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Make memories at the Briars

Welcome

Located in Mount Martha on the Mornington Peninsula, the Briars is a precinct of natural beauty featuring areas of conservation and sanctuary, a heritage homestead, heritage gardens, plus so much more.

If you're looking for a venue space that stands out from the others, is unique, and a space you can make your own, you'll find it at The Briars.

















FEATURES

- Marquee size: 10m x 15m
- Lawn area above: 14m x 33m
- Capacity: 200 max
- Bar & fridge
- Nearby parking
- Power: 3-phase and standard
- 2 toilets plus disability toilet with baby change table
- Food trucks access on entry track
- Festoon Lighting
- Furniture Hire Packages available

FEES - GENERAL PUBLIC

Mon - Thurs \$1543.00 Weekend \$3182.00

FEES – COMMUNITY GROUPS
Any day \$1543.50

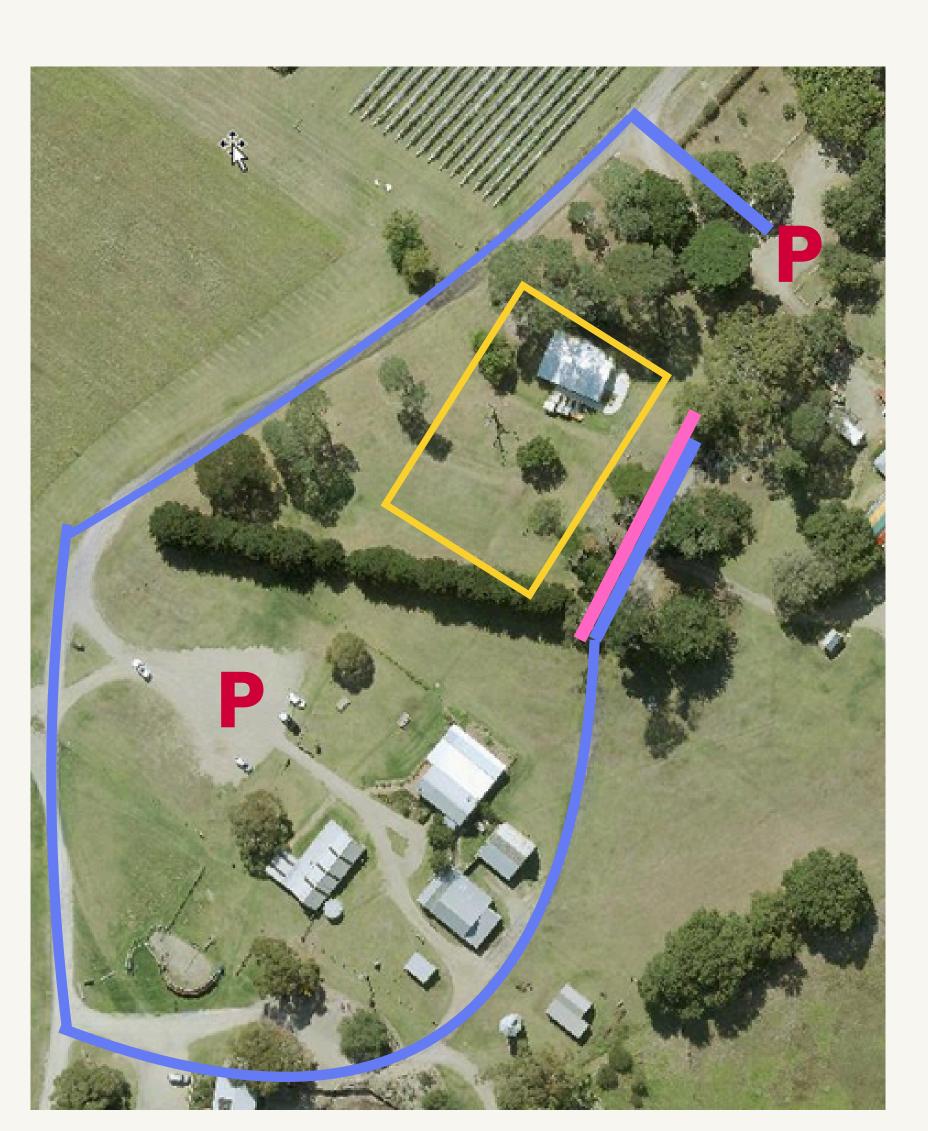
BUMP IN + BUMP OUT

Additional day hire \$297.00 (24h pre or post)

BOND \$500.00

Hire time - 10am-9.30am the following day Function must end by 11.30pm on day of event.





