban Forest Plan that sets out actions to increase canopy and vegetation diversity.**

   **Year 1 Action:** Research, data gathering, analysis, Council staff consultation and a review of other leading urban forest strategies has been carried out to inform a new Urban Forest Plan.

   **Year 1 Action:** Draft Urban Forest Plan almost finalised and ready for consultation as part of the MV2040 Strategic Framework.

4. **Liaise with and advocate to Melbourne Water on key priorities to improve waterway health, including representation on Moonee Ponds Creek Masterplan Committee and contributing to an updated river health strategy for Moonee Valley’s waterways.**

   **Year 1 Action:** Continuing to work closely with Melbourne Water to achieve good outcomes for the waterway corridors in Moonee Valley.

   **Year 1 Action:** Coordinated the feedback to Melbourne Water on the ‘Monte Carlo Drain renewal’ project. Monitored and finalised maintenance responsibility of Melbourne Water revegetation projects along Steele Creek.

5. **Implement the Conservation program – Urban ecology strategy and site management plans**

   **Year 1 Action:** Planning and preparation for the 2018 planting program has commenced in line with the site work plans.

   **Year 1 Action:** Annual works plans across conservation sites have been implemented with planning and preparation continuing for the 2018 planting program.

6. **Enforce Water Sensitive Urban Design (WSUD) solutions in planning permits and improve awareness of developers’ responsibility to deliver Environmental Sustainable Design (ESD).**

   **Year 1 Action:** Continued our partnerships with and membership of relevant metropolitan programs to improve awareness and outcome of ESD, including the current undertaking between MVCC and the Council Alliance for a Sustainable Built Environment (CASBE).

   **Year 1 Action:** We have improved the way planners refer matter to the in house ESD officer. Planners are also mostly more competent to review many of the reports on their own, thereby increasing the rate of assessment. The department is also involved in the Stormwater quality in lieu contributions scheme being established for Moonee Valley.
<table>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Scope and prepare a brief to engage a consultant to review the Open Space</td>
<td>Review and scoping underway. Mapping underway. Mapping to inform review of Open Space Strategy and seek a contribution rate increase from 5% to 8%.</td>
<td>Review and scoping underway. Mapping to inform review of Open Space Strategy, identifying gap areas and areas requiring increase in open space.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Prepare scope and high level urban design guidelines to inform the MV2040 draft. Work undertaken as part of MV2040 and the Neighbourhood Character Study will inform future plans to prepare and implement municipal-wide urban design guidelines.</td>
<td>Character Study underway to inform urban design guidelines. Preliminary Urban Design Guidelines underway to inform MV2040 document.</td>
<td>Character Study underway to inform urban design guidelines. Preliminary Urban Design Guidelines underway to inform MV2040 document.</td>
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</tr>
<tr>
<td>3</td>
<td>Prepare Master Plans for Montgomery Park and Bradshaw Street Reserve</td>
<td>Communications Planning and internal stakeholder engagement underway.</td>
<td>Consultation days for initial feedback were held at both Bradshaw Street Reserve and Montgomery Park on 25 November 2017. Collation of feedback underway.</td>
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<tr>
<td>4</td>
<td>Investigate Requests for Service relating to Environmental Health matters such as amenity and nuisance related issues in a timely manner.</td>
<td>100 matters reported and investigated. 134 matters reported. 100% of incidents were investigated within the agreed timeframe.</td>
<td>100 matters reported and investigated. 134 matters reported. 100% of incidents were investigated within the agreed timeframe.</td>
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<tr>
<td>5</td>
<td>Support DHHS and local service providers to engage with Flemington and Ascot Vale residents to make input consultation and town planning (development approval) processes. Investigate opportunities to celebrate local cultural history through Cultural Diversity Week.</td>
<td>Consultant engaged to support Flemington met with local residents to gain an understanding of the context and help residents articulate concerns. Facilitated ease of use of FCC for DHHS and residents throughout consultation and Standing Advisory Committee Panel Hearings. Information sessions conducted at FCC. Standing Advisory Committee Panel Hearing session held at FCC.</td>
<td>Consultant engaged to support Flemington met with local residents to gain an understanding of the context and help residents articulate concerns. Facilitated ease of use of FCC for DHHS and residents throughout consultation and Standing Advisory Committee Panel Hearings. Information sessions conducted at FCC. Standing Advisory Committee Panel Hearing session held at FCC.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Prepare a 'Multi Purpose Spaces Service Infrastructure Profile' to inform major facility projects capital planning and Community Facilities management Framework project.</td>
<td>Complete.</td>
<td>Complete.</td>
<td>Complete.</td>
</tr>
<tr>
<td>7</td>
<td>Implement revegetation projects throughout the municipality that reduce herbicide usage, stabilises soil and create habitat.</td>
<td>Commenced implementation of three revegetation projects across the municipality that enhance urban ecology. Dinah Parade revegetation completed ahead of time and now in establishment maintenance phase including summer irrigation. Preparation continuing at 5 Mile Creek and K.T. Smith Reserve.</td>
<td>Commenced implementation of three revegetation projects across the municipality that enhance urban ecology. Dinah Parade revegetation completed ahead of time and now in establishment maintenance phase including summer irrigation. Preparation continuing at 5 Mile Creek and K.T. Smith Reserve.</td>
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<tr>
<td>8</td>
<td>Continue implementation of Council’s Open Space Asset Renewal Program in line with the Open Space Asset Management Plan, such as seating, permeable walking paths, drinking fountains, fencing and BBQs as outlined in the Capital Works program.</td>
<td>Project planning completed and quotations for projects are being sourced. Asset renewal projects that are in progress include fencing, seating, rotunda and shelter. Completed projects include Ormond Park seating. All renewal programs have been commenced and significant works have been completed, including a six lane practice cricket net training facility at Fairbairn Park.</td>
<td>Project planning completed and quotations for projects are being sourced. Asset renewal projects that are in progress include fencing, seating, rotunda and shelter. Completed projects include Ormond Park seating. All renewal programs have been commenced and significant works have been completed, including a six lane practice cricket net training facility at Fairbairn Park.</td>
<td></td>
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<tr>
<td>9</td>
<td>Prepare a Flood Management Plan</td>
<td>Flood Management Plan (FMP) prepared and expected to be endorsed by Melbourne Water in approximately 2 weeks. This plan will set the 5-year plan for drainage works. Draft FMP to be reviewed by stakeholders following major storm events experienced in December 2017 and updated where required.</td>
<td>Flood Management Plan (FMP) prepared and expected to be endorsed by Melbourne Water in approximately 2 weeks. This plan will set the 5-year plan for drainage works. Draft FMP to be reviewed by stakeholders following major storm events experienced in December 2017 and updated where required.</td>
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<tr>
<td>10</td>
<td>Commence work on Car(Park) Project in Moonee Ponds.</td>
<td>This project aims to enhance the Moonee Ponds Activity Centre (MPAC) by improving parking facilities and by creating a new open space for community activities and passive recreation. A report on this project was prepared and will be presented to the Ordinary Council meeting in October. Council endorsed the project for consultation to test the proposed location for the carpark and the new open space within the MPAC.</td>
<td>This project aims to enhance the Moonee Ponds Activity Centre (MPAC) by improving parking facilities and by creating a new open space for community activities and passive recreation. A report on this project was prepared and will be presented to the Ordinary Council meeting in October. Council endorsed the project for consultation to test the proposed location for the carpark and the new open space within the MPAC.</td>
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## Progress on other actions

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<tr>
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<tbody>
<tr>
<td>11</td>
<td>Trial a commuter bus service to alleviate parking pressure in the Moonee Ponds Activity Centre.</td>
<td><img src="on_track" alt="Status Icon" /> <strong>On track</strong></td>
<td>Council is facilitating and implementing delivery of a trial commuter bus program to provide parking at Moonee Valley Racing Club to alleviate parking demand at Moonee Ponds.</td>
<td>The trial commuter bus service commenced Monday 11 December. The service has been advertised to retail workers in the Moonee Ponds Activity Centre, as well as Council, ATO and Foxtel employees. The initiative has received positive feedback on Council's Facebook page. A survey is in place to capture user experience and inform effectiveness of the service.</td>
</tr>
<tr>
<td>12</td>
<td>Prepare plans to complement Water Sensitive Urban Design (WSUD) work at Woodlands Park and acquit the Living Rivers funding of $60,000. Engage a consultant to develop construction documentation at Rosehill Park and acquit the Living Rivers funding of $40,000. Undertake in-house design documentation to complement package.</td>
<td><img src="on_track" alt="Status Icon" /> <strong>On track</strong></td>
<td>Documentation underway for Woodlands Park. Appointment underway for Rosehill Park wetland documentation. Preparing plans to complement Water Sensitive Urban Design (WSUD) work at Woodlands Park and acquit the Living Rivers funding of $60,000. Preparing plans for Rosehill Park Wetland as per Living Rivers funding.</td>
<td>Undertake civil documentation for the Rosehill Park Wetland, as per Melbourne Water funding agreement. Complete documentation for Woodlands Park and Salmon Reserve to compliment wetland works and acquittal of grant funding. Successful grant submission announcement to construct Woodlands Park wetland, $300K from Melbourne Water's Living Rivers funding has been announced for the 18/19 financial year.</td>
</tr>
<tr>
<td>13</td>
<td>Prepare design plans, specifications and project documentation for the Pascoe Vale Road Drainage Improvement project.</td>
<td><img src="on_track" alt="Status Icon" /> <strong>On track</strong></td>
<td>Detailed design and project specifications completed. Project tender to be advertised 7 October. Aiming for late November / early December start date.</td>
<td>Tenders closed and project awarded. Construction to commence 15 January. Additional easements have been created to facilitate new drainage works over private properties.</td>
</tr>
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### Progress on other actions

