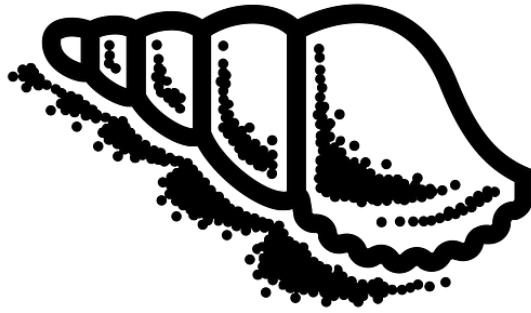




**Mornington
Peninsula Shire**

ATTACHMENT BOOK

COUNCIL MEETING

TUESDAY, 11 AUGUST 2026

6:30 PM

**MUNICIPAL OFFICES
BESGROVE STREET, ROSEBUD**

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Councillor Briefing Sessions



Briefing Date: 23 June 2026

Time: 5.35pm

Location: Municipal Offices, Rosebud

Councillors Present

- | | | | | |
|---|---|---|---|---|
| ☒ Cr Allen | ☒ Cr Batty | ☒ Cr Binyon | ☒ Cr Gill | ☒ Cr Patton |
| ☒ Cr Pingiaro | ☒ Cr Ranken | ☒ Cr Roper | ☒ Cr Stephens | ☒ Cr Williams |

Monitors Present

- | | |
|-------------------------------------|--|
| ☐ Prue Digby | ☒ Rebecca McKenzie |
|-------------------------------------|--|

The matters listed below were presented at the Councillor Briefing Session

Item No	Item
1	Draft Agenda Review – 29 June 2026 Councillors were provided with a briefing on the draft agenda for the 29 June 2026 Council Meeting, with a focus on the Long-Term Capital Works Plan (LTCWP) and the 2026–27 annual budget ahead of adoption. Officers outlined key inclusions and changes to the capital works program, including newly added projects, funding reallocations, and the treatment of operating projects within the broader program. Councillors were also provided with an update on the finalisation of the 2026–27 budget, including proposed adjustments since the draft budget, the inclusion of an executive summary to improve accessibility, and the deferral of borrowings into the following financial year. Changes to waste charges were highlighted, including the decision to spread FOGO bin costs over time through borrowings, reducing the immediate impact on ratepayers. Discussion also touched on emerging capital priorities, including the condition of sports fields and the need for potential future adjustments to the long-term program, noting that the LTCWP is a strategic document that can be reviewed and refined over time as new information becomes available.
2	BN2211 – Audit and Risk Committee Update Councillors were provided with an update on the Audit and Risk Committee's (ARC) recent activities, including the draft minutes from the 28 May 2026 meeting and the biannual Report on Operations covering November 2025 to May 2026. The briefing highlighted the ARC's role in

supporting governance, oversight, and financial sustainability, with confirmation that the minutes and report will be formally presented to Council at a meeting on 4 August 2026.

3 BN2212 – Audit and Risk Committee Chair Recruitment

Councillors were presented with a briefing on the proposed recruitment process for the Audit and Risk Committee Chair, including recommended changes to the ARC Charter to enable direct recruitment to the Chair role rather than appointment from existing members. The briefing outlined the broader responsibilities of the Chair, proposed governance improvements, and the establishment of an evaluation panel to support a transparent recruitment process.

4 BN2213 – Planning Scheme Amendment C314morn – Update to Erosion Management Overlay controls – Stage 2

Councillors were provided with a briefing on Planning Scheme Amendment C314morn, which proposes to refine the interim EMO7 overlay as part of Stage 2 of Council's staged approach to reviewing Erosion Management Overlays across the Shire. The amendment proposes to significantly reduce the number of properties affected by EMO7 based on peer-reviewed geotechnical advice. Councillors were presented with examples of the proposed updated mapping outcomes, demonstrating a substantial reduction in affected properties and more targeted application of controls. The briefing also outlined proposed changes to EMO7 to reduce red tape for low-risk development and establish a tiered assessment pathway to streamline planning approvals. Amendment C314morn will be presented to Council at the 4 August 2026 Council Meeting for a decision to request fast-tracked Ministerial approval of the amendment.

5 BN2214 – Parklets Policy

Councillors were provided with a briefing on the current status and future options for the Parklets Policy, including its origins as a COVID-19 response and subsequent challenges in implementation. Issues highlighted included enforcement challenges, lack of permits, legal and insurance risks, financial impacts, and inconsistencies across townships.

Councillors were presented with four options for consideration: removal of all parklets (preferred), retention under a revised policy, conversion to footpath trading areas, or permanent infrastructure conversion. Each option outlined implications for costs, administration, parking availability, and community response, with officers noting the need for improved governance and policy clarity.

6 BN2215 – Proposed Conservation Covenants for four Shire-owned Bushland Reserves

Councillors were presented with a briefing on a proposal to apply conservation covenants to four high-value bushland reserves to secure their long-term environmental protection. The covenants are voluntary, legally binding agreements registered on title, ensuring permanent protection of biodiversity values while allowing ongoing management and community access.

Councillors were provided with an overview of the selected reserves and their conservation significance.

The briefing outlined strategic alignment with Council's Biodiversity Conservation Plan, financial implications, and a proposed community engagement process prior to a final considerations. Councillors were asked to consider endorsing engagement to inform a future formal resolution.

The matters listed below were provided as non-verbal updates

Item No	Item
1	BN2216 – Onsite Wastewater Management Plan – Report on Year 1 Actions Councillors were provided with an update on the implementation of Year 1 actions under the 2024–2029 Onsite Wastewater Management Plan. The briefing outlined progress in addressing key wastewater management challenges, including ageing systems, environmental risks, and limitations in unsewered areas. The update confirmed that the plan supports public health and environmental protection objectives and meets legislative requirements, with annual reporting to track progress and inform future actions.

Conflict of Interest Disclosures:

Item	Councillor	Details

Responsible Officer completing this form:

Name: Fiona Kennedy

Signature: *Fiona Kennedy*

Position: Coordinator – Council Reports

Councillor Briefing Sessions



Briefing Date: 30 June 2026

Time: 5.30pm

Location: Council Chambers, Mornington

Councillors Present

☒ Cr Allen ☒ Cr Batty ☐ Cr Binyon ☒ Cr Gill ☒ Cr Patton
☒ Cr Pingiaro ☒ Cr Ranken ☒ Cr Roper ☒ Cr Stephens ☒ Cr Williams

Monitors Present

☐ Prue Digby ☒ Rebecca McKenzie

The matters listed below were presented at the Councillor Briefing Session

Item No	Item
1	Planning Updates Councillors were provided with an update on strategic and statutory planning matters, including advocacy efforts regarding the future use of surplus Port of Hastings land, current planning application activity, Intent to Determine notifications, notable development applications, and recent Victorian Civil and Administrative Tribunal (VCAT) matters. The briefing outlined ongoing ministerial advocacy and stakeholder engagement, planning permit trends, significant proposals including developments at Peninsula Hot Springs, Tyabb and Rye, and a recent VCAT decision relating to a telecommunications facility in Fingal. Councillors were also advised of planning applications currently available for call-in and those recently determined.
2	Local Laws Review Councillors were provided with a briefing on the review of Council's Local Laws framework, including opportunities to simplify, modernise and consolidate existing Local Laws and subordinate documents into a single Community Local Law. The presentation examined issues relating to the Community Amenity Local Law, Consumption of Liquor Local Law, Short Stay Rental Accommodation Local Law and the Building and Works Code of Practice, including duplication with State legislation, outdated language, enforcement challenges and opportunities to streamline permit and compliance requirements. Councillors also discussed the scope of Council's regulatory powers in public spaces, enforcement responsibilities across

different land types, and the proposed process for developing a consolidated Local Law, including future stakeholder and community consultation.

Conflict of Interest Disclosures:

Item	Councillor	Details

Responsible Officer completing this form:

Name: Fiona Kennedy

Signature: *Fiona Kennedy*

Position: Coordinator – Council Reports

Councillor Briefing Sessions



Mornington
Peninsula Shire

Briefing Date: 21 July 2026

Time: 5.30pm

Location: Municipal Offices, Rosebud

Councillors Present

☒ Cr Allen ☒ Cr Batty ☒ Cr Binyon ☒ Cr Gill ☒ Cr Patton
☒ Cr Pingiaro ☒ Cr Ranken ☒ Cr Roper ☒ Cr Stephens ☒ Cr Williams

Monitors Present

☒ Prue Digby ☒ Rebecca McKenzie

The matters listed below were presented at the Councillor Briefing Session

Item No	Item
1	BN2218 – Strategic Communications and Advocacy – Update Councillors attended a briefing on the Strategic Communications and Advocacy function, including an update on the Shire's advocacy priorities ahead of the 2026 State Election and the implementation of a new integrated communications and advocacy operating model. The briefing outlined the "Shout Out for the Peninsula" campaign, which seeks to raise awareness of key advocacy priorities, secure support from election candidates and political parties, and strengthen ongoing government engagement. Councillors also received an overview of proposed performance measures for the service and discussed opportunities to improve community communications, digital engagement and advocacy outcomes. Feedback was provided on advocacy priorities, communication channels and approaches to strengthening engagement with government stakeholders and the community. Prue Digby and Rebecca McKenzie left after this item.
3	BN2219 – Planning Permit Application P25/0145 – 1905 Dandenong – Hastings Road, Pearcedale – Use of land as a contractor's depot and associated works. Councillors were presented with a briefing on Planning Permit Application P25/0145 – 1905 Dandenong – Hastings Road, Pearcedale, this was an overview of a retrospective planning application for a contractor's depot in Pearcedale. Shire officers are recommending approval subject to conditions including limits on commercial vehicles, restricted operating hours, and

revegetation requirements. Discussion focused on impacts to the Green Wedge, previous vegetation removal, community objections, ongoing compliance monitoring and the potential risks of a VCAT appeal.

4 BN2220 – Response to NOM 492 – Dogs in Public Places Community Consultation

Councillors were briefed on the proposed community consultation process relating to 19 dog prohibited areas. Shire officers outlined legislative obligations, ecological assessments and consultation plans, with four sites proposed for active consultation. Discussion included concerns about the assessment methodology, community access and environmental impacts.

5 BN2221 – Parking Management Policy

Councillors were presented with the proposed framework for a Shire-wide Parking Management Policy. The policy aims to provide a consistent, evidence-based approach to parking management, including parking occupancy triggers, smart parking technologies and a hierarchy of interventions.

6 BN2225 – Dromana Shared Path

Shire officers presented the outcomes of community consultation on two route options for a shared path intended to improve student safety and connectivity. Option 2, via Nepean Highway and Rainier Avenue, was identified as the preferred option due to lower environmental impacts, improved connectivity and fewer construction challenges.

A report is being brought to Council at the 1 September 2026 Council Meeting for a decision on the preferred route, following that, further ecological investigations will be undertaken ahead of detail design budget bids.