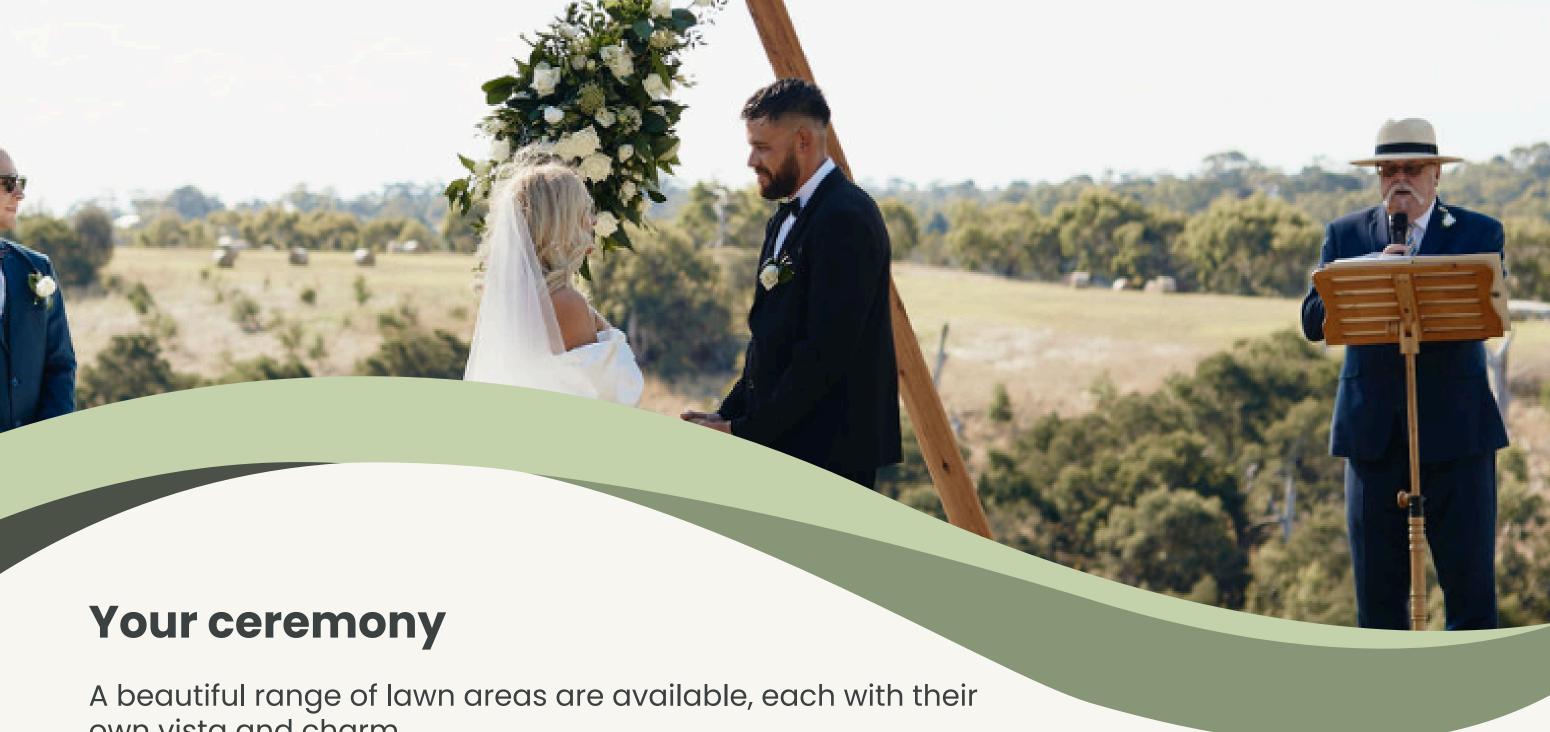
Hire Area

Parking

P

Entry for hire companies

Area for food trucks to park & wedding party drop off



own vista and charm.

We have 5 different ceremony venues available - all you need to do is pick the view you love the best.

We can also assist you with furniture options for your ceremony.













