



**Mornington
Peninsula** Shire

Community- Led Projects Policy

1. Authority

- Local Government Act 2020 (Vic)
- Community Vision 2040
- Council Plan 2025–2029

2. Intent

The purpose of this Policy is to establish the principles for Council's support of community-led projects across the Mornington Peninsula Shire.

This Policy provides a consistent, transparent and accountable approach to the assessment, approval and delivery of community-led projects that involve Council funding, assets, land, infrastructure, resources or other forms of support. It seeks to ensure that community-led projects align with Council's strategic priorities, deliver demonstrable community benefit and are undertaken in accordance with legislative requirements and sound governance practices.

3. Definitions

Accessibility	The design and delivery of services, information, spaces and environments that can be accessed and used by everyone. It supports equitable access and participation by reducing physical, communication, digital and social barriers.
Agreements / Memorandum of Understanding (MOU)	A memorandum of understanding (MOU or MoU) is a formal agreement between two or more parties. Council, companies and organisations can use MOUs to establish official partnerships.
Community	Means Municipal Community as defined in section 3(1) of the Local Government Act 2020 and includes all residents, ratepayers, landowners and members of the general public including individuals, groups, visitors, organisations, government and business.
Community Assets	The land, buildings, facilities, infrastructure, equipment and resources that a community uses and values.
Community development	Community development considers community members to be experts in their lives in communities and values community knowledge. Community Development, a support service of Council, seeks to collaborate with and empower the community; fostering stronger cohesive to build diverse, resilient communities.
Community Engagement	A planned, inclusive and transparent process guided by the IAP2 Spectrum through informing, consulting, involving, collaborating or empowering the community to participate in Council on decisions that

	affect them. Early Engagement is a requirement to ensure the best outcome/s for the community.
Community-Led Projects	A project initiated and primarily driven by a community member, group or organisation that seeks Council support through funding, resources, land, assets, technical assistance or other forms of partnership.
Community Organisation	A not-for-profit organisation, incorporated association, committee of management, community group or other entity that delivers activities or services for community benefit.
Community Projects Steering Committee	An internal assessment panel of Council Officers from relevant departments for decision-making on Community-Led Project applications for grants and feasibility.
Council	Mornington Peninsula Shire Council (MPSC)
Inclusion	Creating environments where everyone feels welcomed, valued and able to participate. It recognises diversity and removes barriers that may prevent people from participating fully in community life, services and decision-making.
Funding	A sum of money or form of subsidy that Council provides to an organisation under a formalised agreement.
Mutual Respect	Mutual respect is the recognition and appreciation of each person's inherent value, dignity and perspectives, forming the foundation for healthy, trusting relationships.
Shire Liaison Officer	The Council officer nominated as the primary point of contact for community-led project enquiries and applications.
Shire Project Manager	The Council officer assigned responsibility for coordinating, monitoring or overseeing Council's involvement in an approved community-led project.
Traditional Owners	Traditional Owner means the original custodians of land and waters with unique roles in caring for Country and a deep spiritual connection to it.
Volunteer	A volunteer is a person who gives their time willingly for the common good and without financial gain. Volunteering may be formal or informal and can involve helping individuals, communities, organisations, causes, or the environment. It may be undertaken on a one-off, occasional, spontaneous, or ongoing basis.

4. Scope

This Policy applies to all Councillors, Council staff, Contractors and Volunteers involved in community-led proposed projects and the broader community involved in delivering projects.

5. Governance Principles

Under the *Local Government Act 2020*, Council must give effect to the following overarching governance principles:

- Council decisions are to be made and actions taken in accordance with the relevant law;
- priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
- the municipal community is to be engaged in strategic planning and strategic decision making;
- innovation and continuous improvement is to be pursued;
- collaboration with other Councils and Governments and statutory bodies is to be sought;
- the ongoing financial viability of the Council is to be ensured;
- regional, state and national plans and policies are to be taken into account in strategic planning and decision making;
- the transparency of Council decisions, actions and information is to be ensured.