**Clean, green and beautiful**

*Our infrastructure meets the needs of today and can respond to future demand*

**Objective 2.3**

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<tr>
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<th>Q1 Progress comments</th>
<th>Q2 Progress comments</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Review and update Council’s current Drainage Asset Management Plan</td>
<td>On track</td>
<td>Research and Consultation undertaken.</td>
<td>Research and Consultation undertaken and development of the draft plan underway.</td>
</tr>
<tr>
<td>2</td>
<td>Update flood modelling of Council’s drainage assets to inform any need for</td>
<td>On track</td>
<td>Previous undertaken flood modelling outputs being collated.</td>
<td>Significant flooding has occurred across the municipality during December 2017 due to major storms. Flood modelling to be re-prioritised following completion of initial investigation of flood affected areas.</td>
</tr>
<tr>
<td>3</td>
<td>Undertake a desktop analysis to establish which properties would potentially</td>
<td>Completed</td>
<td>Glenburnie catchment area identified as pilot catchment for desktop analysis.</td>
<td>Investigation preparation underway.</td>
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<td></td>
<td>be affected by flooding from the local drainage network during major flood</td>
<td></td>
<td>Catchment boundaries and exiting stormwater infrastructure have been identified. Flood modelling to estimate properties potentially impacted by flooding to be undertaken during Q3.</td>
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<td>events.</td>
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<td>4</td>
<td>Prepare supporting long term community facility implementation plan to support</td>
<td>On track</td>
<td>Information prepared for inclusion in MV2040 visioning paper.</td>
<td>Community facilities implementation plan as a supplementary report to MV2040 preliminary draft complete. Q1 Information prepared for inclusion in MV2040 visioning paper.</td>
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<td>delivery of MV2040.</td>
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<tr>
<td>5</td>
<td>Undertake consultation (two rounds) for Bradshaw Street and Montgomery Park</td>
<td>Completed</td>
<td>Site analysis and communications preparation.</td>
<td>Consultation Days for initial feedback were held at both Bradshaw Street Reserve and Montgomery Park on the 25 November 2017. Collation of feedback underway</td>
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<td></td>
<td>Master Plans</td>
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<tr>
<td>6</td>
<td>Annual State of the Assets report to Executive Team and Council.</td>
<td>On track</td>
<td>Not yet due to start</td>
<td>Not yet due to start</td>
</tr>
<tr>
<td>7</td>
<td>Consult on Draft Moonee Ponds Creek Master Plan to finalise the document.</td>
<td>On track</td>
<td>Finalising document to incorporate Moreland City Council information. Strategic Briefing to Councillors.</td>
<td>Finalising document to incorporate Moreland City Council information.</td>
</tr>
<tr>
<td>8</td>
<td>Include long term community facility infrastructure priorities in the draft</td>
<td>On track</td>
<td>Information prepared for inclusion in MV2040 visioning paper. Community facilities inputs for DCP confirmed.</td>
<td>Community facilities implementation plan as a supplementary report to MV2040 preliminary draft complete. Community facilities inputs for DCP being reviewed as a result of the capital works planning.</td>
</tr>
<tr>
<td></td>
<td>MV2040 Strategy, Prepare a Developer Contributions Plan.</td>
<td></td>
<td></td>
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<tr>
<td>9</td>
<td>Undertake consultation (two rounds) for Bradshaw Street and Montgomery Park</td>
<td>On track</td>
<td>Site analysis and communications preparation.</td>
<td>Consultation days for initial feedback were held at both Bradshaw Street Reserve and Montgomery Park on the 25 November 2017. Collation of feedback underway</td>
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<td></td>
<td>Master Plans</td>
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<tr>
<td>10</td>
<td>Consult on Draft Moonee Ponds Creek Master Plan to finalise the document.</td>
<td>On track</td>
<td>Finalising document to incorporate Moreland City Council information. Strategic Briefing to Councillors.</td>
<td>Finalising document to incorporate Moreland City Council information and preparing communications material.</td>
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<td></td>
<td>Align with City of Moreland.</td>
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<td>underwear.</td>
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<td>underworld.</td>
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<tr>
<td>12</td>
<td>Undertake research and prepare a Developer Contributions Plan (DCP) which</td>
<td>On track</td>
<td>Infrastructure projects developed for inclusion in DCP.</td>
<td>Infrastructure projects reviewed, catchment areas developed and indicative infrastructure charges determined. These will be reviewed/updated in line with Council’s capital works planning. Draft DCP substantially complete. Q1 Infrastructure projects developed for inclusion in DCP.</td>
</tr>
<tr>
<td></td>
<td>includes all key asset classes of Council (excluding drains).</td>
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<tr>
<td>13</td>
<td>Prepare built form guidelines to inform facilities within open space.</td>
<td>On track</td>
<td>Review of built form through the planning and review process on individual buildings.</td>
<td>No action for Q2.</td>
</tr>
<tr>
<td>14</td>
<td>Include long term community facility priorities in the draft MV2040 Strategy,</td>
<td>On track</td>
<td>Information prepared for inclusion in MV2040 visioning paper.</td>
<td>Community facilities implementation plan as a supplementary report to MV2040 preliminary draft complete.</td>
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<td></td>
<td>including identification of community hubs as neighbourhood catalyst projects.</td>
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<tr>
<td>15</td>
<td>Undertake a desktop analysis to establish which properties would potentially</td>
<td>On track</td>
<td>Flood Management Plan prepared and expected to be endorsed by Melbourne Water in approximately 2 weeks. This plan will set the 5-year plan for drainage works. Pascoe Vale Road/Brewster Street) Flood mitigation – Currently out for tender.</td>
<td>40% completion of flood prone locations. Data used - low spots from Hyder studies, flooded locations from Technical services flooding register and hot spot locations from Flood management plan. The recent major flooding and other assigned WSUD reviewing works delayed the planned works.</td>
</tr>
</tbody>
</table>
### Sustainable living

**Objective 3.1**

A connected, well-designed municipality, thriving neighbourhoods, accessible places and spaces

Getting around is easy, safe and sustainable

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**Progress on other actions**

<table>
<thead>
<tr>
<th>No</th>
<th>Year 1 Action</th>
<th>Status</th>
<th>Q1 Progress comments</th>
<th>Q2 Progress comments</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Completion of the local roads program $4.479 M</td>
<td><img src="https://example.com/on-track-icon" alt="On track" /></td>
<td>A contract has been awarded (about $600k) for the first round of works, which will occur in the coming school holidays.</td>
<td>The implementation of the road renewal program will continue during, January and February 2018. Approximately $1.2 Million has been spent year to date on the program.</td>
</tr>
<tr>
<td>2</td>
<td>Advocate for improved public transport by identifying issues and opportunities for the upgrade of Moonee Ponds Bus interchange.</td>
<td><img src="https://example.com/completed-icon" alt="Completed" /></td>
<td>Advocacy to obtain funding for the design of Moonee Ponds bus interchange.</td>
<td>Moonee Ponds: Key issues have been identified and aspirational outcomes articulated. Action plan and engagement strategy being prepared. Airport West Tram: Engaging directly with Essendon Fields Airport to identify gain their support to assist in raising the profile of the issue with State Government.</td>
</tr>
<tr>
<td>3</td>
<td>Construct Queens Avenue contraflow bicycle lane, Travancore Park shared path, Bloomfield road raised intersection, and Kent Street intersection modifications</td>
<td><img src="https://example.com/off-track-icon" alt="Off track" /></td>
<td>Queens Avenue contraflow project completed November 2017. Bloomfield raised intersection and lighting upgrade project completed November 2017. Travancore Park path works 90% complete. Kent Street works tendered. Contract to be awarded October 2017.</td>
<td>Travancore Park path works completed, just require post-site inspection before project can be deemed closed. There have been delays awaiting the tender for Kent Street. Council had to complete a second round of tendering to find suitable candidate. Contract to be awarded by late November 2017.</td>
</tr>
<tr>
<td>4</td>
<td>Deliver Walk to School in October, Walking School Bus Program, and Wiser Walker program.</td>
<td><img src="https://example.com/not-started-icon" alt="Not started" /></td>
<td>Grant received from VicHealth, project plan completed, communication plan and promotion commenced. 17 schools have registered, event to commence 9 October. Wiser Walker communication plan and promotion completed, event scheduled 9, 16 and 23 October. Walking school bus program commenced.</td>
<td>Walk to School in October activities completed, 17 schools, 4500 children participated completing over 80,000 walks. Waiting for final results from VicHealth. Final reporting submitted to VicHealth. Wiser Walker was not as successful with only six participants out of a possible 20, although the evaluation showed positive feedback it is unlikely we will run this program again, due to the lack of interest. Walking School Bus program continuing, 11 new Volunteers commenced with the program, one new route commenced. ongoing support provided to Volunteers throughout the year. Walking School Bus Volunteer thank you function held 25 November 2017.</td>
</tr>
<tr>
<td>6</td>
<td>Embed the Integrated Transport Strategy (ITS) within MV2040</td>
<td><img src="https://example.com/completed-icon" alt="Completed" /></td>
<td>High level aspects of ITS reflected in MV2040 mapping.</td>
<td>Community consultation, including input by Integrated Transport PAC members. Currently awaiting the conclusion of the consultation process.</td>
</tr>
<tr>
<td>7</td>
<td>Work with the Level Crossing Removal Authority (LRRA) to achieve the best outcome from level crossing removals, including assessing designs and influencing outcomes where we are able.</td>
<td><img src="https://example.com/not-started-icon" alt="Not started" /></td>
<td>Independent report commissioned. Key issues with the Road-Under outcome have been identified. Potential mitigation and offset outcomes have been identified, through engagement with the LRRA and stakeholders. Continued representation on behalf of Council and engagement with the LRRA through available public forums. Briefing of Councillors on key issues.</td>
<td>Independent report prepared and received. Key issues with the Road-Under outcome have been identified. Potential mitigation and offset outcomes have been identified, through engagement with the LRRA and stakeholders. Continued representation on behalf of Council and engagement with the LRRA through available public forums. Briefing of Councillors on key issues.</td>
</tr>
</tbody>
</table>
### Year 1 Action