7 BN2223 – Community – Led Projects Draft Policy for Public Exhibition

Councillors were briefed on a proposed new policy designed to broaden support for community-led projects through a more flexible, partnership-based approach. The revised framework aims to improve project accessibility, strengthen community capability and provide clearer pathways for project development. Public exhibition is proposed before adoption later in the year.

8 BN2224 – Bird Flu briefing for Councillors

Councillors received an update on the H5N1 avian influenza outbreak and its potential implications for the Mornington Peninsula. Shire officers outlined the risks to wildlife, poultry industries and tourism, as well as Council's preparedness measures, public communication strategy and reporting processes in coordination with Agriculture Victoria.

The matters listed below were provided as non-verbal updates

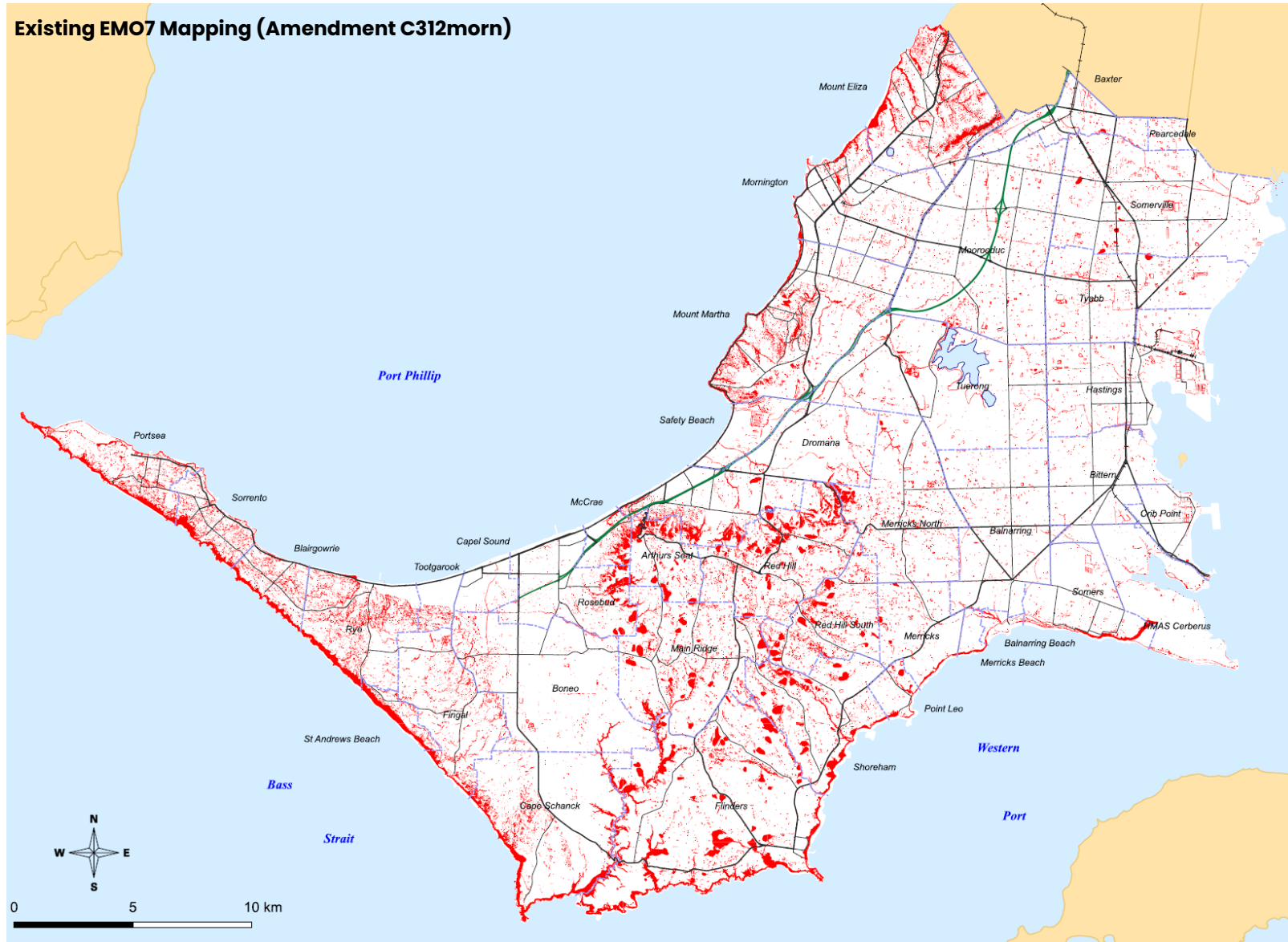
Item No	Item
1	BN22222 – Sale of Council Land Abutting 71 and 73-75 High Street Hastings Councillors were provided with an update on the proposed sale of a small parcel of Council-owned land adjoining 71 and 73-75 High Street, Hastings. Shire officers advised that the 46.7m² parcel is maintained and occupied by the adjoining landowners, has no identified strategic or service delivery value to Council, and has been assessed as suitable for sale. The land has been subdivided into two lots to align with adjoining property boundaries, with both neighbouring owners agreeing to purchase the respective portions at independent market value. Community engagement was undertaken in accordance with legislative requirements, with no submissions or objections received. Shire officers indicated they intend to seek Council approval to proceed with the sale.
2	BN22226 – Australia Day Local Awards Selection Panel Appointments Councillors were provided with an update on the Australia Day Local Awards Selection Panel appointments. Shire officers advised that the selection panel will comprise seven members, including four returning members and three new appointments. The panel is responsible for assessing nominations and selecting recipients for the Australia Day Local Awards. Councillors were advised that annual panel rotation will continue to ensure a balance of continuity and new perspectives, with suitability and experience considered as part of the appointment process.
3	BN22227 – Recruitment Services Contract Councillors were provided with an update on the proposed Recruitment Services Contract and the recommendation for the Shire to opt into the Municipal Association of Victoria (MAV) Recruitment Services Panel Contract. Shire officers advised that the panel provides a compliant and efficient procurement pathway to access pre-qualified recruitment providers, reducing the need for a separate tender process. The contract is proposed to operate through to September 2030, including extension options, with a maximum contract value of \$2 million (excluding GST) to support the Shire's recruitment and workforce needs. Council endorsement is required as the potential contract value exceeds the Chief Executive Officer's delegation.

Conflict of Interest Disclosures:

Item	Councillor	Details

Responsible Officer completing this form:

Name: Rebecca Bell **Signature:** *Rebecca Bell* **Position:** Officer- Council Reports



Planning and Environment Act 1987

Mornington Peninsula Planning Scheme

Amendment C314morn

Explanatory Report

Overview

The amendment revises the ordinance and mapping of Erosion Management Overlay, Schedule 7 (EMO7) to assist with the efficient management of landslide risk on the Mornington Peninsula. The amendment also inserts a new incorporated document 'Geotechnical Information Requirements for the Erosion Management Overlay, Schedule 7 (Stantec and Mornington Peninsula Shire, July 2026)' which sets out the requirements for geotechnical assessments required under EMO7.

Where you may inspect this amendment

The amendment can be inspected free of charge at the Mornington Peninsula Shire website at www.mornpen.vic.gov.au.

The amendment is available for public inspection, free of charge, during office hours at the following places:

- Hastings Office – 21 Marine Parade, Hastings
- Mornington Office – 2 Queen Street, Mornington
- Rosebud Office – 90 Besgrove Street, Rosebud

The amendment can also be inspected free of charge at the Department of Transport and Planning website at planning.vic.gov.au/public-inspection or by contacting the office on 1800 789 386 to arrange a time to view the amendment documentation

Details of the amendment

Who is the planning authority?

This amendment has been prepared by the Minister for Planning, who is the planning authority for this amendment.

The amendment has been made at the request of the Mornington Peninsula Shire Council.

Land affected by the amendment

The amendment applies to all land on the Mornington Peninsula currently affected by EMO7 and proposed to be added to EMO7 as shown in Attachment 1 to this Explanatory Report.

What the amendment does

The amendment revises ordinance and mapping of EMO7 to assist with the efficient management of landslide risk on the Mornington Peninsula and inserts a new incorporated document to assist with the operation of EMO7. The amendment also extends the expiry date of EMO7 until 3 November 2028 and includes the same expiry date in the incorporated document.

Specifically, the amendment makes the following changes:

Overlay maps:

- Amends Planning Scheme Map Nos. 1EMO, 2EMO, 3EMO, 4EMO, 5EMO, 6EMO, 7EMO, 8EMO, 9EMO, 10EMO, 11EMO, 12EMO, 13EMO, 14EMO, 15EMO, 16EMO, 17EMO, 18EMO, 19EMO, 20EMO, 21EMO, 22EMO, 23EMO, 24EMO, 25EMO, 26EMO, 27EMO, 28EMO, 29EMO, 30EMO, 31EMO, 31EMO, 32EMO, 33EMO, 34EMO, 35EMO, 36EMO, 37EMO, 38EMO, 39EMO, 40EMO, 41EMO, 42EMO, 43EMO, 44EMO, 45EMO.

Planning scheme ordinance:

- Amends Schedule 7 to Clause 44.01 (Erosion Management Overlay).
- Amends the Schedule to Clause 72.04 (Incorporated Documents).

Strategic assessment of the amendment

Why is the amendment required?

The amendment is required to make the management of landslide risk more efficient in the Mornington Peninsula Planning Scheme. In accordance with the Board of Inquiry into the McCrae Landslide's recommendations, Amendment C312morn applied the EMO7 to all land previously identified as highly susceptible to landslide in a 2012 landslide susceptibility study of the Mornington Peninsula. This resulted in the widespread application of the EMO7 across the Mornington Peninsula, including to small, localised slopes and man-made structures.

Geotechnical experts have reviewed the EMO7 mapping and prepared revised EMO7 maps to be implemented by the amendment, which:

- Remove the overlay from small, localised slopes and man-made structures on the basis that geotechnical assessment of developed in such locations is not necessary or proportional to the underlying landslide risk.
- Add the overlay to some limited additional areas, generally at either the head or toe of slopes where the EMO currently does not exist and new

development could increase landslide risk.

- Refines the mapping to ensure it better aligns with the natural topography of land.

The amendment also revises the EMO7 ordinance, introducing new planning permit exemptions for minor buildings and works that pose minimal landslide risk and developments that already have a valid building permit, as well as other operational and structural improvements.

The amendment also inserts a new incorporated document '*Geotechnical Information Requirements for the Erosion Management Overlay, Schedule 7* (Stantec and Mornington Peninsula Shire, July 2026)', which sets out a tiered application pathway for applications under the EMO7, allowing less complex permit applications to be administered and assessed in an efficient manner.

The amendment will result in net community benefit by enabling the efficient management of landslide risk under the Mornington Peninsula Planning Scheme and decreasing unnecessary administrative burden associated with the previous mapping of the EMO7.

How does the amendment implement the objectives of planning in Victoria?