LAWN OPTIONS	FEES - GENERAL PUBLIC	
4 available to choose from	From 10am – 10am the following day	\$669.00
 Homestead Lawn 15m x 20m Norfolk 28m x 20m 	Per Hour	\$261.50
Oak 50m x 25mLittle Oak 39m x 37m	BOND	\$200.00

Note the lawn area within the marquee is available for ceremonies and is included in the marquee hire.



Let us take the worry away for you by arranging your furniture set up and pack down and remove something from your to do list.







DELUXE SIT DOWN PACKAGE 100pax EXAMPLE

- Walnut Trestle Tables
- Brentwood Chairs
- Cutlery
- Crockery
- Linen Napkins
- Wine Glass
- Stemless Glass
- Champagne Flutes
- Speakers on Stands with wireless mic
- Garden Longue Suite
- High Bar Cocktails Tables or Wine Barrels
- Festoon Lights
- Market Umbrellas
- Led mood lighting under umbrellas
- Led candles and gold candle holders
- Artificial plants
- Lawn Games

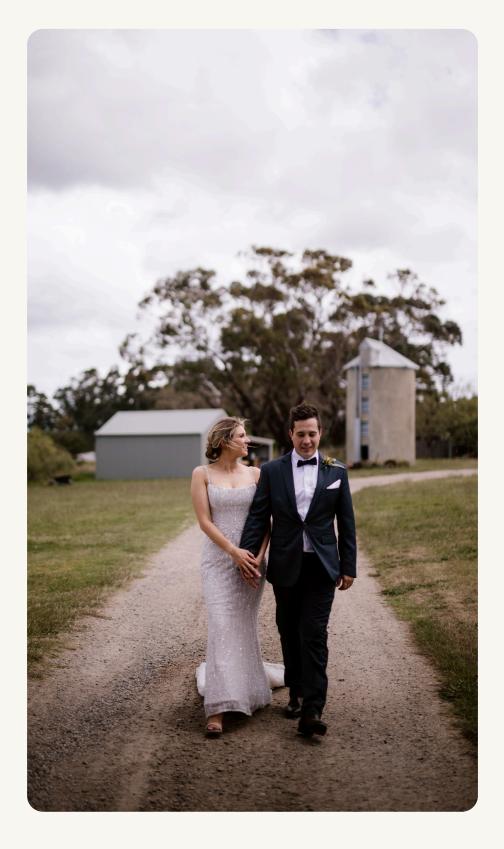
^{*}prices available upon request



Already got the venue booked but looking for somewhere to get that magical shot?

There are so many beautiful locations at The Briars for your wedding photography.

Here's a little inspo.









FEES

High Season - 1st October - 30 April \$452

Low Season - 1st May - 30 September \$302

Please note, pre-booked wedding ceremonies have priority over wedding photography sessions.

Map



HIRE APPLICATION

These Conditions of Hire use the term "Hirer" to refer to the applicant and/or the booking contact.

Applications for facility hire will only be accepted by persons over 18 years old.

All applications must be submitted via the online booking system inclusive of all supporting documentation required by the Shire, as amended from time to time (**Application**). Users must have received Council's written approval prior to undertaking formal or organised use of Council managed community facilities.

When an application is made by a person on behalf of an organisation, club or group of people, the person completing and lodging the Application warrants that they are duly authorised by the organisation, club or group of people to submit the Application on its or their behalf.

A submitted application is conclusive evidence that the Hirer accepts these Terms and Conditions.

Applications that are considered as relating to activities of a political nature (bipartisan or otherwise), or that are submitted by political parties or groups associated with political parties, will be referred to Governance for assessment to ensure the request does not provide implications for Council against its Code of Conduct and/or associated policies.

Council can immediately cancel a booking due to nondisclosure or the supply of incorrect or misleading information by the Hirer (including its employees, directors, representatives, agents or contractors).

The mere lodgement of an application does not mean that the Applicant has Hired or is guaranteed to be granted the Hire of the relevant venues. The Application (including any Expression of Interest) is simply a request to Hire. Until such time that the Council confirms the Hire in writing, there is no obligation on Council to make the venue(s) available to the Hirer at the relevant times.

BOOKING APPLICATIONS

To make a booking go to <u>www.mornpen.vic.gov.au/bookabriarsvenue</u>.

All fees are due at the time of booking. The bond is payable one month before. Please note that the booking isn't confirmed until fees are paid.