8. Review the community transport system, with a view to increase flexibility and use of the service.

#### Status

- **Q1 Progress comments:** Project brief has been developed identifying key opportunities and gaps in service delivery for transport. Project brief included scoping of trial community transport hop on hop off bus zone in the East Keilor area.

- **Q2 Progress comments:** It has been assessed that there is scope to redevelop the Community Transport service to improve accessibility and usage by a broad range of community members and groups. As a trial a Moonee Ponds central shuttle service has been implemented to support traders, employees and the general community in parking and accessing local amenities. This service has received positive social media response and helps to address parking issues within the Moonee Ponds area. In Quarter three the Community Transport Bus Loop project brief will be implemented with an aim to support neighbourhood activation in the Avondale Heights/East Keilor area.
<table>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Prepare the draft MV2040 Strategy</td>
<td><img src="status.png" alt="Info" /></td>
<td>Visioning Paper adopted by Council and out for consultation.</td>
<td>Consultation on Visioning Paper undertaken.</td>
</tr>
<tr>
<td>2</td>
<td>Using the Moonee Valley Housing Narrative case studies, prepare a social media awareness campaign regarding the need for housing diversity</td>
<td><img src="status.png" alt="Info" /></td>
<td>This action will commence in the second quarter.</td>
<td>Social Media campaign commenced with promotion of the ‘Fair’ theme, and directing people to the Visioning document which contains four case studies promoting housing diversity.</td>
</tr>
<tr>
<td>3</td>
<td>Review and update the existing Neighbourhood Character Study and Precinct Profiles and undertake a Planning Scheme Amendment to implement into the scheme.</td>
<td><img src="status.png" alt="Info" /></td>
<td>Neighbourhood Character Study commenced.</td>
<td>Draft Background Paper submitted for officer review. Review completed and comments provided to consultant for action. Findings of Background Paper presented to the Strategic Planning PAC on 30 November 2017. Updated Background Paper will be submitted for final signoff by end of December 2017.</td>
</tr>
<tr>
<td>4</td>
<td>Review and update existing Moonee Ponds Activity Centre Zone</td>
<td><img src="status.png" alt="Info" /></td>
<td>Background work commissioned and underway.</td>
<td>Background work completed. Legal advice being sought on how to progress the project in light of recent Panel Report re proposed mandatory controls for Box Hill Activity Centre.</td>
</tr>
<tr>
<td>5</td>
<td>Undertake the following Stage 2 heritage studies identified in the Gap Study; Interwar residential buildings and precincts, Victorian residential buildings and precincts, Edwardian residential buildings and precincts, Extensions to existing Heritage Overlay precincts.</td>
<td><img src="status.png" alt="Info" /></td>
<td>Tender completed and submission under review.</td>
<td>Successful tender respondent appointed to undertake work. Due to delays in the procurement process, Stage 1 (Background work) will now commence in mid-January 2018.</td>
</tr>
<tr>
<td>6</td>
<td>Ensure staff are up to date with the most recent legislation, planning guidelines, State government fact sheets and VCAT decisions including attending training to ensure that the quality of development does not diminish despite the pressure for more development in Moonee Valley</td>
<td><img src="status.png" alt="Info" /></td>
<td>Staff have attended a range of PLANET courses including “Urban Design - Realising a Compact City”, “Assessing Neighbourhood Character”, “ResCode Practice” and also “Writing for VCAT”. The practical application of the Better Apartments Training conducted by John Glossop for the entire team has been captured in the standard assessment templates. The Manager attended a combined meeting of Statutory Planning Managers addressed by a Planning Lawyer regarding the latest rulings in respect of the new Garden Area requirements.</td>
<td>Continued training of staff, including a dedicated effort to ensure new staff are up to date with the latest planning procedures and policies. Staff have been involved in the Moonee Ponds Activity Centre work relating to the pilot project as well as DELWP’s project relating to planning scheme improvements, which all align with the action to increase staff knowledge and ultimately development outcomes.</td>
</tr>
<tr>
<td>7</td>
<td>Map processes relevant to the department using Promapp and further streamline processes to reduce application processing times.</td>
<td><img src="status.png" alt="Info" /></td>
<td>A working group has been established to identify all processes that affect performance. A list has been compiled that reflects all stages of planning applications and forms that require completion. These will now be improved where possible to streamline the individual processes.</td>
<td>Task teams have been established that are looking at improving our standard letters, reports, and website links and information available to the public. The relevant processes have been mapped on Promapp and improvements identified. The team is also working with Council’s BI team and weekly meetings have been setup to track the progress.</td>
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<td>8</td>
<td>Focus on proactive approaches to planning enforcement activities through Water Sensitive Urban Design (WSUD) education and compliance; targeted audit of planning permits requiring Construction Management Plans (CMPs); and educate developers regarding procedures and build quality.</td>
<td></td>
<td>WSUD: Over 90 on-site assessments conducted with the focus ranging from drainage installation to completed hard surfaces. 80% to 90% of the builders/owners required WSUD officer’s assistance to meet their objectives with quality WSUD treatment outcomes being negotiated. Education is ongoing with the development fraternity with much improved outcomes that require no further action positives outcomes already reflected in one third of the sites assessed. CMP: Active participation from Enforcement in the newly established internal Construction Sites Working Group, ensuring holistic management of larger and more complex sites. Further refinement of the CMP process between Statutory Planning and Development Engineering. 550 proactive site inspection have been conducted whilst also attending to other enforcement matters and complaints.</td>
<td>The process of improving the way we monitor better use of water generally is continuing, with the development community now very aware of the regular inspections being conducted by our enforcement officer. A new (0.2 FTE) position has been created to assist in CMP enforcement. The department is also involved in the Stormwater quality in lieu contributions scheme being established for Moonee Valley.</td>
</tr>
<tr>
<td>9</td>
<td>Review and update the existing Neighbourhood Character Study and Precinct Profiles and undertake a Planning Scheme Amendment to implement into the scheme.</td>
<td></td>
<td>Neighbourhood Character Study commenced.</td>
<td>Draft Background Paper submitted for officer review. Review completed and comments provided to consultant for action. Findings of Background Paper presented to the Strategic Planning PAC on 30 November 2017. Updated Background Paper will be submitted for final signoff by end of December 2017.</td>
</tr>
<tr>
<td>10</td>
<td>Review and approve waste plans for new developments to ensure there is adequate infrastructure and services to manage waste.</td>
<td></td>
<td>Drafted an update to the Waste Management Plan Guidelines which sets out how new multi-unit developments need to manage waste.</td>
<td>A draft report has been prepared for presentation to Council in February 2018 with updated Waste Management Plan Guidelines for Council adoption.</td>
</tr>
<tr>
<td>11</td>
<td>Assess and comment on Development Application referrals to minimise infrastructure impacts</td>
<td></td>
<td>Ongoing and working progress. Improved construction management plans and worked closely with developers for better outcome during major construction works.</td>
<td>Ongoing. Managed to reduce impacts during major constructions. Review of Right of Way policy in progress.</td>
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## Year 1 Action Status