6. Policy Statement

The Mornington Peninsula Shire Council (the Council) is committed to providing support for community-led projects to foster community participation in volunteering, community programs, capital and non-capital projects and partnerships to build community capacity, resilience and improved community outcomes.

In supporting community led projects, Council will:

6.1 Project Governance

- 6.1.1 Ensure community-led projects are managed in accordance with relevant legislation and Council Policies.
- 6.1.2 Apply fair, transparent and consistent assessment processes when considering requests for Council support.
- 6.1.3 Ensure decision-making is evidence based accountable and appropriate to the scale, complexity and risk of the proposed project.

6.2 Strategic Alignment

- 6.2.1 Support projects that align with Council's strategic direction.
- 6.2.2 Prioritise projects that demonstrate a clear community benefit and contribute to Councils strategic objectives.
- 6.2.3 Avoid supporting projects that duplicate existing or planned Council programs, capitals work or adopted strategic initiatives.

6.3 Responsible Use of Council Resources:

- 6.3.1 Consider Councils available resources, operational priorities and long-term asset responsibilities when determining the level of support provided to community-led projects.
- 6.3.2 Recognise that Council support, including funding, access to land, assets, technical advice or project management assistance is subject to assessment and is not guaranteed.
- 6.3.3 Support community-led projects through a range of funding and partnership opportunities, which may include Council funding, external grants, fundraising or other appropriate funding sources.

6.4 Project Assessment

- 6.4.1 Community-led projects must be approved by Council prior to any Shire grant application or works carried out by the community on any assets or facilities within the municipal Shire.
- 6.4.2 Applications for community-led projects will be assessed by the Community-Led Projects Liaison Officer. Applications may be referred to the Community-Led Projects Steering Committee for consideration.
- 6.4.3 Successful applicants are responsible for delivering approved projects in accordance with any funding agreement, memorandum of understanding or other conditions of approval. Council may provide project management, technical advice or other support where appropriate.

6.5 Partnerships and Project Delivery

- 6.5.1 Work collaboratively with community organisations and project proponents to facilitate successful project delivery.

6.5.2 Require community organisations receiving Council support to adhere to Council documentation agreements / Memorandum of Understanding (MOU) for risk, ongoing asset responsibility and contribution requirements if such agreements are required for the project.

6.5.3 Ensure that roles, responsibilities and ongoing obligations are clearly documented where Council support is provided.

6.6 Supporting Frameworks

6.6.1 Operational requirements relating to project applications, assessment, approvals, funding arrangements and project delivery will be outlined in supporting guidelines, procedures and associated documentation.

7. Human Rights Charter Compatibility

This policy has been assessed as being compatible with *the Charter of Human Rights and Responsibilities Act 2006 (Vic)*.

8. Associated Documents

- Local Government Act 2020
- Community Vision 2021– 2040
- Council Plan 2025–2029
- Health and Wellbeing Plan 2025–29
- Financial Plan 2026–36
- Community Engagement Policy
- Public Transparency Policy
- Procurement Policy
- Community Investment Funding Policy
- Asset Management Policy
- Volunteering Management Policy
- *Building Act 1993*
- *Planning and Environment Act 1987*
- MPS Engineering Standards and Specifications

9. Policy Sponsor

The Manager – Projects & Engineering Services is responsible for overseeing the application and review of the Community-Led Projects policy.

10. Document Control

Council will review this Policy within four years or earlier as required.

Document Version Table

Summarise the key changes made to the document to provide a quick understanding of the updates.