The amendment implements the objectives in section 4(1) of the *Planning and Environment Act 1987* (the Act). In particular, it supports the objectives:

- to provide for the fair, orderly, economic and sustainable use, and development of land
- to secure a pleasant, efficient and safe working, living and recreational environment for all Victorians and visitors to Victoria;
- to facilitate development in accordance with the above objectives
- to balance the present and future interests of all Victorians.

The amendment implements the objectives of planning in Victoria by improving and refining application and operation of the Erosion Management Overlay for managing landslide and erosion risks.

How does the amendment address any environmental, social and economic effects?

Environmental

The amendment will have a positive environmental effect as it will improve the protection of land that is susceptible to landslide risks from inappropriate buildings or works and ensure any permitted new development in such areas responds appropriately to identified risks.

Social

The amendment will provide for a safe living environment by applying appropriate development controls in areas of landslide susceptibility. This will ensure permitted development appropriately mitigates landslide risks to life and property.

Economic

The amendment will have a positive economic effect, as it will improve the efficiency of the management of landslide risk in the Mornington Peninsula Planning Scheme and reduce unnecessary administrative burden associated with the previous EMO7 mapping.

Does the amendment address climate change?

In accordance with paragraph 4(b) of *Ministerial Direction 22 – Climate Change Consideration*, the requirements of section 12(2A) and Ministerial Direction 22 do not apply to this amendment because the amendment does not:

- rezone land from a non-urban zone to an urban zone, or
- enable a significant change or intensification of the use or development of urban land, or a new use and development of land (that may otherwise be exposed to a natural hazard that arises from, or is likely to arise from, the impacts of climate change).

The amendment will not lead to increased greenhouse gas emissions because it will not result in the intensification of land use or development.

The amendment will address the impact of climate change by ensuring that landslide risk, which may be exacerbated by climate change through the intensification of rainfall events, will be properly accounted for when planning decisions are made.

Does the amendment address relevant bushfire risk?

The amendment is consistent with bushfire policy in Clause 13.02 of the Planning Scheme because it will not result in any increase to the risk to life, property, community infrastructure or the natural environment from bushfire.

The amendment does not facilitate development in locations where it cannot already occur. It also does not propose any changes to the Bushfire Management Overlay where it currently applies to land affected by the amendment.

Does the amendment comply with the requirements of any other Minister's Direction applicable to the amendment?

The amendment complies with the *Ministerial Direction – The Form and Content of Planning Schemes*, issued under Section 7(5) of the Act.

The amendment has been assessed against and complies with *Ministerial Direction 11 – Strategic Assessment of Amendments* under section 12 of the Act.

This explanatory report provides a strategic assessment of the amendment. Planning

Practice Note 46 requires that a brief strategic assessment of the amendment is to be provided where the amendment applies a land management overlay (including the Erosion Management Overlay) and there is a clear basis for its application.

The amendment complies with *Ministerial Direction 17 – Localised Planning Statements* as it implements Strategy 16 of the *Mornington Peninsula Localised Planning Statement (Victorian Government, 2014)*, which seeks to ensure that proper consideration of environmental risks is given in all planning decisions.

How does the amendment support or implement the Planning Policy Framework?

The amendment implements Clause 13.04-2S of the Planning Policy Framework which seeks to protect areas prone to erosion, landslip or other land degradation processes. Specifically, the amendment implements the strategies listed under this clause by:

- identifying areas subject to erosion or instability in planning scheme,
- preventing inappropriate development in unstable areas or areas prone to erosion, and
- promoting vegetation retention, planting and rehabilitation in areas prone to erosion and land instability.

Is the amendment consistent with the delivery of the relevant housing target set out in the Planning Policy Framework?

The amendment is consistent with the housing target set out in the Planning Policy Framework for the Mornington Peninsula Shire. Areas that are susceptible to landslides are generally not appropriate for the intensification of residential development, and housing growth should not be directed to such areas. The amendment will create a net-reduction in the extent of the EMO7, and the planning permit assessment for residential uses in those areas where the EMO7 is removed will become more efficient.

How does the amendment support or implement the Municipal Planning Strategy?

The amendment implements and supports the Municipal Planning Strategy. Specifically, Clause 02-03-3 – Environmental risks and amenity includes a strategic direction to preserve the stability of land by avoiding development in areas prone to erosion. The amendment improves the identification of land prone to instability through revision of EMO7 mapping. It has the effect of preventing inappropriate development that that may otherwise contribute to land instability. The amendment also supports the broader vision of the Municipal Planning Strategy at Clause 02.02 which includes protecting the Peninsula's landscapes, coastlines, seascapes and rural areas.

How does the amendment balance any competing policy objectives or strategies?

The amendment improves the Mornington Peninsula Planning Scheme's implementation of the strategies included at Clause 13.04-2S (Erosion and landslip) and ensures the objective of this policy is appropriately met. The improved implementation of Clause 13.04-2S (Erosion and landslip) does not directly compete with other planning scheme policy objectives or strategies.

Does the amendment make proper use of the Victoria Planning Provisions?

The amendment uses the EMO as the most appropriate control within the Victoria Planning Provisions to manage landslide risk. The purpose of the Erosion Management Overlay includes to protect areas prone to erosion, landslide, and other land degradations processes by minimising land disturbance and inappropriate development.

How does the amendment address the views of any relevant agency?

No agencies were consulted in preparing the amendment.

Does the amendment address relevant requirements of the Transport Integration Act 2010?

The amendment does not result in any negative impact on the transport system as defined by Section 3 of the *Transport Integration Act 2010*. As the amendment reduces the risk of landslip hazards, it is consistent with Section 13 of the Transport Integration Act 2010 which seeks to improve the safety of the transport system.

How does the amendment have regard to the principles set out in the *Yarra River Protection (Wilip-gin Birrarung murrnong) Act 2017* in relation to Yarra River land and other land, the use or development of which may affect Yarra River land?

The amendment does not affect Yarra River Land or apply to the use and development of other land which may affect Yarra River Land.

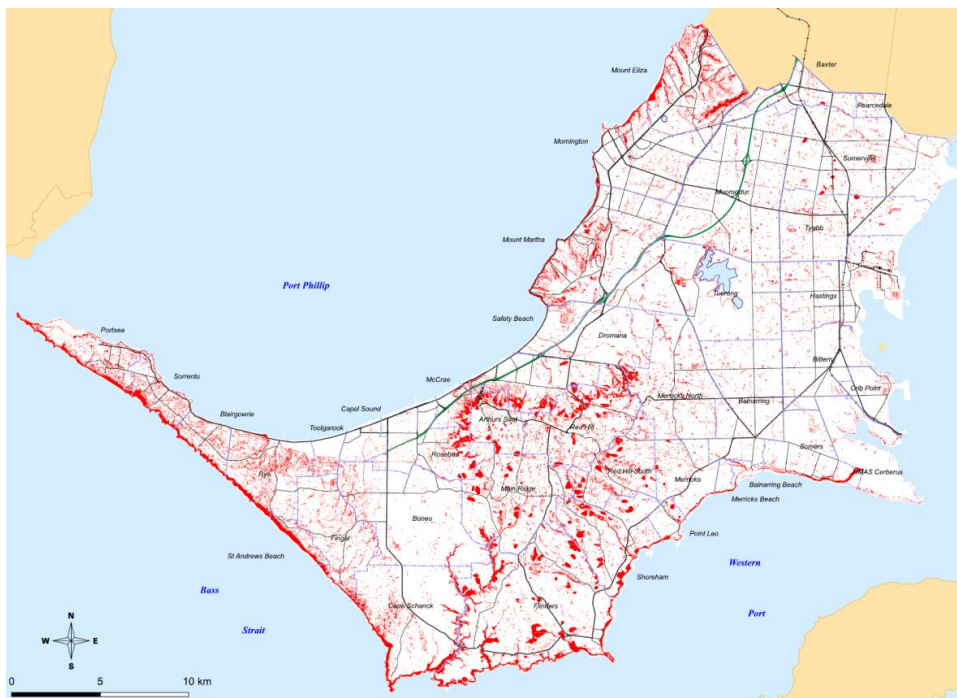
Resource and administrative costs**What impact will the new planning provisions have on the resource and administrative costs of the responsible authority?**

The amendment will result in a net-decrease in the administrative burden on the

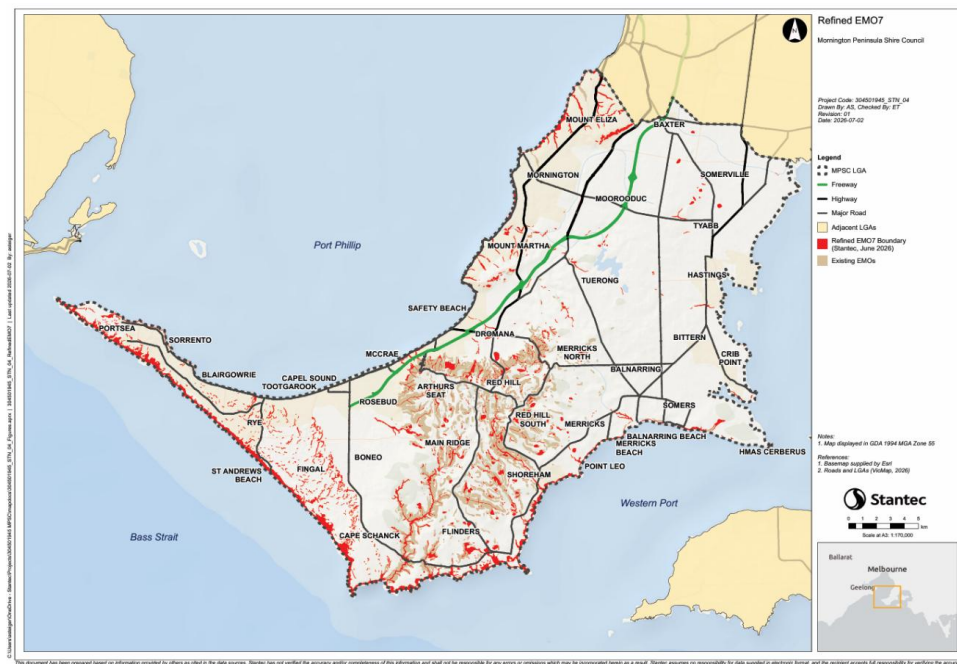
responsible authority and the community, as it reduces the overall extent of the EMO7. New planning permit exemptions will also be added to the EMO7 to minimise burden on those properties that remain within the EMO7 or are proposed to be newly added.