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<tr>
<th>No</th>
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<th>Q2 Progress comments</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Deliver green, yellow and red bin collection throughout municipality.</td>
<td><img src="image1" alt="Green" /></td>
<td>840 requests for missed bin collections were made by residents in the first quarter, representing 0.08% of the 979,293 bins collected. This figure is well within the service standard of 5% tolerance level for missed bin collections. All of the missed collections were collected within the 48 hour time frame.</td>
<td>1098 requests for missed bin collections were made by residents in the second quarter, representing 0.108% of the 1,006,296 bins collected. This figure is well within the service standard of 5% tolerance level for missed bin collections. All of the missed collections were collected within the 48 hour time frame.</td>
</tr>
<tr>
<td>2</td>
<td>Partner with community groups to deliver urban ecology initiatives and improve connection with nature (i.e. community plantings, fauna walks, citizen science programs).</td>
<td><img src="image2" alt="Green" /></td>
<td>Multiple community planting days held within the first quarter.</td>
<td>Junior Rangers activity held at Children's Week in Coronet Park, Flemington.</td>
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<tr>
<td>1</td>
<td>Work in partnership with University of South Australia on Affordable Housing Research Project.</td>
<td>Peer review feedback provided to University of South Australia to refine survey development.</td>
<td>Completed survey as participant in research in November 2017. Moonee Valley will host a project update forum in Q3 for University of South Australia and project partners.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Connect multi-unit development applicants with organisations that provide affordable housing so they can consider those options to widen the unit diversity in their developments</td>
<td>Ongoing efforts to encourage developers to pursue affordable housing outcomes.</td>
<td>The process is ongoing with more time being spent on involvement with state department actions to provide more affordable housing including awareness of the Planning and Building Legislation Amendment (Housing Affordability and Other Matters) Bill 2017, which will come into effect on 1 June 2018. The department is also involved in discussion with the project teams of Council working on the housing estates in Flemington and Ascot Vale.</td>
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</tr>
<tr>
<td>3</td>
<td>Work with the Department of Health and Human Services on the improvement and renewal of public housing at Flemington Estate and Wingate Estate</td>
<td>Significant work undertaken with the department on the way forward. Council was represented at the Panel on the Flemington Public Housing Renewal and submitted to the Enquiry on Public Housing.</td>
<td>The department have yet to release Wingate Estate documentation. As such, no action required this quarter.</td>
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<tr>
<td>4</td>
<td>Develop a research report identifying the short, medium and long term actions that Council could undertake in supporting the provision of affordable housing for people with a disability.</td>
<td>Report identifying short, medium and long term actions for Council to consider in supporting the provision of affordable housing for people with a disability presented to Council. Short term recommendations endorsed with opportunities for further scoping of medium and long term actions aligned to three Council directorates - City Services, Financial Services and Planning &amp; Development.</td>
<td>Included feedback from the report into advocacy around MV2040, provided information in relation to accessibility and inclusion to Councils Planning Department around public housing developments in Ascot Vale and Flemington Estate. Full project plan looking at the actions from the previous report to be developed in quarter 3.</td>
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<tr>
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<tr>
<td>1</td>
<td>Implement the Reconciliation Policy and actions to promote initiatives to build better connection to land and celebrate Aboriginal culture. Work in partnership with the Wurundjeri Council to build a collaborative relationship and deliver the annual NAIDOC Week event.</td>
<td>On track</td>
<td>NAIDOC Week event held at Clocktower including flag raising ceremony. Community requests regarding January 26 responded to Councillor update and media response.</td>
<td>Regular meetings held with Wurundjeri Council. Feedback sought in Q2 about upcoming cultural heritage project and partnership to develop story book for children and a cultural heritage map for Avondale Heights.</td>
</tr>
<tr>
<td>2</td>
<td>Events Review - conduct a council wide review of existing events and celebrations with the anticipation of moving to a series of localised neighbourhood celebrations. The project will also include enhancing the community's experience through the creation of business efficiencies; e.g. coordination of permits.</td>
<td>On track</td>
<td>A detailed project proposal outlining the objectives, project scope and anticipated outcomes from the Festival and Events review has been prepared and signed off. Consultation with internal stakeholders has been held to discuss the technical aspects and content for geographic mapping of events and surveys.</td>
<td>An internal reference group has been established to provide stakeholder feedback and guidance. Consultation has commenced across the organisation with an online survey being distributed which is intended to capture detailed data on Council run events. A review of Council’s event and film permit process and sponsorship policy has begun and consultation with the community is being undertaken via a reply paid postcard that has been distributed to all households in Moonee Valley.</td>
</tr>
<tr>
<td>3</td>
<td>Develop an information video for Council officers outlining the experience of refugees in Moonee Valley and provide officer training modules to staff.</td>
<td>On track</td>
<td>Planning and development of video commenced. Filming has commenced.</td>
<td>Draft video has been produced. Final version to be completed by Q3 and provided to Communications Team to share.</td>
</tr>
<tr>
<td>5</td>
<td>Delivery of two children's week events: Parent Forum - Starting school and Grandparents' games day.</td>
<td>Completed</td>
<td>Work was undertaken with two events developed and planned for delivery in children's week.</td>
<td>Children’s week was celebrated in October with a number of events and activities across Moonee Valley. The National 2017 theme focused on the UN Convention of the Rights of the Child, Article 29: children’s rights to education and how education has the power to transform lives. An evaluation conducted on each of the activities indicated positive outcomes and attendance: My Smart Garden; Parent Forum – Starting School; Grandparents Games Day; Essendon Traffic School; artworks being displayed in over 40 local business and services across the municipality; short story challenge.</td>
</tr>
<tr>
<td>6</td>
<td>Implement a trial initiative to provide greater exposure to Council’s art collection through temporary themed exhibitions of selected works at a range of Council facilities.</td>
<td>On track</td>
<td>A project proposal for offsite exhibitions has been developed and approved. The proposal identified six facilities across the municipality where exhibitions of Council’s art collection could be held. The sites include Crown St Stables and Council’s five library branches.</td>
<td>The new exhibition locations have been confirmed and are being promoted in the 2018 Incinerator Gallery exhibition guide. The exhibitions will be commencing from February 2018.</td>
</tr>
<tr>
<td>7</td>
<td>Coordinate delivery of the Dates of Recognition Calendar across Council. The calendar sets out significant events for Council to support that foster community connection and celebrate cultural diversity.</td>
<td>On track</td>
<td>Planning conducted.</td>
<td>Planning completed for Dates of Recognition Calendar for the Community Development Department. Planning commenced for Dates of Recognition due to be delivered in Q3.</td>
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### Progress on other actions

#### Objective 4.1

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</table>
| 8  | Undertake a service review to consider a city wide approach for performing arts. Undertake a service review to consider a city wide approach to visual arts. | ![On track]() | A planning day held with the Arts and Culture team to review 2014-18 Cultural Plan and discuss opportunities for a city wide approach for performing and visual arts. As a result, a number of potential catalyst projects were identified for each area. | Reviewed potential catalyst projects, with the following projects included in service plans for further development in 2017-18:  
- Establishment of a creative development framework which explores the role of local government beyond traditional service provision.  
- Implement a trial initiative to provide greater exposure to Council’s art collection through temporary themed exhibitions of selected works at a range of Council facilities.  
- Implement a trial initiative to create a ‘black box’ performance space at the Clocktower Centre to explore smaller scale activities that may be suitable to stage at a range of Council facilities. |
| 9  | Include reference to diversity access and equity principles which encapsulate Council’s commitment to our multi-cultural community in the draft MV2040 Strategy. | ![On track]() | Worked with health stakeholders to develop shared actions to address key health and wellbeing priorities. Diversity, Access and Equity principles embedded into MV2040 Visioning Paper. | Health and Wellbeing Action Plan and Evaluation Framework developed with partners and endorsed by Council at October 24, 2017 Council Meeting. |
| 10 | Work with the Asylum Seeker Resource Centre to develop and deliver social support programs in Avondale Heights. | ![Not started]() | This project has not commenced due to staff turnover and recruitment. | This project has not commenced due to staff turnover and recruitment. Project now to begin in Q3. |
## Progress on other actions

### Objective 4.2

**Vibrant and diverse**

- **Celebrating diversity, promoting participation, and creating a strong economy**
- **High levels of participation in multicultural events and railway stations**
- **Funding for community programs**