WEDDING PERMITS

All wedding ceremonies are required to apply for a permit. The wedding permit gives you the permission to get married on Shire land.

Wedding Permit Fee:

- High season 1 Oct 3 30 April: \$457
- Low season 1 May 3 30 Sept: \$319

Your permit will be processed as part of your wedding booking. Correspondence regarding this will be sent following your booking application.

WEDDING PHOTOGRAPHS

All photographic sessions must be pre-arranged with The Briars Team. Pre-booked wedding ceremonies have priority over wedding photography sessions, ie. Spaces and garden sites are only reserved for booked wedding ceremonies.

CANCELLATION BY HIRER

Should any Hirer desire to cancel a booking, the Shire will not be liable to refund any fees paid unless notified of the cancellation in writing at least 6 months prior to the booked date. The refund does not include the non-refundable deposit. Wedding cancellations within 3 months of event will incur a charge of equal to 50% of final account.

CANCELLATION BY SHIRE

The Council may cancel a booking and terminate the Agreement for Hire with written notice at any time before the hire period:

- If the venue is required for a State or Federal matters
- In an Emergency, for Emergency Response purposes
- If any unforeseeable natural event/disaster occurs that renders the building unable to safely accommodate the event
- If the Council becomes aware that any event, goods, or services proposed to be held by the Hirer is/are objectionable, dangerous, infringes any copyright or other intellectual property rights, is illegal, or would be detrimental to Council or its staff
- Where the Hirer has not provided adequate evidence of insurance coverage or other compliance documentation; or
- If the Council becomes aware of conditions under which the holding of the event, activity, or function for which the facility is hired could jeopardize public safety or order or involve a risk of personal injury or damage to the facility or life as determined by the Council.
- For public safety reasons, on days of severe weather warnings with winds exceeding 80km/hr and days of Code Red fire danger, the property is closed, all functions will be cancelled, and the Shire will provide a refund.

The Shire takes no responsibility for any claims, actions, costs, charges, losses, expenses or damages related to cancellation.

The Council may cancel a booking and terminate the Agreement for Hire with 5 Business Days written notice at any time before the hire period, provided the breach or circumstance does not subsist, where:

- Any monies owing has not been paid by the specified time on the invoice
- If repairs or maintenance to the venue are required
- Where a restriction is imposed by a supplier of power, gas or water during the hire period; or
- If the Hirer breaches any clause of the Agreement.

For the avoidance of doubt, where 5 business days' notice cannot be given due to the hire period commencing within a shorter timeframe, then Council will provide written notice with a deadline of 5:00pm the day prior by which the breach or circumstance must have been resolved, failing which the Agreement is terminated.

If the Shire cancels the booking without fault of the Hirer, the Shire will endeavour to relocate the booking to another suitable facility, and, if this is not possible, the Shire will refund any reasonable amounts paid to Council by the Hirer.

The Hirer will be entitled to cancel a booking, terminate this Agreement and have their hire fee returned, in the following circumstances:

- Where Council breaches this Agreement and such breach is not remedied within 7 days of receiving written notification from the Hirer (setting out the breach in sufficient detail); or
- If repairs or maintenance to the venue are required.

The Contract of Hire will not affect any right which the Council may have to recover money owing, to recover damages from the Hirer.

The Shire shall not be liable to pay any other compensation to the Hirer.

RESPONSIBILITY AND SUPERVISION

The Hirer must remain at the Venue at all times during the hire period and must ensure that all children (under the age of 18) are supervised by parents or guardians at all times.

NO TRANSFER OF BOOKING OR ASSIGNMENT OF AGREEMENT FOR HIRE

A Hirer cannot assign the right to use the Venue to any other person, without the Shire's prior written consent, which may be given subject to such conditions as the Shire considers appropriate or may be withheld at the Shire's absolute discretion.

SECURITY BOND

A "Security Bond" is required for all casual bookings and is payable in addition to the appropriate facility hire fees.

The bond amount specified will be at the discretion of Council. The due date for payment of the Security Bond is 30 days prior to the first booking date.

The Bond will be held as security for any damage to the Venue (including the surrounds of the Venue and any equipment or items at the Venue), for any cleaning arranged by the Council if the Venue is left in an unclean condition or for any other breach of the Agreement. Any costs exceeding the bond will be charged to the Hirer.