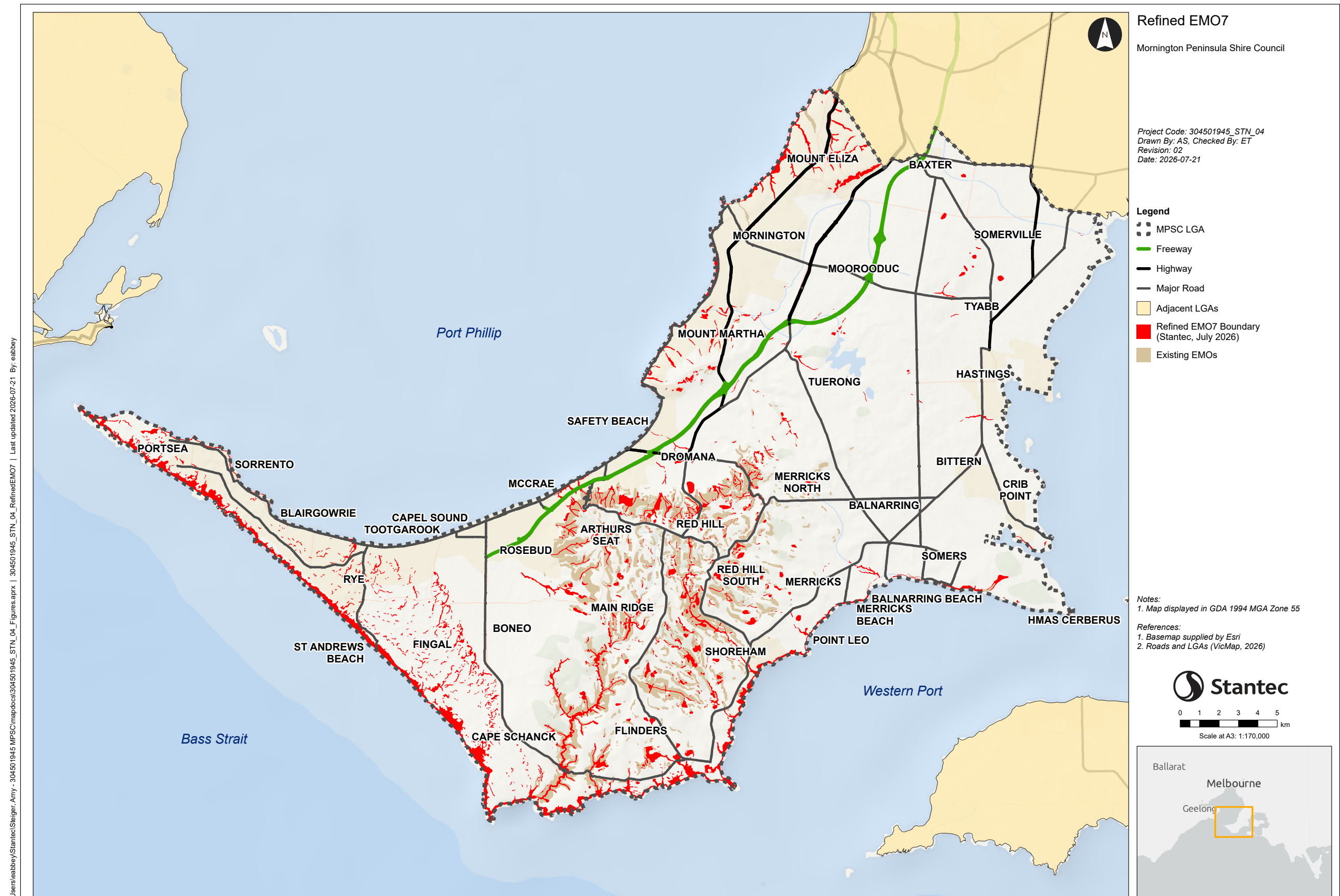
Attachment 1 – EMO7 mapping

Existing EMO7 mapping (Amendment C312morn) (shown in red)



Proposed refined EMO7 mapping (Amendment C314morn) (shown in red)





MORNINGTON PENINSULA PLANNING SCHEME

--/--/--
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SCHEDULE 7 TO CLAUSE 44.01 EROSION MANAGEMENT OVERLAY

Shown on the planning scheme map as **EMO7**.

LANDSLIDE SUSCEPTIBILITY

1.0 Erosion management objectives to be achieved

--/--/--
C314morn

To ensure that development achieves tolerable landslide risk to human life and property.

To ensure that development is designed and located in accordance with established principles of good hillside construction practice and is responsive to the landform and site conditions.

2.0 Statement of risk

--/--/--
C314morn

This schedule applies to land within Mornington Peninsula that has been identified as being susceptible to landslide. These areas have been identified through an assessment of underlying geologies, slope gradient, slope aspect, and the characteristics of historical landslide events.

The occurrence of landslides on the Mornington Peninsula has caused damage to property and the environment and landslides present an ongoing risk to human life. Geotechnical studies have documented historical landslide occurrences and seek to identify areas susceptible to future landslide occurrence.

The control of environmental factors and development, including vegetation cover, drainage, earthworks, soil disturbance, and effluent and stormwater disposal, are all important in managing the risk from landslide.

Landslide risk is assessed and quantified in accordance with *Practice Note Guidelines for Landslide Risk Management* (Australian Geomechanics Society, 2007). Maximum tolerable risk for new development is defined as:

- For loss of life, having a probability not exceeding 10^{-5} (1 in 100,000) per year.
- For risk to property, tolerable risk is measured qualitatively as not exceeding:
 - Low-risk, for development associated with essential service facilities including hospitals, medical centres, and emergency service facilities, and for land capable of causing hazardous conditions including earth and energy resources, freezing and cool storage and fuel depots.
 - Moderate-risk, for development associated with all other land uses including residential land uses.

3.0 Permit requirement

A permit is required to:

- Construct a building or construct or carry out works specified in Clause 62.02-2, other than an internal rearrangement of a building or repairs and routine maintenance to an existing building or works, if the building or works do any of the following:
 - Exceed a floor area or works area of 20 square metres.
 - Include earthworks where the depth of excavation, height of fill, or combination of both, exceeds 1 metre within a horizontal distance of 5 metres.
 - Propose or require discharge of stormwater via an on-site absorption, detention, or ground infiltration system.
- Construct a fence if the fence does any of the following:

MORNINGTON PENINSULA PLANNING SCHEME

- Exceeds 1 metre in height and is constructed of masonry or concrete.
- Obstructs or redirects the flow of surface water, including by being constructed with a continuous impermeable base.

- Construct a rainwater tank.

A permit is not required for the following:

- To construct a building or construct or carry out works for:
 - A new building not used for accommodation, if all of the following are met:
 - The floor area of the building does not exceed 20 square metres.
 - The depth of excavation, height of fill, or combination of both, does not exceed 1 metre at any point within a horizontal distance of 5 metres.
 - The building is located more than 5 metres from existing earthworks where the depth of excavation, height of fill, or combination of both exceeds 1 metre at any point within a horizontal distance of 5 metres.
 - The building is connected to a legal point of discharge and stormwater is not discharged via an on-site absorption, detention, or ground infiltration system.
 - The building is constructed with frames, walls and roof of aluminium, steel or timber.
 - An alteration or extension to an existing building, if all of the following are met:
 - The floor area of the alteration or extension does not exceed 20 square metres.
 - The depth of excavation, height of fill, or combination of both, does not exceed 1 metre at any point within a horizontal distance of 5 metres.
 - The alteration or extension is located more than 5 metres from existing earthworks where the depth of excavation, height of fill, or combination of both exceeds 1 metre at any point within a horizontal distance of 5 metres.
 - The alteration or extension is connected to a legal point of discharge and stormwater is not discharged via an on-site absorption, detention, or ground infiltration system.
 - Earthworks (including any associated earth retaining structures), if all of the following are met:
 - The works do not exceed an area of 20 square metres.
 - The depth of excavation, height of fill, or combination of both, do not exceed 1 metre within a horizontal distance of 5 metres.
 - An above-ground water holding structure (including a swimming pool, spa or rainwater tank) engineered and designed to an Australian Standard with a capacity not exceeding 5,000 litres, and associated mechanical and safety equipment.
 - A landscaping water feature or other non-engineer designed or manufactured water retaining structure of less than 500 litres.
 - Roadworks carried out by or on behalf of the municipal council.
- To remove, destroy or lop vegetation that is:
 - Within 2 metres of an existing fence or 5 metres of an existing building.
 - Planted and is less than 10 years old.

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- Dead, if the ground surface is reinstated.
- A weed listed in the schedule to Clause 52.17.
- Required to be removed, destroyed, or lopped to the minimum extent necessary to enable the carrying out of conservation works undertaken by or on behalf of the public land manager, or where there is no relevant public land manager, by or on behalf of a minister, government department, public authority, or municipal council.
- To lop vegetation, for maintenance only, if no more than 1/3 of the foliage of each individual plant is lopped or pruned.
- To construct a building or construct or carry out works in accordance with a building permit issued on or before *[insert C314morn gazettal date]*.
- To remove, destroy or lop vegetation to the minimum extent necessary to enable the construction of a building or the construction or carrying out of works in accordance with a building permit issued on or before *[insert C314morn gazettal date]*.

4.0

Application requirements

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C314morn
Interim
control.
Expires:
03/11/2028

The following application requirements apply to an application for a permit under Clause 44.01, in addition to those specified in Clause 44.01 and elsewhere in the scheme and must accompany an application, as appropriate, to the satisfaction of the responsible authority:

- Plans drawn to scale and dimensioned, including site layout and elevation plans, showing the existing conditions of the subject land, the relevant existing conditions of adjacent land, and the proposed development, including:
 - The topography of the land, including land contours, watercourses and drainage lines, and identified geotechnical hazards.
 - Buildings and structures.
 - Earthworks and earth retaining structures.
 - Driveways and access tracks.
 - Water holding structures and water infrastructure, including water supply, drainage and effluent disposal systems.
 - Vegetation, including the location, species, manner and extent of proposed removal, destruction or lopping, and the species, density, and location of proposed planting.
 - For subdivision applications, the proposed subdivision layout.
- The geotechnical documentation required by and prepared in accordance with the Incorporated Document 'Geotechnical Information Requirements for the Erosion Management Overlay, Schedule 7' (Stantec and Mornington Peninsula Shire, July 2026).

If in the opinion of the responsible authority an application requirement is not relevant to the consideration or determination of an application, the responsible authority may waive or vary the requirement.

5.0

Decision guidelines

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C314morn

The following decision guidelines apply to an application for a permit under Clause 44.01, in addition to those specified in Clause 44.01 and elsewhere in the scheme which must be considered, as appropriate, by the responsible authority:

- The statement of risk.

MORNINGTON PENINSULA PLANNING SCHEME

- Whether development is designed and located in accordance with established principles of good hillside construction practice and is responsive to the landform and site conditions.
- For buildings and works, whether the application achieves a tolerable risk to human life and property.
- The recommendations of the geotechnical documentation required by the incorporated document '*Geotechnical Information Requirements for the Erosion Management Overlay, Schedule 7*' (Stantec and Mornington Peninsula Shire, July 2026)', and the recommendations of any peer review.
- Whether ongoing monitoring and maintenance of risk mitigation measures are required to achieve tolerable risk to human life and property for the life of the development.

6.0 Expiry

The requirements of this overlay cease to have effect after 3 November 2028.

MORNINGTON PENINSULA PLANNING SCHEME

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SCHEDULE 7 TO CLAUSE 44.01 EROSION MANAGEMENT OVERLAY

Shown on the planning scheme map as **EMO7**.