#### Status

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<tbody>
<tr>
<td>1</td>
<td>Provide technology that allows everyone to access the internet at the libraries and provide wide-ranging library collection of books and audio-visual resources in appropriate formats to meet the needs of the community.</td>
<td><img src="image" alt="Progress marker" /></td>
<td>47,452 internet sessions for the quarter. 9,585 items for adults and juniors/beens were added to the collection (average of 3195/month. 1,194 ebooks were added; this included nearly 500 on a new ebook platform (Bolinda)).</td>
<td>30,942 internet sessions for the first 2 months of the quarter. Usage particularly high during October exam period. However wifi usage has declined due to the inadequate wifi service. Upgrade currently being planned. Collection items added at an average of 3,859 per month. The Library continues to receive strong numbers of requests from members for purchase of specific titles. This includes requests for eBooks via the vendor platform.</td>
</tr>
<tr>
<td>2</td>
<td>Working with other business units to complete a Disability Discrimination Act (DDA) Compliance Audit of Council public access Facilities and development of an Action Plan.</td>
<td><img src="image" alt="Progress marker" /></td>
<td>Planning meetings to determine scope of works for audit of Council facilities has been conducted and scope of works to conduct audit of Council facilities has been completed. Request for fee proposal has been issued.</td>
<td>Consultant engaged to undertake audit of facilities to assess DDA compliance and access. Audit to commence in January 2018.</td>
</tr>
<tr>
<td>3</td>
<td>Complete new sports pavilions at Fairbairn Park, Boeing (Baseball) pavilion and Cross Keys Reserve, as well as upgrades to the Ormond Park pavilion. Complete new sports ground lighting at Cross Keys Reserve and Fairbairn Park. Deliver a 6 lane cricket net facility and the realignment of 8 sports ovals at Fairbairn Park.</td>
<td><img src="image" alt="Progress marker" /></td>
<td>New sportsground lighting has been completed at Cross Keys Reserve and planned for new sports ground lighting for Fairbairn Park oval 9 have commenced. There is also a new 6 lane cricket net facility developed at Fairbairn Park and the realignment of 8 sporting ovals at Fairbairn Park.</td>
<td>Works on the new 6 lane cricket net facility have commenced and successful tender ‘Ausbild’ have awarded the contract for Ormond Park and Boeing Reserve sports pavilions. Site establishment at Boeing Reserve has occurred. Plans for the new Cross Keys Reserve have been signed off by sporting clubs and are currently in the final stages of detailed design. The Fairbairn Park Pavilion is in its final stages and is due to be completed early in the new year. In December the ‘old pavilion’ was demolished which was a highlight. Initial internal meetings have taken place to discuss the realignment of the 8 ovals at Fairbairn Park.</td>
</tr>
<tr>
<td>4</td>
<td>Offer sports clubs the opportunity to participate in 4-6 different club training programs at no charge, designed to educate and develop sports clubs on relevant topics. Promote and provide support for internal and external grant opportunities for sporting clubs.</td>
<td><img src="image" alt="Progress marker" /></td>
<td>All Moonee Valley sporting clubs had the opportunity to provide feedback on their preferred training opportunities they would like to attend throughout 16/17. This provides the Sport and Recreation Team direction on what training opportunities clubs would like to participate in. The most popular responses included: Social Media for Sporting Clubs, Sponsorship, First Aid, Business Plan Writing, Food Safety Handlers etc. Sporting clubs were provided support with Council’s Bi-annual Grant Program and Responsive Grants as well as external grant opportunities.</td>
<td>There were two sports club training opportunities provided at no charge to Moonee Valley Sporting Club volunteers. These trainings included Social Media For Sports Clubs - 8 November; Sponsorship Made Easy - 29 November 2017. There were 15 and 16 participants respectively. These training opportunities were delivered by ‘Sports Community’ who specialise in delivering training specific to sporting clubs to further their development. Sporting clubs were provided support with Council’s Bi-annual Grant Program and Responsive Grants as well as external grant opportunities.</td>
</tr>
<tr>
<td>5</td>
<td>Prepare plans to handover to Operations team to deliver play spaces at • Harrington Reserve $50K• Grandview Reserve - $40K• Fanny Street - $200K• Fairbairn Park - $60K</td>
<td><img src="image" alt="Progress marker" /></td>
<td>Plans prepared for Operations review.</td>
<td>Operations team reviewing and procuring play space equipment.</td>
</tr>
<tr>
<td>6</td>
<td>Prepare grant applications to the Victorian Government’s Shared Facilities Fund to provide community infrastructure at local schools, includes provisional co-contribution from Council in the 17/18 FY budget. Work to increase access to Windy Hill including exploration of possible pop-up Library.</td>
<td><img src="image" alt="Progress marker" /></td>
<td>Complete. Council submitted four applications, none were successful for two highly sought after round and MVCC not being an identified priority region for the funding (growth area). Feedback on applications was extremely positive, no improvements were noted by the panel. VSBA advised that funding round unlikely to be released again. Receiving legal advice regarding leasing/tenancy of facility.</td>
<td>Completed in Q1.</td>
</tr>
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</table>
### Year 1 Action Status

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>7</td>
<td>Library Program Review aims to ensure maximum benefit to the local community by adopting a multi-disciplinary approach to lifelong learning across the 13 neighbourhoods;</td>
<td>![ ], Completed</td>
<td>Four consultation meetings with internal and external stakeholders have been run this quarter including meetings with the library leadership team, the library programs team and a presentation to the Lifelong Learning Portfolio Advisory Committee. Feedback from these sessions will inform the review.</td>
<td>Final consultation meetings conducted this quarter including engagement with all library staff and the Leisure Management Team. Report summary and recommendations presented to the Library Leadership Team in December.</td>
</tr>
<tr>
<td>8</td>
<td>Prepare options for the development of a highball facility within the municipality.</td>
<td>![ ], Not started</td>
<td>Project financial assessment and affordability research completed, and site assessment research updated.</td>
<td>Business case / feasibility study and concept design sketches for 2 options being scoped.</td>
</tr>
<tr>
<td>9</td>
<td>Implementation of library and learning framework: 1. Early Years Literacy 2. Supporting Schools program 3. Digital Literacy 4. Reading &amp; Literacy 5. Social Connection and Creativity</td>
<td>![ ], Completed</td>
<td>518 library program sessions (658 total participation hours) were delivered across all areas of the library programs framework. There were 16,992 attendances and a highlight this quarter was our inaugural Melbourne Writer’s Festival event with award-winning author Heather Rose.</td>
<td>483 library program sessions (761 total participation hours) were delivered across all areas of the library programs framework. There were 14,199 attendances and a highlight this quarter was Storytime in Queens Park which was delivered this year in partnership with Sports and Recreation’s Active8 Program to promote health and fitness in our community.</td>
</tr>
<tr>
<td>10</td>
<td>Deliver Abecedarian Approach Australia (3A) training to 60 early childhood professionals.</td>
<td>![ ], On track</td>
<td>Thirty early childhood professionals have commenced 3A training, completing two of the three training sessions planned. The training program is on track to meet the year one action.</td>
<td>A further thirty eight early childhood professionals have completed 3A training (evidence-based teaching and learning strategies that enhance educational outcomes for children and their families), with an additional 4 coaches trained to support the certified practitioners. The training program is on track and has met the year one action.</td>
</tr>
<tr>
<td>11</td>
<td>Commence build of Ormond Park and Boeing (Baseball) Reserve Pavilions Commence build of Cross Keys Reserve Pavilion Completion of designs for Maribyrnong Park Pavilion and Boeing Football (cricket/community hall) Reserve Pavilion</td>
<td>![ ], Off track</td>
<td>Tenders are being evaluated for the pavilions at Ormond Park and Boeing Reserve. The design for the new pavilion at Cross Keys Reserve is reaching a stage where a planning application will be lodged in November 2017.</td>
<td>Ormond Park - Tender awarded and construction will commence in late January 2018 post delivery of portables. Boeing Reserve - Tender awarded and construction commenced on December 4. Cross Keys - Tender awarded for the build which is a modular designed building, which will be built off site and then transported in modules to Cross Keys in mid-2018. Maribyrnong Park Pavilion - this is subject to a review of the master planning within the precinct and as a result has been delayed.</td>
</tr>
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</table>
### Objective 4.3