Expenses and damages suffered by the shire, including but not limited to, are damage to the gardens (including the picking of flowers), grounds, building(s) or any fittings of furniture contained therein by the Hirer, their guests, or caterer.

Subject to the Terms of this Agreement the Security Bond will be returned within 14 days of the conclusion of the hire period, providing no deductions apply.

HIRER'S USE OF VENUE/AREA

The Shire grants the Hirer a non-exclusive licence to use the Venue, or such part of the Venue as specified in the Application, for the hire period, for the purposes detailed in the Application for Hire. The Venue must not be used for any purpose other than the use or purpose stated in the Application for Hire.

The unauthorised use of areas of The Briars not booked will incur a deduction from the bond.

The Hirer must not access or use any part of the Venue prior to or beyond the hire period. The booking time stated in the Application must include the time at which the first person will arrive at the Venue to set up and the time that the last person will leave the Venue. Any unauthorised access is prohibited.

The hirer must ensure that:

- All persons attending the Venue must enter/leave in a quiet and orderly manner.
- All persons are required to enter/leave Venue and the immediate surrounds of the Venue by the times stated.
- Upon exiting the Venue, the Venue is required to be locked.

Shire staff and contractors shall have access to the Venue at all times. The Hirer agrees that the Shire can hire other sites across the Briars, to another party on the same day, provided that the other hire will not, in the Shire's reasonable opinion, interfere with the Hirer's use of the Venue.

KEY COLLECTION AND RETURN

During the week prior to the hire, the Booking Officer will give the Hirer a four-digit code to the key lock box. The Hirer must not provide the code to any person who is not a party to the Agreement. The Hirer must return the keys to the key lock box at the Venue at the end of the hire.

The Council may charge the Hirer:

- To replace any key safe which is damaged;
- If any key is not returned, to, at the discretion of the Shire, replace the key or replace the lock(s) relevant to the key
- Accessing prior to the hire date will result in extra fees unless prior arrangement has been sort.

SET UP/PACK UP

The Hirer is responsible for setting up and clearing away all equipment and furniture to its original location. The set-up and pack-up time must be included in the hire period on the Application. All equipment, goods and other items brought into the Venue by the Hirer must be removed from the Venue at the end of the hire period. The Hirer must not remove any equipment and/or furniture from its original location.

The hire period varies for each site across the Briars. Should hirers require an additional day for set up or pack up, an extra hire fee will apply.

There are no storage facilities on site – any items left overnight are at the risk of the Hirer.

CONDITION OF VENUE

The Hirer acknowledges and agrees that, unless the Hirer demonstrates otherwise to the satisfaction of the Council, the Venue, and all fixtures, fittings, equipment or items at the Venue, are deemed to be in a good and clean condition and working order at the start of the hire, save for those fixtures, fittings, equipment or items which have previously been notified to Council.

CONDITIONS SPECIFIC TO HIRE OF BRIARS MARQUEE

- The marquee must be vacated by 11.30pm and the clean-up is to be completed by 9.30am the following morning.
- Smoking is not permitted inside the marquee.
- Food trucks and catering vans may enter the area via the Heritage Driveway and park directly next to the access road. They may not drive/park on the grassed areas surrounding the marquee.
- There is power available at the site however food trucks or caterers using high-power appliances including deep-fryers must bring an alternative power source (e.g. generator).
- During set up and pack up, you or your hire company may drive into the area via the access road (by prior arrangement with Briars' staff) but not drive onto the grass. Doing so may result in the forfeiture of the bond payment. The cost to repair any damage to the lawns and gardens caused by deliveries or guests associated with the function will be deducted from the bond.
- The rear walls of the marquee (closest to the road) can be opened, but the side walls are to remain closed. Opening of the side walls will result in the forfeit of your bond.
- The fridge is to be turned off and the door left open at the conclusion of the hire.
- Floors to be swept and mopped.
- The Venue must be left in the condition it was found prior to the hire.
- If cleaning is not satisfactorily carried out by the Hirer or their caterer a charge will be deducted from the bond.
- On days of winds exceeding 80km/hr the marquee is unable to be used therefore the booking will be cancelled and a full refund issued.