LANDSLIDE SUSCEPTIBILITY

1.0

Erosion management objectives to be achieved

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C314morn

To ensure that development achieves tolerable landslide risk to human life and property.

To ensure that development is designed and located in accordance with established principles of good hillside construction practice and is responsive to the landform and site conditions.

2.0

Statement of risk

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C314morn

This schedule applies to land within Mornington Peninsula that has been identified as being susceptible to landslide. These areas have been identified through an assessment of underlying geologies, slope gradient, slope aspect, and the characteristics of historical landslide events.

The occurrence of landslides on the Mornington Peninsula has caused damage to property and the environment and landslides present an ongoing risk to human life. Geotechnical studies have documented historical landslide occurrences and seek to identify areas susceptible to future landslide occurrence.

The control of environmental factors and development, including vegetation cover, drainage, earthworks, soil disturbance, and effluent and stormwater disposal, are all important in managing the risk from landslide.

Landslide risk is assessed and quantified in accordance with *Practice Note Guidelines for Landslide Risk Management* (Australian Geomechanics Society, 2007). Maximum tolerable risk for new development is defined as:

- For loss of life, having a probability not exceeding 10^{-5} (1 in 100,000) per year.
- For risk to property, tolerable risk is measured qualitatively as not exceeding:
 - Low-risk, for development associated with essential service facilities including hospitals, medical centres, and emergency service facilities, and for land capable of causing hazardous conditions including earth and energy resources, freezing and cool storage and fuel depots.
 - Moderate-risk, for development associated with all other land uses including residential land uses.

3.0

Permit requirement

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C314morn

A permit is required to:

- Construct a building or construct or carry out works specified in Clause 62.02-2, other than an internal rearrangement of a building or works or repairs and routine maintenance to an existing building or works, if the building or works do any of the following:
 - Exceed a floor area or works area of 20 square metres.
 - Include earthworks where the depth of excavation, height of fill, or combination of both exceeds 1 metre at any point within a horizontal distance of 5 metres.
 - Propose or require discharge of stormwater via an on-site absorption, detention, or ground infiltration system.
- Construct a fence if the fence does any of the following:

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- Exceeds 1 metre in height and is constructed of masonry or concrete.
- Obstructs or redirects the flow of surface water, including by being constructed with a continuous impermeable base.

- Construct a rainwater tank.

A permit is not required for the following:

- To construct a building or construct or carry out works for:
 - A new building not used for accommodation, if all of the following are met:
 - The floor area of the building does not exceed 20 square metres.
 - The depth of excavation, height of fill, or combination of both does not exceed 1 metre at any point within a horizontal distance of 5 metres.
 - The building is located more than 5 metres from existing earthworks where the depth of excavation, height of fill, or combination of both exceeds 1 metre at any point within a horizontal distance of 5 metres.
 - The building is connected to a legal point of discharge and stormwater is not discharged via an on-site absorption, detention, or ground infiltration system.
 - The building is constructed with frames, walls and roof of aluminium, steel or timber.
 - An alteration or extension to an existing building, if all of the following are met:
 - The floor area of the alteration or extension does not exceed 20 square metres.
 - The depth of excavation, height of fill, or combination of both does not exceed 1 metre at any point within a horizontal distance of 5 metres.
 - The alteration or extension is located more than 5 metres from existing earthworks where the depth of excavation, height of fill, or combination of both exceeds 1 metre at any point within a horizontal distance of 5 metres.
 - The alteration or extension is connected to a legal point of discharge and stormwater is not discharged via an on-site absorption, detention, or ground infiltration system.
 - Earthworks (including associated earth retaining structures), if all of the following are met:
 - The works do not exceed an area of 20 square metres.
 - The depth of excavation, height of fill, or combination of both does not exceed 1 metre at any point within a horizontal distance of 5 metres.
 - An above-ground water holding structure (including a swimming pool, spa or rainwater tank) engineered and designed to an Australian Standard with a capacity not exceeding 5,000 litres, and associated mechanical and safety equipment.
 - A landscaping water feature or other non-engineer designed or manufactured water retaining structure of less than 500 litres.
 - Roadworks carried out by or on behalf of the municipal council.
- To remove, destroy or lop vegetation that is:
 - Within 2 metres of an existing fence or 5 metres of an existing building.
 - Planted and is less than 10 years old.

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- Dead, if the ground surface is reinstated.
- A weed listed in the Schedule to Clause 52.17.
- Required to be removed, destroyed, or lopped to the minimum extent necessary to enable the carrying out of conservation works undertaken by or on behalf of the public land manager, or where there is no relevant public land manager, by or on behalf of a minister, government department, public authority, or municipal council.
- To lop vegetation, for maintenance only, if no more than 1/3 of the foliage of each individual plant is lopped or pruned.
- To construct a building or construct or carry out works in accordance with a building permit issued on or before *[insert C314morn gazettal date]*.
- To remove, destroy or lop vegetation to the minimum extent necessary to enable the construction of a building or the construction or carrying out of works in accordance with a building permit issued on or before *[insert C314morn gazettal date]*.

4.0

Application requirements

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C314morn

The following application requirements apply to an application for a permit under Clause 44.01, in addition to those specified in Clause 44.01 and elsewhere in the scheme and must accompany an application, as appropriate, to the satisfaction of the responsible authority:

- Plans drawn to scale and dimensioned, including site layout and elevation plans, showing the existing conditions of the subject land, the relevant existing conditions of adjacent land, and the proposed development, including:
 - The topography of the land, including land contours, watercourses and drainage lines, and identified geotechnical hazards.
 - Buildings and structures.
 - Earthworks and earth retaining structures.
 - Driveways and access tracks.
 - Water holding structures and water infrastructure, including water supply, drainage and effluent disposal systems.
 - Vegetation, including the location, species, manner and extent of proposed removal, destruction or lopping, and the species, density, and location of proposed planting.
 - For subdivision applications, the proposed subdivision layout.
- The geotechnical documentation required by and prepared in accordance with the Incorporated Document 'Geotechnical Information Requirements for the Erosion Management Overlay, Schedule 7 (Stantec and Mornington Peninsula Shire, July 2026)'.

If in the opinion of the responsible authority an application requirement is not relevant to the consideration or determination of an application, the responsible authority may waive or vary the requirement.

5.0

Decision guidelines

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C314morn

The following decision guidelines apply to an application for a permit under Clause 44.01, in addition to those specified in Clause 44.01 and elsewhere in the scheme which must be considered, as appropriate, by the responsible authority:

- The statement of risk.
- Whether development is designed and located in accordance with established principles of good hillside construction practice and is responsive to the landform and site conditions.

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- For buildings and works, whether the application achieves a tolerable risk to human life and property.
- The recommendations of the geotechnical documentation required by the incorporated document '*Geotechnical Information Requirements for the Erosion Management Overlay, Schedule 7* (Stantec and Mornington Peninsula Shire, July 2026)', and the recommendations of any peer review.
- Whether ongoing monitoring and maintenance of risk mitigation measures are required to achieve tolerable risk to human life and property for the life of the development.

6.0

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C314morn

Expiry

The requirements of this overlay cease to have effect after 3 November 2028.

Mornington Peninsula Planning Scheme
Amendment C314morn

Incorporated Document
Geotechnical Information Requirements for the Erosion Management Overlay,
Schedule 7



July 2026

This document is an Incorporated document pursuant to section 6(2)(j) of the *Planning and Environment Act 1987*.

1. INTRODUCTION

This document is an incorporated document pursuant to section 6(2)(j) of the *Planning and Environment Act 1987* (the Act).

This document sets out the geotechnical information requirements for a planning permit application pursuant to Section 4.0 of Schedule 7 (Landslide susceptibility) to Clause 44.01 (Erosion Management Overlay) (EMO7) of the Mornington Peninsula Planning Scheme (the Scheme).

The geotechnical information required pursuant to Clause 5 of this incorporated document must be prepared by a Geotechnical Practitioner, being a qualified Geotechnical Engineer or Engineering Geologist who has experience in the management of slope stability problems and landslide risk management, is degree qualified, and who has current professional status as at least one of the following:

- Chartered Professional Engineer (CPEng).
- Registered Professional Engineer, Victoria (meaning a person who is registered under Part 2 of the *Victorian Professional Engineers Registration Act 2019*).
- Chartered Professional Geologist (CPGeo).
- Registered Professional Geologist (RPGeo)

In this document:

- A reference to works includes the removal, destruction, or lopping of vegetation.
- A reference to tolerable risk adopts the meaning set out in Section 2.0 of EMO7.

2. LAND DESCRIPTION

This document applies to all land affected by EMO7 in the Scheme.

3. PURPOSE

The purpose of this document is to set out the geotechnical information required to accompany an application in accordance with Section 6.0 of EMO7.

4. EXPIRY OF THIS SPECIFIC CONTROL

This document will cease to have effect after 3 November 2028.

5. GEOTECHNICAL INFORMATION REQUIREMENTS

Unless the requirements in Clause 5.1 are met, an application for the construction and carrying out of buildings and works, or for the subdivision of land, must be accompanied by a Geotechnical Assessment in accordance with Clause 5.2.

The Geotechnical Assessment analyses the geotechnical characteristics of land to determine whether landslide hazards are, or are likely to be, compatible with the safety of the proposed buildings and works or subdivision layout. The assessment may recommend that a permit be granted, subject to conditions ensuring that risk to life and risk to property are maintained within tolerable risk requirements.

If the Geotechnical Assessment concludes that an application for buildings and works is subject to significant landslide hazards, a Landslide Risk Assessment undertaken in accordance with Clause 5.3 is also required.

5.1 Waiving of Geotechnical Assessment

The responsible authority may waive the need for a Geotechnical Assessment if any of the following requirements are met:

- The applicant demonstrates, to the satisfaction of the responsible authority, that within 50 metres of the proposed buildings and works, the natural slope of the land does not exceed the maximum angle specified in the below table for the applicable geology:

Geology	Maximum slope
Balcombe Clay, Baxter Sandstone, Older Volcanics, Siltstone Soils	8°
Devonian Granite, Quaternary Sands	14°

- The applicant submits a statement from a Geotechnical Practitioner demonstrating the following, together with a Geotechnical Declaration – Minor Impact (Form D):
 - There are no credible landslide hazards that could affect the proposed development.
 - The site has not previously been affected by landslide.

5.2 Geotechnical Assessment

A Geotechnical Assessment identifies a site's geotechnical characteristics and landslide hazards. It determines whether the proposed buildings and works or subdivision layout are suitable (with or without mitigation measures) or, for buildings and works applications only, if further investigation and risk assessment are required. A Geotechnical Assessment must have regard to the methodology outlined in *Practice Note Guidelines for Landslide Risk Management* (AGS 2007c) and include the following information:

- **Scope and purpose:** an outline of the scope and purpose of the Geotechnical Assessment, including whether the purpose of the assessment is for buildings and works, subdivision, or both.
- **Geotechnical Practitioner details:** including name, qualifications, professional experience, including relevant experience in the management of slope stability and landslide risk management.