**Our local economy is strong**

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<thead>
<tr>
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<tbody>
<tr>
<td>1</td>
<td>Category planning includes the local and social procurement development.</td>
<td>Category planning commenced with a data cleansing exercise and forecasting of the year's procurement activities.</td>
<td>Category plans were drafted for Corporate Services, Technology Services, Operations, and Infrastructure Services. Opportunities were identified to encourage local employment as part of clearing contracts. Planning is also underway for a number of other initiatives to promote economic development. A key example is the Procurement Forum scheduled for 28 February 2018, where Council will advise business on how we procure, what our drivers are, and how they can engage with us.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Undertake a feasibility study with Northlink into a North West Data Analytics Hub. The Analytics Hub will be the potential to align industry training needs and employment pathways in all disciplines of analytics, from data mining to data scientist. This project has been supported via a through the Workforce Training and Innovation Fund</td>
<td>Consultant engaged to undertake feasibility report. Ongoing liaison with Northlink to provide input and linking consultant to industry leaders.</td>
<td>The North West Melbourne Data Analytics Hub feasibility study has reached a draft (summary of key findings). The findings to date indicate data analytics industry is growing and there is significant interest in access to education and employment in the ICT business area. The report is due to be finalised in Q3 and it is expected that a proposal will follow for a three year trial of the hub in Essendon Fields. Further State Government funding will need to be applied for at this time.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Deliver Community Funding Program including Biannual Grants.</td>
<td>Ongoing delivery of Biannual Grants and Responsive Grants Programs.</td>
<td>Six Community Funding applications received and Manager’s Panel established and convened in December to consider funding applications and form recommendations. Recommendations will be presented to Council for consideration in Q3 (aligned with Strategic Finance team budget briefing to Councillors- March 19).</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Look to attract major festivals to Moonee Valley. Ensure representation from festivals that include ‘Melbourne International Jazz Festival’ and ‘Melbourne Wine and Food Festival’.</td>
<td>No action to report for Q1.</td>
<td>A total of 8 events across Moonee Valley have been registered with Melbourne Food and Wine Festival. This gastronomical offerings have increased from last year (3) and will be advertised and promoted through an intensive 2 month marketing and PR campaign that will see the businesses involved exposed to new audiences. Melbourne International Jazz Festival have agreed to deliver 4 events across Moonee Valley within Moonee Ponds businesses. These events will be promoted through a range of mediums as well as being incorporated in the Winterfest in Moonee Ponds.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Review Niddrie Shopping Centre agreement in conjunction with new Niddrie Library development to achieve more optimal outcomes in terms of land use and adequacy of parking provision.</td>
<td>Project not commenced.</td>
<td>Project not commenced.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Deliver a 17/18 calendar of events that offers training and communications to key business audiences. <em>Women in Business</em> <em>Leaders in Business</em> <em>Business Networking opportunities</em> <em>Business Workshops</em></td>
<td>No action to report for Q1.</td>
<td>Women in Business. Key speaker Susan Alberti and the Australian Event Centre have been booked for this luncheon which is planned for 23 March 2018. A scheduled event plan for 17/18 calendar of workshops has been produced and is currently being listed on MVCC website.</td>
<td></td>
</tr>
<tr>
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<tr>
<td>7</td>
<td>Develop a pilot event targeted at start-ups and entrepreneurs in Sam Merrifield Library. A Library co-working space will be scheduled throughout 2018, with a dedicated space for business to work from. Arrange a presentation schedule and series of small networking events.</td>
<td>![Green]  On track</td>
<td>No action to report for Q1. A joint collaboration between Libraries and Economic Development has been agreed to for delivery of a coworking space. Sam Merrifield Library - meeting spaces 1 &amp; 2 have been booked for all Thursday's in 2018. The space will easily accommodate up to 15 people each day and bookings would be done via a web portal which has been created and will be launched in Q3.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Renew Special Rate and Charge schemes for Niddrie, Flemington and Union Road. Continue to manage ongoing rate agreements.</td>
<td>![Green]  On track</td>
<td>Report to Council on 26 September. Council decision made to commence Special Rate and Charges for Niddrie, Flemington and Union Road Precincts and begin Statutory process. Public consultation undertaken with letters sent to all property and business owners. Public notice undertaken. Public consultation concluded on 17 November. Specialist hearing committees are currently reviewing objections for each area and any relevant exemptions. Reply to objectors to be undertaken by 22 December.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Develop a Moonee Valley Prospectus to support and generate new business and distribute the Service Centre investment attraction publication.</td>
<td>![Red]  Off track</td>
<td>No action to report for Q1. No action to report for Q2.</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Produce and deliver a major event for Moonee Ponds activity centre highlighting the vitality of the area and its businesses.</td>
<td>![Green]  On track</td>
<td>Working with internal and external stakeholders established a theme for a winter festival in Moonee Ponds. Presented report to Council and received support to deliver a Winterfestival in Moonee Ponds that includes an outdoor ice skating rink in Moonee Ponds in June 2018. Received signed agreement from Moonee Ponds Traders for a $50,000 contribution in the event. Booked Ice Rink and paid deposit. Agreement from Woolworths pending traffic Management Plan to hold event in Pratt Street Moonee Ponds. Appointed designer and completed Communications Plan.</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Support successful delivery of the Leake Street Festival in Essendon North as part of a business grant</td>
<td>![Green]  Completed</td>
<td>Formed committee for Essendon North Traders to discuss planning for the area. Worked closely with festival organisers to ensure professional planning and delivery as well as event permit and road closure permits. Delivery of festival was 3 December. Worked with traders to successfully set the festival up on day and ensured Council representation on the stage to open the on-street event.</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Support major art activation/street art installation in Niddrie as part of a business grant.</td>
<td>![Green]  On track</td>
<td>Work with Niddrie Traders to attract a well known artist and ensure professional delivery of the streetart treatment with all permits and permissions in place. Support traders with initiative and establish a communications plan to highlight interest in this unique streetart project.</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Union Road Streetscape - Stage 2 construction.</td>
<td>![Green]  On track</td>
<td>Tender of Union Road Stage 2 underway Tender awarded for Union Road Stage 2, after three attempts of public tender, due to capacity of industry to construct.</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Construct Pin Oak Crescent Seating as part of the Racecourse Road and Pin Oak Crescent Streetscape and Activation Plan</td>
<td>![Green]  On track</td>
<td>Design undertaken and reviewed by Operations team. Procurement underway.</td>
<td></td>
</tr>
</tbody>
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Progress on other actions
## Progress on other actions

### Resilient organisation

**A resilient organisation that is sustainable, innovative, engaging and accountable**

**Objective 5.1**

**Resilience is embedded to the way we work**

<table>
<thead>
<tr>
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<tr>
<td>1</td>
<td><strong>Formalise delivery plan for an Enterprise Resource Planning (ERP) platform and commence detailed system design with data migration strategy.</strong></td>
<td>![Completed]</td>
<td>The ERP tender was revalidated for release to market in Quarter 2.</td>
<td>The ERP tender was issued to market and submissions closed on 20 November. Responses have been reviewed and demonstrations with shortlisted vendors are scheduled for January 2018.</td>
</tr>
<tr>
<td>2</td>
<td><strong>Create a cloud migration strategy including implementation plan</strong></td>
<td>![Completed]</td>
<td>The initial cloud back up solution has been built, with some data being stored on commercial cloud services.</td>
<td>Testing of trial cloud backup has been successful.</td>
</tr>
<tr>
<td>3</td>
<td><strong>Document current state and design future state network architecture. Determine appropriate procurement approach.</strong></td>
<td>![Completed]</td>
<td>An external review of the &quot;current state&quot; network has been completed. Initial conversations with solution providers have commenced.</td>
<td>Solutions and procurement approaches have been reviewed. Avondale Heights was selected as a trial site during December 2017.</td>
</tr>
<tr>
<td>4</td>
<td><strong>Develop a program for continuous improvement (C.I.) capability building.</strong></td>
<td>![Completed]</td>
<td>An Improvement Capability Training Program was developed in quarter one. This program will increase the ability of departments to be more effective and self-sufficient in improving their processes.</td>
<td>The Improvement Capability Training Program was delivered to the Family and Children Services department. This department is now working self-sufficiently on 19 improvement projects. Continuous improvement training sessions have been scheduled in quarters 3 and 4 for the rest of the organisation.</td>
</tr>
<tr>
<td>5</td>
<td><strong>Embed continuous improvement into the service planning methodology for developing service plans</strong></td>
<td>![Completed]</td>
<td>The service planning methodology was agreed and continuous improvement is embedded in the template for service plans. Service improvements will be captured and this information can be used by the Business Transformation and Organisational Development teams to inform the planning and delivery of their services and programs.</td>
<td>46 service plans were completed by late December 2017. The plans include service improvements to ensure service alignment to long term plans, service relevance, and sustainability. The service plans will inform the 2018/19 budget process.</td>
</tr>
<tr>
<td>6</td>
<td><strong>Establish a new Corporate Reporting framework which includes a new quarterly performance report.</strong></td>
<td>![Completed]</td>
<td>Initial development of the new corporate reporting tool is complete and organisational actions for 2017/18 were entered into the system and reviewed. This information is central to the new quarterly performance report.</td>
<td>Training was delivered to staff on the new corporate reporting system. The training was delivered through five information sessions at the civic office, 641 Mt Alexander Rd office and the depot. Work commenced on the design of the new quarterly reports for Executive and Council, and preparations commenced to deliver a combined Quarter 1 and Quarter 2 performance report to Council on 13 Feb 2018.</td>
</tr>
<tr>
<td>7</td>
<td><strong>Develop a continuous improvement framework based on Lean principles and best practice problem solving.</strong></td>
<td>![Completed]</td>
<td>The Continuous Improvement Framework and templates were developed, with support and training provided to early adopters.</td>
<td>Refinements were made to the Continuous Improvement Framework based on feedback from management and colleagues. A governance group has been established to manage and prioritise a continuous improvement program of works, focussing on projects with highest impact for the community and Council.</td>
</tr>
<tr>
<td>8</td>
<td><strong>Increase the usage of electronic rate notices provided to ratepayers and reduce the number of rate notices sent by post.</strong></td>
<td>![Completed]</td>
<td>There was an increase of 800 E-notices (14%) in the annual rate notice mail out compared to the 2016/17 4th instalment mail out.</td>
<td>There was an increase of 179 E-notices (3%) in the 2nd instalment mail out compared to the annual notice mail out in early September. Ratepayers will continually be encouraged to take up the option of receiving their rate notice electronically rather than via postage.</td>
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### Progress on other actions