Heaters in the Marquee

- Heaters to be switched off at the end of the hire.
- Decorations not to be hung or placed within 1m of the heating elements.
- No items are to be placed directly on the heating elements.
- Heaters are not to be used to dry items.
- Only to be operated by a responsible adult

SPECIAL SAFETY REQUIREMENTS

- The Hirer shall provide all power leads, adaptors (double adaptors are **not allowed**). If required Hirers may use a power board with built in surge protection and boards, which shall comply with Electrical Regulations (be tested & tagged).
- All electrical equipment utilized must comply with relevant Work Safe Codes of Practice.
- Generators must be placed on protective matting to prevent burning of grassed areas.
- All cords should be securely covered and protected to avoid trip hazards throughout the site.
- Additional toilets will be required for all functions where the number of guests exceeds 200.
- Temporary structures are prohibited and cannot be erected within the site without prior approval from the Briars staff.
- All approved marquees/structures/Bali flags/archways and market umbrellas must be secured with sand or concrete weights. The use of pegs and/or star pickets is prohibited on all grounds.
- Signs for functions are not to be hammered into the ground.
- No driving off defined roads unless approved by The Briars Manager.
- Wedding guests are to be informed that confetti is not permitted.

PROHIBITED ITEMS

The Hirer must ensure that no smoke/fog/haze machines, lit candles, naked flames of any kind, or any form of pyrotechnics, are not used at the Venue or on the surrounding land. Balloons of any kind are not allowed to be released from the property. Jumping castles are prohibited and single use plastics.

The Hirer is liable for:

- The cost of any attendance by any emergency services at the Venue in relation to any incident or alarm arising out of or connected to the use of an item prohibited by this condition.
- Any damage to any part of the Venue or surrounding

The Hirer is responsible for all costs associated with the Country Fire Authority (CFA) attending the Venue as a result of a breach of these Conditions.

NOISE LEVELS/AMPLIFICATION

As per EPA requirements, all music (live or amplified) must not begin prior to 12pm and must cease by 11pm. If the event duration is longer than five hours, amplified music must only take place between 12pm and 10pm.

Noise levels from any music, amplification and/or public-address systems must not exceed 55dBA. Noise emitted from the Venue must not be louder than that of a normal conversation when heard at any adjoining buildings, businesses or residences. The Hirer must ensure that his/her/its use of the Venue does not cause any disturbance.

No more than four speakers (excluding subwoofers), with a combined maximum amplified power of 1,000 watts. Subwoofers are not permitted. Music levels will be kept below Leq 5 min 100 dB(A) 10m from the front of the speakers.

SECURITY

The Council may require the Hirer to provide, at the Hirer's cost, accredited security personnel for functions identified as high risk functions by the Council, as a condition of any hire.

PARKING

Cars are to be parked only in designated car parks. Bridal vehicles (including horse-drawn vehicles) may be parked directly in front of the Homestead temporarily. Vehicles must not leave formed tracks. The cost to repair any damage to the lawns and gardens caused by deliveries and staff or guests associated with the function will be deducted from the bond.

Hirers must not charge patrons for parking at the Briars without approval from Briars management.

GAMBLING

Gambling and electronic gaming are not permitted within the facility. Minor gaming activities, including raffles, bingo and fundraising events may be conducted for fundraising purposes only, where the appropriate regulations are followed. Casino nights are not permitted.

ANIMALS

Animals are strictly prohibited within the venues without the prior written consent of the Council, with the exception of Assistance animals.

SAFETY

Hirers have a duty of care under the Victorian Occupational Health and Safety Act 2004 (the OHS Act) to provide a safe operational environment. Under this legislation, Hirers must ensure so far as reasonably practicable that people are not exposed to risk arising from the event or associated activities. The Hirer is responsible for:

Providing adequate risk management for all aspects of the hire

- At all times, exits, doors, corridors and gateways are kept clear so that they can be immediately used in the event of an emergency.
- The use of double adaptors is not permitted, if required Hirers may use a power board with built in surge protection. The safety and security of equipment and property during hire.
- Returning all furniture and equipment to the standard setup at the end of each hire.
- Ensuring the venue, furniture and equipment is treated with care. This includes following any manual handling instruction provided by Council.
- The safeguarding of the public against injury and for maintaining the site during the conduct of the hire.
- Notifying a Council immediately after an accident or any incident involving injury or property damage.
- Reporting any malfunctioning or damaged equipment, or any other hazards immediately to Council.
- Managing all third-party users and ensuring they comply with Council terms and conditions
- Ensuring the booking does not exceed the maximum occupancy capacity of people in the hired space.
- Complying with all State Government and DHHS directives for community facilities.