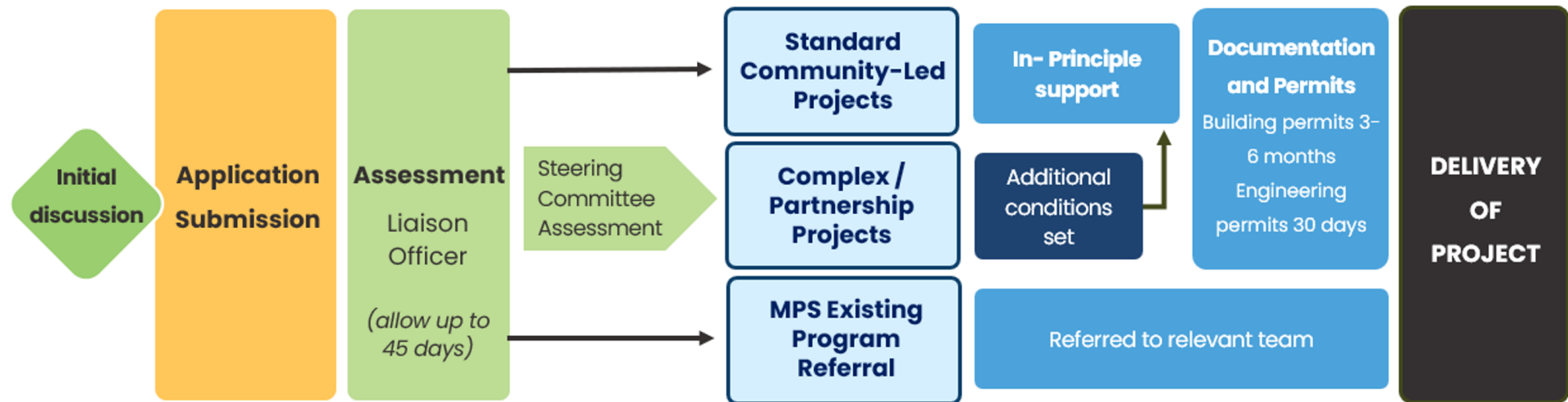
Version	Section	Revision Description	Date Revised	Approved by

Administrative Updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Shire department, the change to an existing policy or document referred to in this policy, and minor updates to legislation and the like which does not have a material impact. However, any change or update which materially alters the document must be by resolution of Council.

11. Appendix A – Community-Led Project Policy Framework

Introduction: The purpose of this framework is to provide guidance on the steps involved in a Community-Led project, including how projects are assessed and approved for support. This framework includes the Community-Led Project process map, the classification and assessment matrix, and Funding scenarios.



Standard Community-Led Projects are community-driven projects where applicants lead planning, funding, delivery and compliance with Council guidance and support.

Complex/Partnership Projects also respond to community needs but require greater collaboration due to factors such as infrastructure, approvals, funding, stakeholders, land ownership, risk or ongoing maintenance.

MPS Program Referral is used where the request is primarily Council's responsibility and is better considered through an existing Council service, program, capital works, maintenance or strategic planning process rather than as a community-led project.

12. Appendix B – Classification and Assessment Matrix

Each Community-led Project is classified according to the cost and complexity of the project based on eligibility and risk. Council will assess all applications via the same criteria.

Classification	Projected cost	Eligibility	Statutory requirements
Minor Project Category 1	< \$10k	On Council owned/managed land No or minimal infrastructure Low risk	No permit May require approvals Minimal compliance
Minor Project Category 2	<\$10k	Minimal infrastructure Auspice required for individual Outside current maintenance/asset renewal schedule More considerations or complexity than cat 1	Agency/Government collaboration
Moderate Project Category 1	\$10k to \$100k	On Council owned/managed land Minor infrastructure Moderate risk	Permits required Approvals required Compliance obligations
Moderate Project Category 2	\$10k to \$100k	Infrastructure with moderate risk Auspice required for individual Outside current maintenance/asset renewal schedule More considerations or complexity than cat 1	Permits required Compliance obligations
Major Project	>\$100k	Comprehensive and major infrastructure Major risk	Permits required Detailed compliance obligations

13. APPENDIX C – Funding Scenarios