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<tr>
<td>9</td>
<td>Undertake a service review which introduced a framework to improve and innovate, the business is to use the framework.</td>
<td>On track</td>
<td>The Continuous Improvement Framework was developed during quarter one. The framework ensures decisions are informed by detailed data analysis, and also ensures better project management controls are applied to continuous improvement work. The framework was used during quarter 1 to introduce the ability to pay by B-Pay for animal registration and environmental health payments, and to upgrade the CityWatch mobile website to improve access to frequently used requests for service.</td>
<td>The Continuous Improvement Framework is being applied to a number of projects, including projects to increase child care utilisation, to streamline statutory planning processes, to increase efficiency and effectiveness of asset management, to improve the capital works project management framework, to enhance livestreaming of Council meetings, and to increase the functionality of the Councillor portal.</td>
</tr>
<tr>
<td>10</td>
<td>Develop and implement a capability matrix.</td>
<td>Off track</td>
<td>A Capability Matrix has been developed, which identifies the abilities, behaviours and attitudes that are expected under each of the six organisational values. The matrix provides benchmarks and a basis for professional development goals through employees' individual performance plans. The matrix will be rolled out in Quarter 2 alongside the coaching program.</td>
<td>The Capability Matrix was tested and refined through the initial stages of the coaching program. A 2018 program calendar was formulated to address areas that were identified for capability development through staff learning and development plans. The capability training program will commence in Quarter 3. The program includes tailored components for teams with specific development needs.</td>
</tr>
<tr>
<td>11</td>
<td>Undertake initiatives that minimise industrial disruptions of Council’s goals and objectives.</td>
<td>Completed</td>
<td>In Quarter 1, Workplace Relations has been regular attendees at the leadership team meetings of 13 out of 16 departments. This exposure has led to management contacting Workplace Relations for targeted Industrial Relations/Employee Relations support.</td>
<td>Workplace Relations have continued to attend leadership team meetings where required. There have been 11 departments across the organisation that have required targeted support and regular meetings in managing a variety of performance-related issues; interpretation and general advice; probation period reviews; department changes; and employee grievances.</td>
</tr>
<tr>
<td>12</td>
<td>Undertake a service review which encapsulates the following key elements: • Baseline financial analysis (within the context of zero base budgeting) and identified Strive for 5 initiatives • Systemic accountability through alignment of projects and core services to lead staff responsible for implementing a project / business management approach Identify measures for social capital for each respective service area</td>
<td>Completed</td>
<td>Reviewed and affirmed the vision for the Leisure department, aligning the vision to MV2040 and neighbourhood planning. The service review identified six service areas which form the Leisure department: Library and Learning, Performing Arts and Culture, Visual Arts and Culture, Sport and Recreation, Festival and Events, and Leisure Facilities. Position descriptions and staff performance enhancement programs have been update to reflect neighbourhood planning with key catalyst projects identified to motivate and transition change beyond traditional service delivery to a multi-use community hub model.</td>
<td>The second quarter achievements included the recruitment of senior positions within Leisure to allow for leadership development and learning culture for staff within the department to understand neighbourhood planning and to support change management by conducting pilots and transitioning programs. From a business improvement perspective, each of the newly developed service areas aligns with the organisational chart, finance system and service planning framework with all 6 service plans completed.</td>
</tr>
<tr>
<td>13</td>
<td>Establish and maintain an effective annual performance review program for all employees</td>
<td>Completed</td>
<td>The performance review process was refined to include new procedures, process maps and new templates. Training was conducted with leaders and employees, which will be ongoing throughout the review period. Regular update reports are being sent to leadership.</td>
<td>A Top Talent report was generated to the Executive team and embedded into the succession planning program to be executed Quarter 3. A Training Needs Analysis was generated from staff learning and development plans for the Organisation Development team to conduct training plans with departments.</td>
</tr>
<tr>
<td>14</td>
<td>Develop and implement an organisational culture survey.</td>
<td>Completed</td>
<td>An organisational culture survey was drafted. The survey aims to assess the experiences of staff in the workplace and gain insights into how organisational culture is tracking and gathering from previous organisational culture surveys.</td>
<td>Planning continued for the culture survey in consultation with relevant departments. The survey will be rolled out in quarter 3.</td>
</tr>
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<tr>
<td>1</td>
<td>Incorporate competitive neutrality in to the service planning methodology for developing service plans.</td>
<td>✓</td>
<td>A service planning methodology was agreed with the Project Control Group and competitive neutrality was embedded in the service plan template.</td>
<td>Forty-six services were reviewed in line with competitive neutrality principles. Four services identified the need to review the application of competitive neutrality principles. The services are: Childcare, Customer Services, Disability, Access &amp; Inclusion and Healthy Ageing.</td>
</tr>
<tr>
<td>2</td>
<td>Undertake a review of all council Services to determine if they fall within the scope of the competitive neutrality policy.</td>
<td>✓</td>
<td>In conjunction with the Corporate Planning Unit, the Finance Department attended over 60 service planning sessions held during Q1 and Q2.</td>
<td>With all service planning sessions now completed, assessment will be undertaken during Q3 and Q4 to identify those services that fall within the competitive neutrality policy.</td>
</tr>
<tr>
<td>3</td>
<td>Develop a decision-making framework in order to improve transparency and efficiency.</td>
<td>✓</td>
<td>Meetings were held with most departments in order to understand some of the key issues/pressure-points with regards to how decisions are currently being made.</td>
<td>A project scope was mapped and a project framework has been drafted.</td>
</tr>
<tr>
<td>4</td>
<td>Undertake the annual review of the Risk Management Framework.</td>
<td>✓</td>
<td>The 2017-18 review of the Risk Management Framework (RMF) is not due until early 2018.</td>
<td>The 2017-18 review of the Risk Management Framework (RMF) will be conducted in early 2018. Meanwhile, work has been completed to create the in-house Internal Audit function. This function will need to be incorporated into the Risk Governance Model section in the Risk Management Framework.</td>
</tr>
<tr>
<td>5</td>
<td>Undertake an annual review of the Enterprise Risk Register and operational risk registers across the organisation.</td>
<td>✓</td>
<td>The Enterprise and Operations risk registers are dynamic documents that require ongoing reviews by risk owners and oversight by the Risk &amp; Assurance (Risk) Team. Risk will facilitate a formal refresh of each risk register at the beginning of 2018 with the view to have all registers refreshed by March 2018.</td>
<td>Council's Risk Profile and the associated Enterprise (Strategic) Risk Register has been submitted for Executive review prior to the scheduled Risk Workshop that the Risk Team will be facilitating 13 December 2017. Further, Risk in consultation with risk owners, has continued to update operational risk registers as new risks are being identified or risks being reassessed based on the existing control environment.</td>
</tr>
<tr>
<td>6</td>
<td>Develop a Governance webpage on the MVCC website and staff intranet.</td>
<td>✓</td>
<td>Mapping has been undertaken in order to plan what would be included on the Governance webpage. Based on this outline, the Governance team has been working with other departments to ensure that all of the required information is up-to-date and comprehensive.</td>
<td>Content mapping has been completed. The Governance team is now updating public forms following changes to the meeting procedures, public question time and Freedom of Information processes. Once finalised, the new content will be updated.</td>
</tr>
<tr>
<td>7</td>
<td>Introduce the live-streaming of all Ordinary and Special Council Meetings.</td>
<td>✓</td>
<td>Introduction of live-streaming was endorsed by Council. All required tenders were awarded to ensure the delivery of all necessary works and services by November 2017.</td>
<td>Complete. Live streaming successfully commenced on 9 November 2017. Live streaming has been promoted through Council's communications channels, with a significant number of views and interactions online.</td>
</tr>
<tr>
<td>8</td>
<td>Review long day care programs and implement recommendations.</td>
<td>✓</td>
<td>Family day care program has been reviewed and Council continues to deliver this valued service with an enhanced website presence. Council's Long Day Care (LDC) services have undergone a financial analysis in preparation for further consultation.</td>
<td>A situational analysis review of Council's Long Day Care Services was conducted with a focus on the Early Childhood Service provision across the municipality to determine means of achieving both Moonee Valley City Council's objectives and Competitive Neutrality Policy objectives.</td>
</tr>
<tr>
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</tr>
<tr>
<td>1</td>
<td>Expand the application and use of Council's corporate asset management system by continuing to collect and cleanse data, work with project managers and asset owners to ensure that required data is collected and input into the system, considering utilising A-SPEC (a common data specification standard), participating in potential new ERP system review, and testing and implementation of new asset management module.</td>
<td>Date collection and cleansing undertaken, worked with project managers and asset owners to ensure that required data is collected and input into system.</td>
<td>Ongoing data collection and cleansing work was undertaken. This work will continue through Q3 and Q4. Worked with project managers and asset owners to ensure that required data is collected and input into system, consideration being given to utilising A-SPEC (a common data specification standard).</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Finalise facilities project prioritisation system and process for inclusion/influence in capital work planning/budget.</td>
<td>Facility planning principles endorsed by Council (part of confidential report 26/9/2017).</td>
<td>Infrastructure projects reviewed and updated. These have been prioritised and included in draft DCP and are in process of being reviewed/updated in line with Council's capital works planning and long term financial planning.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Continue to monitor and review investment policy.</td>
<td>The Investment Policy was reviewed, updated and endorsed by Council’s Executive on 1 July 2017. The Policy prohibits any investment carried out for speculative purpose, i.e., derivative based investments and that Council will not invest in any investment arrangement with a Standard and Poor’s (S&amp;P) credit rating of BBB or lower. Council’s objective when investing funds is to obtain the best return possible with the least risk whilst accommodating daily operating cash flow requirements.</td>
<td>Management continues to carry Council’s investment objectives to ensure the maximum return by selecting the best available interest rate &amp; investment terms.</td>
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<td>4</td>
<td>Ensure the investment policy principles are applied when considering the life cycle costs of capital work projects.</td>