THEFT / LOSS / DAMAGE

The Hirer acknowledges and agrees that the Council will not be liable for any loss of, damage to or theft of any property or equipment owned by the Hirer or any third party at the Venue.

NO SMOKING

The Briars allows smoking in designated areas only. The picking up of cigarette butts by Briars Staff from the grounds may result in the hirer forfeiting the bond to cover the cost of cleaning.

FOOD & BEVERAGE

Alcohol:

A liquor licence is not required where alcohol is served free of charge or on a "BYO" basis.

If alcohol is to be sold, consumed or included in the price of entry at the Venue, the Hirer must:

- Apply for and obtain the appropriate licence from the Victorian Liquor Commission (please allow a minimum of eight weeks for processing);
- Provide a copy of the licence to the Council before the Hire Period; and
- Display the licence at the venue during the Hire Period along with any required liquor signage.

It is the responsibility of the Hirer to ensure compliance with liquor licencing legislation.

The Council may prohibit alcohol being brought into, distributed or consumed at the Venue if it believes it to be reasonably necessary to maintain law and/or compliance.

Food:

Catering is permitted within venues, provided the following conditions are met:

- Caterers engaged are duly registered and licensed and meet all Victorian regulations;
- Caterers are required to provide all necessary paperwork as requested by Council;
- The Hirer is responsible for ensuring the venue is left in a clean and tidy condition with no items left at the venue outside of the booked hours; and
- All equipment and fixtures are left clean and in good condition The Hirer shall ensure that all electrical equipment bought in by caterers is adequately tested and tagged.

Food/drink trucks:

Food or drink trucks are permitted at the Briars with prior written consent from the Shire. The Shire may withhold its consent, for any reason, and any consent given can be on any terms the Shire considers appropriate, at its absolute discretion. No consent will be given unless the Hirer provides the Shire with the food / drink trucks required permits for operation. The Hirer must ensure that, where any catering is provided by a person or company that person or company is registered under the Food Act 1984 (Vic).

SUSTAINABLE WASTE MANAGEMENT

The Briars is an environmentally responsible site and as such recommends the use of compostable alternatives to decorations, crockery, cutlery etc. balloons, glitter, confetti and plastic straws are strictly prohibited onsite. As an alternative to confetti, hole punching eucalyptus leaves or using rose petals are great options.

Functions must dispose of their rubbish in the bins where provided. If bins reach capacity, then rubbish must be taken off site.

CHILD SAFETY

Mornington Peninsula Shire is committed to the safety and wellbeing of children and young people. We have zero tolerance of child abuse and robust training, policies and procedures in place to protect children from abuse and respond to any risks, allegations or safety concerns. All applications that work directly with children and young people are required to comply with the requirements set out in **Schedule 1.**

WORKS

The Hirer must not:

- Interfere with the electrical, lighting or audio installations in the venue; or
- Undertake any work at the venue without the prior written consent of the Council in relation to the works to be conducted and at or on the Venue and in respect of the personnel to be used to undertake such works (Works).

The Hirer must:

- Comply with any conditions imposed by the Council in relation to the Works; and
- At the end of the Hire Period return the Venue to the state it was in prior to any Works being undertaken, subject to any written agreement with the Council to the contrary. The Hirer indemnifies the Council from any costs or damages arising as a direct or indirect result of the Works referred to in this clause

INSURANCE

Hirers must have and maintain public liability insurance with a minimum of \$20 million cover for any one event with a reputable insurance company operating in Australia. A Hirer which holds its public liability insurance which will provide cover with respect to any personal injury, death or property damage must provide the Booking Officer with a certificate of currency for the policy, and a copy of the policy. The policy must be valid for the date(s) of hire and provide cover to the satisfaction of the Shire.

People or organisations that:

- regularly hire the venue or other community halls or facilities from the Shire;
- charge an entrance fee for the venue; or
- use the venue for physical activities (including but not limited to dance, exercise, ball activities,) concert performances, a festival or any commercial activity seeking to make a profit;

must have and maintain their own public liability insurance cover.

Uninsured community / not-for-profit hirers may be covered under Council's community liability policy. The Council does not make any representation to the Hirer as to the terms of the policy or the appropriateness of the policy for the Hirer's purposes. The Council does not supply the Hirers with a copy of the policy, though a list of exclusions is provided. Any applicable excess is payable by the Hirer should a claim be made. Indemnity is not provided to any other services that may be involved in the activity (e.g. a children's entertainer or caterer.) Hirers should ensure these other third parties have their own insurance in place. The Council may terminate any hire of a venue if the Hirer has not provided to the Council a current certificate of currency where applicable.