- **Site and proposed development description:** a comprehensive description of the physical characteristics of the site together with a description of the location and details of the proposed development.
- **Desktop assessment:** a review and summary of relevant available geotechnical data, including a record of data sources and a review of any available landslide inventory map with details of relevant landslide events including classification, location, volume, and the limitations of the landslide inventory.
- **Site inspection and fieldwork:** including photography, field mapping of geomorphic features, assessment of subsurface conditions and underlying geology, and discussion of the geotechnical model and geomorphic processes. Where relevant, land adjacent to the site should also be inspected and mapped. A statement must be included verifying that all field survey measurements were undertaken no more than 12 months prior to the lodgement of the planning permit application.
- **Plans and cross-sections:** a review of development plans including site layout plans, subdivision layout plans (as appropriate), and elevations and cross-sections of the subject land and surrounding land (as relevant) for the areas potentially subject to landslide hazards. Site plans and elevations must be based on field measurements, with measured ground slopes drawn to scale and dimensioned.
- **Hazard and risk commentary:** an analysis indicating whether there are natural slopes on or immediately adjacent to the subject land which exhibit evidence of landslide potential or a past landslide event, together with general commentary regarding the likely frequency and consequences of the identified landslide hazards, and the implications for likely levels of risk to life and risk to property. The analysis must consider potential adverse impacts to land adjacent to the subject land as relevant.
- **For applications for buildings and works:**
 - A completed **Geotechnical Declaration and Verification – Development Application (Form A)**.
 - **Significant hazard statement:** indicating whether in the opinion of the Geotechnical Practitioner the proposed buildings and works:
 - Will be subject to significant landslide hazard such that a Landslide Risk Assessment is required (as set out in Clause 5.3) to ensure tolerable landslide risk requirements are met; or
 - Will not be subject to significant landslide hazard for the design life of the development such that a Landslide Risk Assessment is not required, and tolerable landslide risk requirements are deemed to be met or are deemed met subject to recommended development conditions.
 - **Recommended conditions statement** (deferred to a Landslide Risk Assessment if required): listing any conditions necessary to ensure that the development achieves tolerable risk requirements, including reducing landslide risk exposure where practicable, including, as relevant, conditions related to:

- The location of buildings and works to avoid landslide hazards.
 - The details of recommended building footing types, base levels, and foundation materials for structural works.
 - The location, maximum depth, and structural retention methods for all soil and rock cuts and fills.
 - The location, design, and discharge points of water infrastructure including surface and subsurface drainage, stormwater and effluent disposal systems.
 - The removal, retention, and planting of vegetation.
 - The ongoing monitoring and maintenance of risk mitigation measures, including periodic inspections and review of structural performance measures (if necessary).
 - The integration of geotechnical inspections or investigations (including subsurface or intrusive geotechnical investigations, if necessary) and practitioner verifications into the Construction Management Plan prior to the commencement of any construction or carrying out of works.
 - Any other measures deemed necessary by the Geotechnical Practitioner.
- **For applications for subdivision:**
 - A completed **Geotechnical Declaration and Verification – Subdivision (Form C)**.
 - **Suitability statement and map:** indicating which areas of the subdivision and proposed lots are, in the opinion of the Geotechnical Practitioner:
 - Suitable for future development and not exposed to landslide hazards requiring mitigation measures.
 - Suitable for future development subject to conditions to mitigate landslide hazards.
 - Generally not suitable for future development without significant mitigation measures due to exposure to substantial landslide hazards.
 - **Recommended conditions statement:** listing any conditions necessary to ensure that the subdivision layout, access, infrastructure, and location of future buildings and works minimize landslide hazard exposure to as low as reasonably practicable.

5.3 Landslide Risk Assessment

A Landslide Risk Assessment assesses and quantifies the risk to life and risk to property for a development exposed to significant landslide hazards, and determines whether the proposed development achieves tolerable risk requirements. It must be carried out in accordance with the methodology in *Practice Note Guidelines for Landslide Risk Management* (AGS, 2007c) and include the following information:

- A completed **Geotechnical Declaration and Verification – Development Application (Form A)**.
- **Geotechnical Assessment review:** if the Landslide Risk Assessment is prepared by a different Geotechnical Practitioner, it must review the Geotechnical Assessment and:
 - If the findings and conclusions of the Geotechnical Assessment are supported, submit a statement agreeing with the findings of the Geotechnical Assessment; or
 - If the findings and conclusions are not supported, prepare an additional Geotechnical Assessment in accordance with Clause 5.2.
- **Incorporation of Geotechnical Assessment:** if the Landslide Risk Assessment is prepared by the same Geotechnical Practitioner, the Landslide Risk Assessment must incorporate the Geotechnical Assessment including all relevant items at Clause 5.2.
- **Further site inspection and fieldwork:** discussion of any supplementary site inspections and fieldwork used to confirm or update the geotechnical model following the Geotechnical Assessment for the purposes of the Landslide Risk Assessment. A statement must be included verifying that all field survey measurements were undertaken no more than 12 months prior to the lodgement of the planning permit application.
- **Risk assessment and quantification:** a full assessment of the risk posed by all identified landslide, debris flow and slope degradation hazards which could impact or be caused by the new development (including vegetation removal and potential vegetation able to be removed without a planning permit pursuant to Clause 52.12 of the Mornington Peninsula Planning Scheme) and which have the potential to either individually or cumulatively impact risk to life and risk to property.
- **Tolerable risk statement:** indicating whether in the opinion of the Geotechnical Practitioner, the proposed development can be undertaken and maintained throughout its design life such that the risk to life and property remains within tolerable levels, including reducing landslide risk exposure where reasonably practicable.
- **Recommended conditions statement:** listing any conditions necessary to ensure that the development's exposure to landslide risk is reduced to achieve tolerable risk requirements and reduce landslide risk exposure where reasonably practicable, including, as relevant, conditions related to:
 - The items listed under the requirement for a Recommended conditions statement at Clause 5.2, including specific consideration of the need for conditions related to:
 - The ongoing monitoring and maintenance of risk mitigation measures, including periodic inspections and review of structural performance measures.
 - The integration of geotechnical inspections or investigations (including subsurface or intrusive geotechnical investigations, if necessary) to inform the detailed engineering and design of the buildings and works, together with practitioner verifications into a Construction Management Plan prior to the commencement of any construction or carrying out of works.

- **Subsurface and intrusive geotechnical investigations:** where the risk assessment and quantification returns a result that indicates that the development is:
 - subject to landslide risk that is not tolerable, and
 - the Geotechnical Practitioner is unable to recommend conditions that enable the development to achieve tolerable risk requirements,

subsurface and intrusive geotechnical investigations must be carried out to inform the engineering and construction methodologies and any other mitigation measure necessary to achieve tolerable risk and minimise landslide risk where reasonably practicable. Subsurface and intrusive investigations may include boreholes, test pits, groundwater monitoring, laboratory testing or other forms of geotechnical modelling.

The findings of subsurface or intrusive geotechnical investigations must be integrated into an updated risk assessment and quantification, tolerable risk statement, and recommended conditions statement.

Subsurface and intrusive investigations are only required prior to the determination of an application where tolerable risk requirements cannot be demonstrated through non-intrusive methods, or may be undertaken at the discretion of the Geotechnical Practitioner at any time to support the application.

6. INDEPENDENT PEER REVIEW

The responsible authority may require the applicant to submit an independent peer review of any geotechnical information required by this incorporated document, which must be prepared by a third-party Geotechnical Practitioner.

The responsible authority may specify the scope of the peer review or may require that all geotechnical information is peer-reviewed.

7. REFERENCES

- *Landslide Risk Management Framework for Australia* (2007, as contained within the Journal and News of the Australian Geomechanics Society, volume 24, issue 1), incorporating the following:

Guideline Title	Abbreviated Title	Reference	Intended Users
"Guideline for landslide susceptibility, hazard and risk zoning for land use planning", <i>Australian Geomechanics</i> , Vol 42 No 1, March 2007.	Landslide Zoning Guideline	AGS (2007a)	Regulators, Geotechnical Practitioners
"Commentary on guideline for landslide susceptibility, hazard and risk zoning for land use planning", <i>Australian Geomechanics</i> , Vol 42 No 1, March 2007.	Commentary on Landslide Zoning Guideline	AGS (2007b)	As above
"Practice Note guidelines for landslide risk management", <i>Australian Geomechanics</i> , Vol 42 No 1, March 2007.	Practice Note 2007	AGS (2007c)	Geotechnical Practitioners, Regulators
"Commentary on Practice Note guidelines for landslide risk management", <i>Australian Geomechanics</i> , Vol 42 No 1, March 2007.	Practice Note Commentary	AGS (2007d)	As above
"Australian GeoGuides for slope management and maintenance", <i>Australian Geomechanics</i> , Vol 42 No 1, March 2007.	Australian GeoGuides	AGS (2007e).	General Public, Regulators, Geotechnical Practitioners

- *Landslide Susceptibility Assessment: Stage 2: Mornington Peninsula Shire* (Cardno Lane Piper, 2012)

MORNINGTON PENINSULA PLANNING SCHEME

15/01/2024
VC249

SCHEDULE TO CLAUSE 72.04 INCORPORATED DOCUMENTS

1.0 Incorporated documents

25/06/2026
C295morn Proposed C314morn

Name of document	Introduced by:
▪ Alexandra Park Pavilion Redevelopment, (275 Main Street, Mornington), Incorporated Plan, September 2021	C263morn
▪ <i>Creswell Street East, Crib Point Development Contributions Plan</i> (Mesh Planning, April 2026)	C295morn
▪ <i>Geotechnical Information Requirements for the Erosion Management Overlay, Schedule 7</i> (Stantec and Mornington Peninsula Shire, July 2026)	C314morn
Documents Incorporated Under Clause 45.12 - Specific Controls Overlay	
▪ Hydrogen Production and Liquefaction Facility (Department of Transport and Planning, June 2025)	C304morn
▪ Moorooduc Coolstore, August 2015	C192
▪ Trig Point Subdivision, April 1999	NPS1
▪ The National Golf Course and Cape Schanck Resort Development, November 2020	C279morn
▪ Mt Eliza Centre Subdivision, April 1999	NPS1
▪ Mornington Homemaker Centre, April 1999	NPS1
▪ Inghams Somerville Redevelopment Incorporated Document, February 2010	C139
▪ Golf Links Road and Grant Road (Peninsula Link to Frankston-Flinders Road) Upgrade Project Incorporated Document, November 2019	GC158
79 Bungower Road, Somerville, September 2021	C283morn
▪ <i>Point Nepean Research and Education Field Station</i> (Department of Transport and Planning, May 2025)	C309morn
Documents Incorporated Under Clause 51.01 - Specific Sites and Exclusions:	
▪ Conditions for Use and Development of a Patrol Base and associated works for the Rosebud & District Life Saving Club, July 2001	C30
▪ Kinfauns Development Plan, April 2004	C73(Part 1)
▪ Peninsula Link Project, Incorporated Document, July 2009 (amended June 2011 and February 2014)	C195
▪ Subdivision prohibition in the Public Conservation and Resource Zone outside the Urban Growth Boundary, April 2014	C176(Part 2)
▪ Searoad Ferries – Sorrento Terminal Building and Associated Uses and Works Incorporated Document, October 2017	C209
Figure 3 Mornington Peninsula Shire Council Ballar Creek, Mount Eliza Landslide Zone Plan, 11 July 2000	C17
Flinders Christian Community College, Master Plan, November 2009	C94