<td>Finance Operations Manager and Strategic Finance Manager met to ensure the investment policy principles are applied when considering new capital works.</td>
<td>Capital Works proposals for 2018/19 and beyond have been developed with the requirement to consider ongoing life cycle cost implications.</td>
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<tr>
<td>5</td>
<td>Finance Services will partner with departments to assist in increasing alternative revenue and reducing costs.</td>
<td>The Finance partner process commenced at the end of 31 July 2017 financial reporting period. Partners now meet on a monthly basis to assist in identifying revenue opportunities and where applicable, cost savings. The partnership meetings have resulted in greater transparency and certainty as to the forecasted financial position at 30 June 2018.</td>
<td>As we progress through the financial year, the partnership meetings continue to provide transparency with greater certainty as to the forecasted financial position at 30 June 2018.</td>
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<tr>
<td>6</td>
<td>Develop a property management plan.</td>
<td>Not yet due to start.</td>
<td>Research has commenced.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Prepare a social impact assessment framework guidelines.</td>
<td>This action is dependent on vacant positions being filled.</td>
<td>This action is dependent on vacant positions being filled.</td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>Year 1 Action</td>
<td>Status</td>
<td>Q1 Progress comments</td>
<td>Q2 Progress comments</td>
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<tr>
<td>1</td>
<td>Implement staff community engagement champions, updated procedures and resources.</td>
<td>No action - vacant staff position.</td>
<td>Draft engagement action plan to be presented to Executive for endorsement Q3. Focus in Q2 has been on delivery of MV2040 Engagement Program.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Support and advice of engagement initiatives identified by councils</td>
<td>Targeted engagement with hard to reach and marginalised communities through MV2040 Engagement Program, Portfolio Advisory Committees and delivery and Community Grants Program.</td>
<td>Targeted engagement with hard to reach and marginalised communities through MV2040 Engagement Program, Portfolio Advisory Committees and delivery and Community Grants Program.</td>
<td></td>
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<tr>
<td>3</td>
<td>Support hard to reach communities’ participation (including provision of interpreters and translations) in the MV2040 Symposium-Portfolio Advisory Committees- Flemington and Ascot Vale Renewal redevelopment public consultation processes. Identify and develop training and other workforce capacity building tools to improve Council’s community engagement with hard to reach groups through implementation of the Community Engagement Framework.</td>
<td>Targeted engagement with hard to reach and marginalised communities through MV2040 Engagement Program, Portfolio Advisory Committees and delivery and Community Grants Program.</td>
<td>Targeted engagement with hard to reach and marginalised communities through MV2040 Engagement Program, Portfolio Advisory Committees and delivery and Community Grants Program.</td>
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<tr>
<td>4</td>
<td>Support regular stakeholder networks including: Principals Breakfast (quarterly); Young people’s Committee; Youth Coalition; Community Safety networks; Community events network; Health &amp; Wellbeing Advisory Group.</td>
<td>Coordinated and attended relevant networks including Principals Breakfast (quarterly); Young people’s Committee; Youth Coalition; Community Safety networks; Community events network; Health &amp; Wellbeing Advisory Group.</td>
<td>Coordinated and attended relevant networks including Principals Breakfast (quarterly); Young people’s Committee; Youth Coalition; Community Safety networks; Community events network; Health &amp; Wellbeing Advisory Group.</td>
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<tr>
<td>5</td>
<td>Deliver a MV2040 Community Symposium to identify neighbourhood priorities.</td>
<td>Planning for MV2040 Symposium.</td>
<td>MV2040 Symposium held in October 2017.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Implement an MVCC Community Engagement Framework.</td>
<td>Vacant staff position - no progress.</td>
<td>Phase 2 MV2040 Engagement Program implemented: MV2040 Symposium delivered at Ascot Vale Leisure Centre. 50 attendees contributed. Additional workshops delivered in Portfolio Advisory Committees to inform MV2040 feedback. Online Platform updated for phase 2 consultation and open from to 22 December.</td>
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</tr>
<tr>
<td>No</td>
<td>Year 1 Action</td>
<td>Status</td>
<td>Q1 Progress comments</td>
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<td>7</td>
<td>Establish the Portfolio Advisory Committees (PACs), which align with MV2040 and Council Plan with up to 4 meetings completed.</td>
<td>Successfully launched the newly revised Portfolio Advisory Committees (PACs) on 18 July 2017. Yammer has been established as the agreed online engagement tool to connect all PAC members and encourage information sharing in a faster and smarter way.</td>
<td>The first PAC progress report was successfully received by Council on 14 November 2017, where all minutes were tabled and made publicly available thereafter. An end of year newsletter was circulated to all committee members on 21 December 2017, celebrating the achievements to date and future priorities for 2018. The PAC page on the Council website was updated to include details on purpose, membership and key resources (agenda, minutes, etc) relating to each individual PAC. The aim is to keep the information current with activities across all portfolios to strengthen Council’s commitment to accountable and transparent governance. Committee members continue to update articles and share ideas on Yammer. A total of 17 meetings have occurred as at 31 December 2017.</td>
<td></td>
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<tr>
<td>8</td>
<td>Deliver a MV2040 Community Symposium to identify neighbourhood priorities.</td>
<td>Planning for MV2040 Symposium.</td>
<td>MV2040 Symposium held in October 2017.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Formalise delivery plan for an Enterprise Resource Planning (ERP) platform and commence detailed system design with data migration strategy.</td>
<td>ERP tender being revalidated for reissue to market in Quarter 2.</td>
<td>The ERP tender has been issued to market and submissions closed on 20 November. Responses have been reviewed and demonstrations with shortlisted vendors are scheduled during January 2018.</td>
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<tr>
<td>10</td>
<td>Develop an advocacy strategy and associated action plan</td>
<td>Assistance was sought from an external consultant to help develop an advocacy strategy template and to undertake some internal capacity building with key staff.</td>
<td>The Executive Team has met with an external consultant to begin mapping Council’s key advocacy priorities and will meet with the Councillors to build the advocacy agenda in January 2018. An internal working group has been established to help guide and develop the advocacy strategy for the upcoming election year and will have its first meeting in January 2018.</td>
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<td>11</td>
<td>Review the Local Law (Meeting Procedure) to introduce more opportunities for community engagement during Council meetings.</td>
<td>A review of Moonee Valley’s Meetings Procedure Protocol was considered by Council in October 2017, with further information to be provided to Council on opportunities for community engagement at Council meetings via the public question time process.</td>
<td>The Governance team is researching and investigating various public question time formats that provide for community engagement. This information will be presented to Councillors at a briefing session in February 2018.</td>
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<td>1</td>
<td>Implement an MVCC Community Engagement Framework.</td>
<td></td>
<td>MV2040 Symposium planning.</td>
<td>MV2040 Symposium delivered at Ascot Vale Leisure Centre. 50 attendees contributed. Additional workshops delivered in Portfolio Advisory Committees to inform MV2040 feedback. Online Platform updated for phase 2 consultation and open from to 22 December.</td>
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<tr>
<td>2</td>
<td>Explore opportunities for shared services that emerge from the service planning process.</td>
<td></td>
<td>The service planning methodology was agreed. Service planning with departments is underway and will be completed by 22 December 2017.</td>
<td>The service planning workshop program was completed on 22 December 2018. Some shared services opportunities were identified and will be explored.</td>
</tr>
<tr>
<td>3</td>
<td>Implement strategies that attract high quality candidates from diverse backgrounds.</td>
<td></td>
<td>Recruitment package in development. Diversity Survey in draft mode awaiting input from stakeholders. Diversity Program/Action list developed and distributed internally to HR staff to implement.</td>
<td>Recruitment package ready for scheduling training. Diversity Survey sent out to organisation on 6 December. Dataset to be analysed. Employee Value Proposition framework established - business case to be finalised and presented to the Executive Team for approval prior to implementation.</td>
</tr>
<tr>
<td>4</td>
<td>New procurement policy will be established and endorsed.</td>
<td></td>
<td>The new Procurement Policy was endorsed by Council on 22 August 2017. The policy places emphasis on increasing social, environmental and local initiatives, while tracking the financial benefits obtained via tendering practices.</td>
<td>The second quarter of the Procurement Policy implementation saw $619,046 of savings achieved in the following categories: Corporate Services - $291,046; Council Services - $37,707; Infrastructure - $289,671. Planning is underway for a number of other initiatives, including a Procurement Forum scheduled for 28 February 2018 to promote local economic development.</td>
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<tr>
<td>5</td>
<td>Implement initiatives that have a positive impact on Council’s WorkCover premium.</td>
<td></td>
<td>Continued the Wellness and Highlighting Safety Awareness programs. Increased the skill set of the Return to Work coordinator role, with additional training through our insurer. Detailed Manual Handling Training continued across Aged and Disability and Parks staff. Approximately 100 staff were trained and zero manual handling injuries were claimed/reported by these staff in this period.</td>
<td>Risk review of OHS function completed and recommendations made for areas for improvement. Action plan being developed to address identified service gaps. Development commenced of a Return to Work training manual for supervisory staff to assist in claims/injury management. Detailed Manual Handling Training continued across Aged and Disability and Parks staff, with a further 80 staff trained. Continued to have zero manual handling injuries claimed/reported by the 180 staff trained to date.</td>
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<td>6</td>
<td>Council approved draft Sustainable Building Policy to be released for consultation.</td>
<td></td>
<td>Research to prepare Sustainable Building Policy to improve the environmental sustainability of Council’s buildings.</td>
<td>A Sustainable Building Policy is being prepared to improve the environmental sustainability of Council’s buildings.</td>
</tr>
<tr>
<td>7</td>
<td>Review the current fleet policy to focus on broader transport options for staff.</td>
<td></td>
<td>To be completed in New Year. Have been waiting for completion of Enterprise Agreement (EA) process.</td>
<td>To be completed in New Year. Have been waiting for completion of EA process.</td>
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<td>8</td>
<td>Formalise delivery plan for an Enterprise Resource Planning (ERP) platform and commence detailed system design with data migration strategy.</td>
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