

<b>Mayoral Community Initiative Policy</b>	
<b>Date adopted</b>	24 February 2025
<b>Adopted by</b>	Council
<b>Review due</b>	February 2026
<b>Responsible officer</b>	Senior Coordinator Governance
<b>Records reference</b>	11034829

## 1. Purpose

The Mayoral Community Initiative Policy (the Policy) outlines the governance framework for initiating, implementing, and evaluating a community initiative led by the Mayor of Melton City Council. The Mayor may, at their annual discretion, propose a community initiative. The policy ensures that the initiative aligns with the City of Melton's strategic goals and addresses needs of the community.

## 2. Application And Scope

The policy applies to the community initiative chosen by the Mayor during their term in office. It provides a framework to ensure the process is transparent and meets governance requirements.

## 3. General Provisions

To ensure alignment with the City of Melton Community Vision any community initiative proposed by the Mayor must meet certain criteria and guidelines.

### 3.1. Requirements for any Proposed Community Initiative by the Mayor

A Council Report must be prepared and presented to Council for any Mayoral community initiative to be considered. The report should include:

- a. The intended outcomes and benefits of the initiative.
- b. Evidence of how the initiative aligns with Council's strategic objectives.
- c. A detailed breakdown of any funding requirements, including proposed sources and anticipated costs.
- d. Identification of potential risks and mitigation strategies.
- e. Metrics for measuring the outcome of the community initiative.

The proposed community initiative must directly benefit City of Melton residents.

Where the proposed community initiative calls for a monetary donation to be made, provisions applicable to Council's Community Grants Program Policy apply.

Noting the term of the Mayor, it is advisable for the Mayor to propose a community initiative as soon as possible following the Mayoral election. Officers will prepare a report to Council in a timely manner and provide regular updates to Briefings of Councillors.

### **3.2. Transparency and Governance Requirements**

Transparency measures for developing, proposing, and implementing the initiative must be adhered to and include:

- a. Providing relevant supporting documentation with the Council report to support the initiative.
- b. Making all relevant resolutions, budgets, and outcomes publicly accessible via the Council Meeting Minutes and any other relevant communication avenues appropriate for the specific community initiative.
- c. Declaring and managing any conflicts of interest in accordance with Division 2 of the *Local Government Act 2020* and Chapter 5 of Melton City Council's Governance Rules.

### **3.3. Funding and Resources**

Pursuant to section 70 the *Local Government Act 2020* (the Act), Council cannot establish or apply any policy that allocates a fixed or specified amount of funds to individual Councillors for the purpose of allowing them to:

- (a) Choose a specific person, group, or organization to receive the funds; or
- (b) Designate a specific fund or purpose for which the funds are to be used.

Any costs associated with the Mayoral Community Initiative will be funded from Council's operational budget pursuant to a resolution of Council.

### **3.4. Review and Approval**

Council will review the proposed initiative in the form of a Council Report at a scheduled Council Meeting, ensuring that there is a clear and direct benefit to the Melton City Council community, and that the initiative's alignment with Council policies and strategic priorities is assessed. Approval will require a resolution of Council in accordance with Council's Governance Rules.

### **3.5. Implementation**

The implementation of an approved initiative will be managed by the relevant Council Directorate in collaboration with the Office of the CEO.

## 4. Definitions

Term	Definition
Community Initiative	A coordinated action led by the Mayor of Melton City Council, that responds to a particular community need, challenge or opportunity.
The Act	<i>Local Government Act 2020 (Vic)</i>

## 5. Related Documents

Name	Location
<i>Local Government Act 2020</i>	<a href="https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020">https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020</a>
Melton City Council Community Vision	<a href="https://www.melton.vic.gov.au/Council/About-the-City/Community-vision">https://www.melton.vic.gov.au/Council/About-the-City/Community-vision</a>
Community Grants Program Policy	<a href="https://www.melton.vic.gov.au/Council/Publications/Documents-Reports-Strategies">https://www.melton.vic.gov.au/Council/Publications/Documents-Reports-Strategies</a>
Melton City Council and Wellbeing Plan	<a href="https://www.melton.vic.gov.au/Council/About-Council/Council-Plans-and-Budget">https://www.melton.vic.gov.au/Council/About-Council/Council-Plans-and-Budget</a>
Melton City Council Governance Rules	<a href="https://www.melton.vic.gov.au/Council/About-Council/Council-meetings">https://www.melton.vic.gov.au/Council/About-Council/Council-meetings</a>

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