



# COMMUNITY PARTNERSHIP PROGRAM



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# 1. INTRODUCTION

The purpose of the Community Partnership Program Guidelines is to provide information to community groups and local service providers on how to apply and be involved in the program.

Melton City Council has a vision, a 'A vibrant, safe and liveable City accessible to all'.

We believe that the real success of any community is in the way people interact with each other. This could be how members of a community value and embrace cultural diversity, create opportunities to come together for a common purpose and have fun, nurture their environment, and support each other in times of need.

Council actively works to foster a positive and enabling relationship between communities by deepening and strengthening community participation through the Community Partnership Program. This program contributes towards our vision to help communities have a sense of belonging to our vibrant and rapidly growing city.

# 2. COMMUNITY PARTNERSHIP PROGRAM

Community Partnership Program (CPP) aims to create a shared vision and purpose that builds trust and recognises the value and contribution of all members of our community through linking together diverse cultural, religious and social community groups to collaboratively work on projects with other community groups and local service providers for broader community benefits.

The CPP is based on inclusive and strength- based approaches to planning, participation, relationship building, partnership, and shared learning to enable communities to set their vision and priorities to achieve desired outcomes in line with Council's Community Vision and Wellbeing Plan 2021-2025.

The CPP is an annual program of the Council. Community groups participating in the program will receive support in all phases of their projects which may include identification, planning, implementation and evaluation.

Council will encourage and facilitate interactions between community groups to generate project ideas that promote and foster stronger relationships to achieve sustainable social, environmental and economic outcomes.

## 3. KEY CONCEPTS

It is important to explore some key concepts related to the CPP to strengthen our understanding in this space.

### 3.1 RELATIONSHIP BUILDING

Positive relationships exist in a community when there is mutual understanding and shared interests between or among individuals. The foundation of positive relationships is mutual benefit, empathy, respect and constant dialogue and interaction. Building relationships includes embracing and celebrating differences, communicating openly and honestly, working on activities together and volunteering to support each other. The CPP will ensure building positive relationships is an important part of the program because we believe strong and positive relationships are the key to holding a community together.

### 3.2 COMMUNITY PARTICIPATION

Community participation is a process of actively contributing and being involved in decision making that affects your life. It also encompasses a deliberate process of being involved in planning, designing, implementing and maintaining projects undertaken by a group of people with a shared vision and purpose. Community participation is one of the key elements of project ownership. Community groups feel increased sense of belonging and ownership when they are involved in different phases of decision making and project planning. The CPP will focus on meaningful community participation in all aspects of the program and ensure the aspirations and voices of communities are represented.

### 3.3 PARTNERSHIP

A partnership is a relationship or alliance between two or more stakeholders (community groups and local service providers). Partnerships are based on trust, sharing responsibility and accountability, mutual understanding and fair and honest communication. Partnerships often result in mutual learning and sharing of skills and knowledge. The CPP will ensure a genuine partnership is achieved between partners of the program. It will also ensure everyone has the information and skills to be an equal partner and participant in any initiative of the program.



## 4.BENEFITS OF COMMUNITY PARTICIPATION

Whilst the benefits experienced by individuals and community groups differ depending on the level of their participation, some common benefits of community participation could be:

- ability to work on topics that matter to you
- building professional networks
- opportunity to create positive outcomes from your own experiences
- building relationships with the wider community
- opportunity to help and improve your community
- understanding the rich cultural diversity within our city
- improving your leadership skills such as communication, negotiation and advocacy
- opportunity for further personal development
- confidence building through interacting with people from diverse backgrounds
- opportunity to serve people and give back to the community





## 5. PROGRAM STREAMS

The CPP offers two streams based on the type of the initiatives proposed by community groups working together. These streams are Projects Stream and Cultural Exchange Workshops Stream.

These streams will enable participating community groups and organisations to focus on short-term and long-term outcomes.

### 5.1 PROJECTS STREAMS

The participating community groups and organisations will work collaboratively with one or more partners on a shared project focussing on short- and long-term outcomes. Council will provide relevant resources and support for the smooth delivery of the project.

Council Officers will work with the participating community groups and organisations throughout the annual life cycle of their project providing required assistance to strengthen the efficiency and effectiveness of the project team to achieve desired outcomes in a timely fashion.

A Council venue can be hired under this stream at a reduced community rate and must be budgeted for by organisers in their proposed plans.

Project support cost capped at \$3000

### 5.2 CULTURAL EXCHANGE WORKSHOPS STREAM

This stream focuses on short-term goals. The participating community groups and organisations will collaborate and work together to showcase their culture through food, dance, arts, and storytelling. This stream will enable the participating community groups and organisations to embrace and celebrate diversity and culture through sharing and learning from each other.

The participating community groups and organisations will take turns to host cultural exchange workshops and programs. The approach can be informal or formal.

The cultural exchange workshops will receive:

- Venue hire for free for one event (Council owned facilities to be booked by Council Officer and subject to availability)
- Workshop support cost capped at \$500



## 6. PROGRAM FOCUS AREAS

Council deliberately plans to align its services and programs to the community vision which is *'Melton City 2041 – The City We Create'*<sup>1</sup>. This community vision highlights opportunities and challenges for the municipality.