INDEMNITY

The Hirer agrees to indemnify, keep indemnified and hold harmless the Council, its servants and agents, and each of them, from and against all claims, actions, costs (including legal costs, on a full indemnity basis), charges, losses, expenses and damages suffered by the Shire directly or indirectly as a result of or in relation or in connection with the Hirer's hire of the Venue or use of the Venue, save where such claims, actions, costs, charges, losses, expenses and damages are a direct result of the wilful negligence of Council, a fraud or deceit of Council, a breach of this Agreement by Council, an illegal act of Council or a breach of a duty of care owed by Council.

SEVERENCE

If a provision, or part of a provision, in this Agreement is held to be illegal, invalid, void, voidable or unenforceable, that provision, or part of that provision, must be read down to the extent necessary to ensure that it is not illegal, invalid, void, voidable or unenforceable.

If it is not possible to read down a provision, or part of a provision, as required in this clause, that provision, or part of a provision, is severable without affecting the validity or enforceability of the remainder of this Agreement.

GOVERNING LAW

The law of the State of Victoria governs the Agreement and any legal proceedings or arbitration under the Agreement.

NO RESTR5ICTION OF SHIRE'S POWERS

The Agreement for Hire does not fetter or restrict the powers or discretions of the Council in relation to any powers or obligations it has under any Act, regulation or local law that may apply to the Venue, the hire, the Hirer or the Shire's municipal district.

PRICE INCREASES

All facility hire fees and charges are determined on an annual basis and will be subject to financial year increases as set by Council. All relevant fees will be automatically applied to bookings in line with the adopted fees and charges.

DISPUTES

In the event of any dispute or difference arising as to the interpretation of these conditions, or of any matter contained therein, the decision of the Mornington Peninsula Shire Chief Executive Officer thereon shall be final and conclusive.

We're here to help

We know planning a wedding or function can be stressful, so let us help you. If you'd like to know more about having your event at The Briars please email the.briars@mornpen.vic.gov.au or call 5950 1221. We can arrange a site inspection, provide more information or answer any questions you might have.

Schedule 1

Verification for Compliance with Mornington Peninsula Shire Council Child Safety Standards Requirements

Statement of Commitment

Mornington Peninsula Shire is committed to the safety and wellbeing of children and young people. We have zero tolerance of child abuse and robust training, policies and procedures in place to protect children from abuse and respond to any risks, allegations or safety concerns.

We want all children and young people to be and feel safe, welcome and included in our services and empowered to achieve their dreams, goals and aspirations for a bright future. We take steps to ensure the voices of our children, young people and families are heard and we are proud to celebrate the diversity of our community.

We are unapologetically proactive in closing the gap for Aboriginal and Torres Strait Islander children and young people and supporting them to express their culture and enjoy their cultural rights.

We welcome and value the participation of all children and young people, including Aboriginal and Torres Strait Islander children, children with disabilities, children from culturally and linguistically diverse backgrounds, those that are unable to live at home and our LGBTIQA+ community.

We are proud to be a Child Safe Organisation.

Compliance with Child Wellbeing and Safety Act 2015 (Vic)

The Other Party warrants to Mornington Peninsula Shire Council that it has all policies and procedures necessary in full force and effect as at the date of the agreement to satisfy its obligations pursuant to the Child Wellbeing and Safety Act 2015 (Vic) (which includes the Child Safe Standards).

However, in the event that the Other Party does not have its own policies and procedures (the warranty in the preceding paragraph is of no force or effect) and even if not required to have them by law, the Other Party hereby agrees to be bound by and comply with the:

- 1. Mornington Peninsula Share Council Child Safety and Wellbeing Policy (save to the extent to refers to the 'Shire Employee Code of Conduct') (accessible <u>here</u>);
- 2. Reportable Conduct Process (accessible here together with the flowchart); and
- 3. Working with Children compliancy (contained in Child Safety and Wellbeing Policy and the Worker Screening Act 2020 (Vic) accessible <u>here</u>).

'Other Party' means the party to the agreement to which this document is attached that is not the Mornington Peninsula Shire Council