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Name of document	Introduced by:
Hastings Energy Generation Facility Incorporated Document, February 2023	C297morn
Hastings Port Industrial Area Land Use Structure Plan, April 1996	NPS1
Moonah Links Comprehensive Development Plan, May 1999	C2
Plans Incorporated under Clause 43.01-2	
▪ Plan No. 1 Merricks General Store, July 2004	C65(Part 2)
▪ Plan No. 2 Crib Point Public Cemetery, February 2005	C65(Part 2)
▪ Plan No. 3 Palm Beach Estate Somers, February 2005	C65(Part 2)
Restructure Plans Incorporated Under Clause 45.05	
▪ Arthurs Seat Restructure Plan, March 2004	C67
▪ Bittern Crib Point Restructure Plan, April 2013	C135(Part 1)
▪ Disney Street Industrial Restructure Plan, April 2004	C68(Part 1)
▪ Hastings Business 4 Restructure Plan, October 2009	C126(Part 1)
▪ Hellicars Road Estate Restructure Plan, April 2004	C68(Part 1)
▪ Naval Base Estate Restructure Plan, March 2012	C135(Part 1)
▪ St Andrews Beach Restructure Plan, March 2012	C135(Part 1)
Statements of Significance Incorporated under Clause 43.01	
▪ 12 Graydens Road, Tyabb Statement of Significance, December 2020	C262mornPt1
▪ Camp Buxton, 39-45 Marine Parade and part 45-57 Marine Parade, Shoreham Statement of Significance, September 2022	C239morn
▪ Fenton Hall, 181 Bittern-Dromana Road, Merricks North Statement of Significance, September 2022	C239morn
▪ Mornington Peninsula Shire Heritage Review Stage 2, Statements of Significance, December 2018	C214morn
▪ House, 118 Salmon Street Hastings, Statement of Significance, December 2018	C214morn
▪ House, 95 Salmon Street, Hastings, Statement of Significance, December 2018	C214morn
▪ Hastings Uniting Church Chapel, 121 Marine Parade, Hastings, Statement of Significance, December 2018	C214morn
▪ 1146 Frankston-Flinders Road, Somerville Statement of Significance, December 2020	C262mornPt1
▪ 1 Bucher Place, Rosebud Statement of Significance, August 2021	C262mornPt1
▪ 40 Nestle Court, Arthurs Seat Statement of Significance, July 2021	C262mornPt1
▪ 1 Brooke Crescent, Blairgowrie Statement of Significance, July 2021	C262mornPt1
▪ 26 Back Beach Road, Portsea Statement of Significance, August 2021	C262mornPt1
▪ 12 Derrick Street, Blairgowrie Statement of Significance, July 2021	C262mornPt1

MORNINGTON PENINSULA PLANNING SCHEME

Name of document	Introduced by:
▪ 15 The Loop, Blairgowrie Statement of Significance, July 2021	C262mornPt1
▪ 4 Tallarook Street, Blairgowrie Statement of Significance, July 2021	C262mornPt1
▪ 11 Grosvenor Court, Portsea Statement of Significance, July 2021	C262mornPt1
▪ 6 Merrylands Avenue, Portsea Statement of Significance, July 2021	C262mornPt1
▪ 8 Merrylands Avenue, Portsea Statement of Significance, July 2021	C262mornPt1
▪ 3715 Point Nepean Road, Portsea Statement of Significance, July 2021	C262mornPt1
▪ 3861-3863 Point Nepean Road, Portsea Statement of Significance, July 2021	C262mornPt1
▪ Road Reserve, Relph Avenue, Portsea, Statement of Significance, July 2021	C262mornPt1
▪ 3750-3752 Point Nepean Road, Portsea Statement of Significance, July 2021	C262mornPt1
▪ 3770-3772 Point Nepean Road, Portsea Statement of Significance, July 2021	C262mornPt1
▪ 3804 Point Nepean Road, Portsea Statement of Significance, July 2021	C262mornPt1
▪ 3808 Point Nepean Road, Portsea Statement of Significance, July 2021	C262mornPt1
▪ 11 Boroondara Road, Sorrento Statement of Significance, July 2021	C262mornPt1
▪ St Joseph's Primary School, 1-17 Constitution Hill Road, Sorrento Statement of Significance, July 2021	C262mornPt1
▪ St Mary's Presbytery and Mission House, 1-17 Constitution Hill Road, Sorrento Statement of Significance, July 2021	C262mornPt1
▪ St Mary's Star of the Sea Church, 1-17 Constitution Hill Road, Sorrento Statement of Significance, July 2021	C262mornPt1
▪ 27 Copping Road, Sorrento Sorrento Statement of Significance, July 2021	C262mornPt1
▪ 36-38 Darling Road, Sorrento Sorrento Statement of Significance, July 2021	C262mornPt1
▪ 1 Esplanade, Sorrento Sorrento Statement of Significance, July 2021	C262mornPt1
▪ 17 Esplanade, Sorrento Sorrento Statement of Significance, July 2021	C262mornPt1
▪ 115 Hemston Avenue, Sorrento Sorrento Statement of Significance, July 2021	C262mornPt1
▪ 5-7 Hotham Road, Sorrento Sorrento Statement of Significance, July 2021	C262mornPt1
▪ 12 Hotham Road, Sorrento Sorrento Statement of Significance, July 2021	C262mornPt1
▪ 92 Hurstwood Road, Sorrento Sorrento Statement of Significance, July 2021	C262mornPt1
▪ 11 James Street, Sorrento Sorrento Statement of Significance, July 2021	C262mornPt1
▪ 32 Kerferd Road, Sorrento Sorrento Statement of Significance, July 2021	C262mornPt1

MORNINGTON PENINSULA PLANNING SCHEME

Name of document	Introduced by:
▪ 39-41 Kerferd Road, Sorrento Sorrento Statement of Significance, July 2021	C262mornPt1
▪ 827 Melbourne Road, Sorrento Sorrento Statement of Significance, July 2021	C262mornPt1
▪ 849 Melbourne Road, Sorrento Sorrento Statement of Significance, July 2021	C262mornPt1
▪ 855-865 Melbourne Road, Sorrento Sorrento Statement of Significance, July 2021	C262mornPt1
▪ 881 Melbourne Road, Sorrento Sorrento Statement of Significance, July 2021	C262mornPt1
▪ 4 Morgan Street, Sorrento Sorrento Statement of Significance, July 2021	C262mornPt1
▪ 4-6 Netley Avenue, Sorrento Sorrento Statement of Significance, July 2021	C262mornPt1
▪ 8 Netley Avenue, Sorrento Sorrento Statement of Significance, July 2021	C262mornPt1
▪ 2-4 and 6-8 Ocean Beach Road, Sorrento Statement of Significance, July 2021	C262mornPt1
▪ 10-16 Ocean Beach Road, Sorrento Statement of Significance, July 2021	C262mornPt1
▪ 18-24 Ocean Beach Road, Sorrento Statement of Significance, July 2021	C262mornPt1
▪ 165 Ocean Beach Road, Sorrento Statement of Significance, July 2021	C262mornPt1
▪ 235 Ocean Beach Road, Sorrento Statement of Significance, July 2021	C262mornPt1
▪ 34-36 Ossett Street, Sorrento Statement of Significance, July 2021	C262mornPt1
▪ 3073 Point Nepean Road, Sorrento Statement of Significance, July 2021	C262mornPt1
▪ 3251 Point Nepean Road, Sorrento Statement of Significance, July 2021	C262mornPt1
▪ 3385 Point Nepean Road, Sorrento Statement of Significance, July 2021	C262mornPt1
▪ Sorrento Foreshore off Point Nepean Road, Sorrento Statement of Significance, July 2021	C262mornPt1
▪ 3399 Point Nepean Road, Sorrento Statement of Significance, July 2021	C262mornPt1
▪ 3409 Point Nepean Road, Sorrento Statement of Significance, July 2021	C262mornPt1
▪ 3461 Point Nepean Road, Sorrento Statement of Significance, July 2021	C262mornPt1
▪ 3489 Point Nepean Road, Sorrento Statement of Significance, July 2021	C262mornPt1
▪ 69 St Pauls Road, Sorrento Statement of Significance, July 2021	C262mornPt1
▪ 71 St Pauls Road, Sorrento Statement of Significance, July 2021	C262mornPt1
▪ 1 Bucher Place and 880 Point Nepean Road, Rosebud Statement of Significance, August 2021	C262mornPt2
▪ 14 Cove Avenue, Portsea Statement of Significance, February 2022	C262mornPt2
▪ 21-23 Blair Road, Portsea Statement of Significance, February 2022	C262mornPt2

MORNINGTON PENINSULA PLANNING SCHEME

Name of document	Introduced by:
▪ 29 Coppin Road, Sorrento Statement of Significance, February 2022	C262mornPt2
▪ 33 Campbells Road, Portsea Statement of Significance, February 2022	C262mornPt2
▪ 53 Franklin Road, Portsea Statement of Significance, February 2022	C262mornPt2
▪ 78 Normanby Road, Sorrento Statement of Significance, February 2022	C262mornPt2
▪ 100 Back Beach Road, Portsea Statement of Significance, February 2022	C262mornPt2
▪ 3421 Point Nepean Road, Sorrento Statement of Significance, February 2022	C262mornPt2
▪ 3482 Point Nepean Road, Sorrento Statement of Significance, June 2022	C291morn
▪ 3720 Point Nepean Road, Portsea Statement of Significance, February 2022	C262mornPt2
▪ Back Beach Road, Portsea Precinct Statement of Significance, February 2022	C262mornPt2
▪ East Sorrento Precinct Statement of Significance, February 2022	C262mornPt2
▪ Sorrento Cliff Top Precinct Statement of Significance, February 2022	C262mornPt2
▪ Sorrento Commercial Precinct Statement of Significance, February 2022	C262mornPt2
▪ Sorrento Foreshore Precinct Statement of Significance, February 2022	C262mornPt2
▪ Sorrento Residential Precinct Statement of Significance, February 2022	C262mornPt2
▪ 39 Graydens Road, Hastings, Statement of Significance, December 2020	C267morn
Sorrento Cemetery Incorporated Plan, February 2021	C262mornPt2
Heritage Design Guidelines: Sorrento Historic Precinct, April 2026	C306morn