It puts people first, embedding them at the heart of the vision and surrounded by five domains:

- Our socially connected City
- Our well-built City
- Our strong local economy
- Our thriving natural environment
- Our actively engaged people

Through the CPP the participating community groups and organisations will be encouraged to consider the community vision and align their projects to one or more domains of the vision. Some possible suggestions could be:

### 6.1 SOCIAL CONNECTION

- Cultural expression, sharing and celebration
- Art events and exhibitions
- Initiatives promoting social cohesion
- Social sports and activities
- Volunteering initiatives

### 6.2 ENVIRONMENT AND SUSTAINABILITY

- Climate change advocacy and education
- Projects focusing on the sustainable natural environment
- Community and local service providers initiatives (community gardens)

<sup>1</sup> Melton Community Vision 2041 - <https://www.melton.vic.gov.au/files/assets/public/council/aboutcouncil/community-vision/community-vision2041.pdf>

### 6.3 LOCAL ECONOMY

- Opportunities for education, job training and lifelong learning
- Employment and education pathways

### 6.4 ACTIVELY ENGAGED PEOPLE

- Accessing local government services
- Public participation and representation

## 7. HOW TO APPLY

Council welcomes community groups and local service providers to come forward to be part of this exciting program to make a difference to our community. Please note: participating groups, organisations or service providers must be based or deliver services for Melton residents.

We have made it simple and easy for you to be part of the CPP.

### APPLY NOW

Contact: CDO

E [cpp@melton.vic.gov.au](mailto:cpp@melton.vic.gov.au)

T 9747 5263 or 0427 669 133

W [melton.vic.gov.au](http://melton.vic.gov.au)

Complete an Expression of Interest online by following this link:

[www.melton.vic.gov.au/Services/Grants-Awards-and-Training/Community-Partnership-Program](https://www.melton.vic.gov.au/Services/Grants-Awards-and-Training/Community-Partnership-Program)

## 8. PROGRAM KEY MILESTONES

Timeline	Milestones
Ongoing	Submit Expression of Interest
February/March 2025	<ul style="list-style-type: none"> <li>• Register 'Expression of Interest' to take part in the Community Partnership Program</li> <li>• Participate in the CPP Collaboration Workshop to learn to learn more and explore potential partnership opportunities.</li> </ul>
March/May	<ul style="list-style-type: none"> <li>• Develop a partnership arrangement between participating groups or organisation</li> <li>• Plan project delivery with your project partner(s)</li> <li>• Submit funding application for your project or workshop</li> <li>• If approved, sign CPP Partnership Agreement.</li> </ul>
Dates to be confirmed	<ul style="list-style-type: none"> <li>• Attend Free Capacity Building Opportunities (highly recommended)</li> </ul>
May 2025 to June 2026	<ul style="list-style-type: none"> <li>• Ongoing project interaction with partners and program organisers</li> <li>• Share learning and challenges</li> <li>• Provide timely progress updates</li> <li>• Acquittal reports submitted to Council for fund expended</li> </ul>
June 2026	<ul style="list-style-type: none"> <li>• Participate evaluation process</li> </ul>



	Outcomes
	Registration for the Event
	<ul style="list-style-type: none"> <li>• Create networks and new connections</li> <li>• New project ideas generated</li> <li>• Potential project partners identified, and consolidation of these partnerships achieved.</li> <li>• Initial project plans laid out</li> <li>• Identify groups that have not found a partner to work with on their project/activity.</li> </ul>
	<ul style="list-style-type: none"> <li>• Clarity on roles and responsibilities between partnering groups or organisations</li> <li>• Partnership project delivery begins</li> <li>• Support, assistance, and encouragement provided by Council Officer and/ or established community organisation and Council mentors</li> </ul>
	<ul style="list-style-type: none"> <li>• Knowledge &amp; skills gained can include: <ul style="list-style-type: none"> <li>◦ Basic project management</li> <li>◦ Effective cross-cultural communication</li> <li>◦ Running successful events</li> <li>◦ Interfaith leadership</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Grow relationships and understanding</li> <li>• Expand community knowledge and skills</li> <li>• Foster collaboration and partnership</li> <li>• Record and document success</li> </ul>
	<ul style="list-style-type: none"> <li>• Learning and experiences shared</li> <li>• Achievements celebrated</li> <li>• Challenges discussed</li> </ul>

# APPENDIX 1

## PROJECT PLAN SAMPLE

No	Key Tasks (List key tasks in order that they will be completed)	Person responsible (List who will be responsible for the completion of the task)	Key outputs (What will show that the task has been completed)	Completion date (Date to be completed by)
1	Set up a Partnership Project Committee (include members from partner groups)	Partnership members with support from Council Officer	Partnership Project Committee established	April/May
2	Develop Project Plan (plan and finalise project activities)	Committee members and Committee Chair	Project plan developed	April/May
3	Book venues and activity dates	Committee members with support from Council Officer	Venues and dates confirmed	Ongoing
4	Create promotional materials and invite partners and interested organisations	Committee members with support from Council Officer	Promotional material developed and invites sent	Date to be confirmed
5	Deliver planned activities	Committee members and participants with support from Council Officer	Activities presented over five months	May to March
6	Develop monthly progress reports	Committee members with support from Council Officer	Progress reports developed and submitted	Ongoing
7	Evaluate partnership project and submit acquittal	Committee members with support from Council Officer	Submitted to Council Officer in-charge of the program	Date to be confirmed



**Melton Civic Centre**

232 High Street, Melton

**Caroline Springs Civic Centre**

193 Caroline Springs Boulevard  
Caroline Springs

**T** 9747 7200

**E** [csu@melton.vic.gov.au](mailto:csu@melton.vic.gov.au) (general)

If you need to communicate in a  
language other than English, please  
call Customer Service on **9747 7200**

**[WWW.MELTON.VIC.GOV.AU](http://WWW.MELTON.VIC.GOV.AU)**

