

Mayoral Community Initiative Policy

Date adopted	24 August 2026
Adopted by	Council
Review due	31 August 2030
Responsible officer	Manager Governance
Records reference	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 Grants 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</i> (Vic)

5. Related Documents

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

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