MORNINGTON PENINSULA PLANNING SCHEME

15/01/2024
VC249

SCHEDULE TO CLAUSE 72.04 INCORPORATED DOCUMENTS

1.0

Proposed C314morn

Incorporated documents

Name of document	Introduced by:
▪ Alexandra Park Pavilion Redevelopment, (275 Main Street, Mornington), Incorporated Plan, September 2021	C263morn
▪ <i>Creswell Street East, Crib Point Development Contributions Plan</i> (Mesh Planning, April 2026)	C295morn
▪ <i>Geotechnical Information Requirements for the Erosion Management Overlay, Schedule 7</i> (Stantec and Mornington Peninsula Shire, July 2026)	C314morn
Documents Incorporated Under Clause 45.12 - Specific Controls Overlay	
▪ Hydrogen Production and Liquefaction Facility (Department of Transport and Planning, June 2025)	C304morn
▪ Moorooduc Coolstore, August 2015	C192
▪ Trig Point Subdivision, April 1999	NPS1
▪ The National Golf Course and Cape Schanck Resort Development, November 2020	C279morn
▪ Mt Eliza Centre Subdivision, April 1999	NPS1
▪ Mornington Homemaker Centre, April 1999	NPS1
▪ Inghams Somerville Redevelopment Incorporated Document, February 2010	C139
▪ Golf Links Road and Grant Road (Peninsula Link to Frankston-Flinders Road) Upgrade Project Incorporated Document, November 2019	GC158
79 Bungower Road, Somerville, September 2021	C283morn
▪ <i>Point Nepean Research and Education Field Station</i> (Department of Transport and Planning, May 2025)	C309morn
Documents Incorporated Under Clause 51.01 - Specific Sites and Exclusions:	
▪ Conditions for Use and Development of a Patrol Base and associated works for the Rosebud & District Life Saving Club, July 2001	C30
▪ Kinfauns Development Plan, April 2004	C73(Part 1)
▪ Peninsula Link Project, Incorporated Document, July 2009 (amended June 2011 and February 2014)	C195
▪ Subdivision prohibition in the Public Conservation and Resource Zone outside the Urban Growth Boundary, April 2014	C176(Part 2)
▪ Searoad Ferries – Sorrento Terminal Building and Associated Uses and Works Incorporated Document, October 2017	C209
Figure 3 Mornington Peninsula Shire Council Ballar Creek, Mount Eliza Landslide Zone Plan, 11 July 2000	C17
Flinders Christian Community College, Master Plan, November 2009	C94
Hastings Energy Generation Facility Incorporated Document, February 2023	C297morn
Hastings Port Industrial Area Land Use Structure Plan, April 1996	NPS1

MORNINGTON PENINSULA PLANNING SCHEME

Name of document	Introduced by:
Moonah Links Comprehensive Development Plan, May 1999	C2
Plans Incorporated under Clause 43.01-2	
▪ Plan No. 1 Merricks General Store, July 2004	C65(Part 2)
▪ Plan No. 2 Crib Point Public Cemetery, February 2005	C65(Part 2)
▪ Plan No. 3 Palm Beach Estate Somers, February 2005	C65(Part 2)
Restructure Plans Incorporated Under Clause 45.05	
▪ Arthurs Seat Restructure Plan, March 2004	C67
▪ Bittern Crib Point Restructure Plan, April 2013	C135(Part 1)
▪ Disney Street Industrial Restructure Plan, April 2004	C68(Part 1)
▪ Hastings Business 4 Restructure Plan, October 2009	C126(Part 1)
▪ Hellicars Road Estate Restructure Plan, April 2004	C68(Part 1)
▪ Naval Base Estate Restructure Plan, March 2012	C135(Part 1)
▪ St Andrews Beach Restructure Plan, March 2012	C135(Part 1)
Statements of Significance Incorporated under Clause 43.01	
▪ 12 Graydens Road, Tyabb Statement of Significance, December 2020	C262mornPt1
▪ Camp Buxton, 39-45 Marine Parade and part 45-57 Marine Parade, Shoreham Statement of Significance, September 2022	C239morn
▪ Fenton Hall, 181 Bittern-Dromana Road, Merricks North Statement of Significance, September 2022	C239morn
▪ Mornington Peninsula Shire Heritage Review Stage 2, Statements of Significance, December 2018	C214morn
▪ House, 118 Salmon Street Hastings, Statement of Significance, December 2018	C214morn
▪ House, 95 Salmon Street, Hastings, Statement of Significance, December 2018	C214morn
▪ Hastings Uniting Church Chapel, 121 Marine Parade, Hastings, Statement of Significance, December 2018	C214morn
▪ 1146 Frankston-Flinders Road, Somerville Statement of Significance, December 2020	C262mornPt1
▪ 1 Bucher Place, Rosebud Statement of Significance, August 2021	C262mornPt1
▪ 40 Nestle Court, Arthurs Seat Statement of Significance, July 2021	C262mornPt1
▪ 1 Brooke Crescent, Blairgowrie Statement of Significance, July 2021	C262mornPt1
▪ 26 Back Beach Road, Portsea Statement of Significance, August 2021	C262mornPt1
▪ 12 Derrick Street, Blairgowrie Statement of Significance, July 2021	C262mornPt1
▪ 15 The Loop, Blairgowrie Statement of Significance, July 2021	C262mornPt1
▪ 4 Tallarook Street, Blairgowrie Statement of Significance, July 2021	C262mornPt1

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▪ Sorrento Foreshore Precinct Statement of Significance, February 2022	C262mornPt2
▪ Sorrento Residential Precinct Statement of Significance, February 2022	C262mornPt2
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Sorrento Cemetery Incorporated Plan, February 2021	C262mornPt2
Heritage Design Guidelines: Sorrento Historic Precinct, April 2026	C306morn

Conservation covenants – engagement plan



Proposed titles

“Our Bushland. Our Legacy” or “Keep it wild. And protected”

Purpose of engagement

To consult the community on the proposed establishment of conservation covenants for four selected Shire-owned bushland reserves of high conservation significance, ensuring transparency, building understanding, and incorporating community perspectives prior to formal Council decision-making.

Objectives

- Build community awareness of the proposed conservation covenants and their purpose.
- Provide clear and accessible information on what conservation covenants include, how they function, and what they do not cover.
- Collect meaningful feedback from residents, stakeholders, and interest groups on the proposed covenants.
- Identify potential opportunities and concerns from the community’s perspective.
- Support an informed Council decision by incorporating community insights.
- Ensure consistency with Council’s community engagement principles, the Local Government Act 2020, Council Plan, Biodiversity Conservation Plan alignment.

Target audience

Broad community, environmental groups, local all-mobilities and accessibility organisations, youth groups (education opportunities).

Engagement methods, channels and tools

- Online engagement – Shape platform (project description, survey, document library and FAQs)
- Targeted stakeholder groups engagement – emails to encourage participation.
- QR code/posters/project email – to manage community queries and encourage participation.

Strategic engagement messaging

When we interact with the community and stakeholders, to guide Shape content, and conversations.

Core messages – what community need to know at a glance	• Council is proposing conservation covenants to protect important bushland reserves. • These covenants help ensure long-term environmental protection. • Community feedback will inform Council's decision.
Messages to clarify – what helps to prevent/minimise confusion, misinformation and complaints	• A conservation covenant is a legal agreement that protects environmental values. • It does not necessarily change public access or day-to-day use of reserves. • The proposal aligns with the Biodiversity Conservation Plan already adopted by Council. • Council retains ownership and management responsibility. • The community is being consulted to ensure transparency and input before decision.
Messages to highlight benefits – why it matters, the positive outcomes and environment	• Protects local biodiversity for future generations. • Supports climate resilience and environmental sustainability. • Enhances community wellbeing through healthy natural environments.

Other

A coordinated communications and social media campaign will also be developed to ensure broad visibility and promotion.

Engagement plan prepared by Coordinator – Community Engagement, June 2026

Report on Operations November 2025 to May 2026



Purpose

The Audit and Risk Committee's (ARC) Report on Operations provides an overview of the Committee's work for the six months following the November 2025 ARC meeting. The ARC Charter requires the Chairperson to report to Council twice a year on the Committee's activities. This is consistent with the *Local Government Act 2020* requirement for a biannual report describing the activities including its findings and recommendations.

Previous Report on Operations are available on the [ARC page](#) of Council's website, along with the ARC Charter and an overview of the ARC members.

Membership and meetings

Member attendance at 2026 Committee meetings is presented in the table below:

Attendance at 2026 ARC meetings

Member	26 Feb	28 May	27 Aug	3 Sep	26 Nov
Ms Lisa Tripodi, Chairperson Independent Member	✓	✓			
Mr Jonathon Kyvelidis Independent Member	✓	✓			
Mr David Fraser Independent Member	✓	✓			
Cr Bruce Ranken Councillor Member	✓	✓			
Cr Stephen Batty Councillor Member	✓	✓			
Cr Michael Stephens Alternate member	NA	NA			

NA = only noted as attending when formally acting as the Alternate member.

Other attendees have included:

- External Auditors: RSD Audit (appointed by Victorian Auditor General's Office)
- Internal Auditors: Aster Advisory
- Chief Executive Officer, Executive members, and Officers supporting or presenting reports to the Committee
- Councillors (non-members) may attend as observers
- Municipal Monitors (commenced 19 January 2026).

ARC member terms

Member	Current Term
Ms Lisa Tripodi, Chairperson Independent Member	1 November 2024 to 31 October 2026 Previous terms: 10 October 2017 – 31 October 2024
Mr Jonathon Kyvelidis Independent Member	2 February 2025 to 1 February 2028 Previous term: 2 February 2022 – 1 February 2025
Mr David Fraser Independent Member	25 August 2025 expiring 24 August 2028 Previous term: 25 August 2022 – 24 August 2025
Cr Bruce Ranken Councillor Member	1 January to 31 December 2026 Previous term *: 2025
Cr Stephen Batty Councillor Member	1 January to 31 December 2026 Previous term *: 2025
Cr Michael Stephens Substitute Representative	1 January to 31 December 2026

* Since the election of Council in October 2024

Council appoints two Councillor members, and an alternate, for the next Calendar year at its December meeting. Independent members are appointed as vacancies arise or reappointed prior to their term concluding (to a maximum of nine years).

ARC operations

A revised ARC Charter was endorsed at the November 2025 Committee meeting and adopted by Council on 17 February 2026.

A new Work Plan for 2026 was adopted at the February ARC meeting, structured around the Committee's responsibilities under the Local Government Act.

The 27 November 2025 draft Minutes were reported to council for noting 17 February 2026 and subsequently endorsed by the ARC at its February meeting.

A briefing on the proposed recruitment process for a new Independent ARC member was endorsed by the ARC at its May meeting.

Internal Audit

Aster Advisory were appointed as Council's Internal Auditors on 1 July 2025 for a term of three years with the option for two one year extensions. Key Internal Audit Activity has included:

- endorsing the scope for Property Management, Leases and Licences
- noting the Infrastructure Contract Management and Payroll Encoding Audit Reports
- receiving an update on the Events and Festivals Internal Audit
- noting the Internal Audit Program Status
- noting the status of open internal audit actions.

External Audit

RSD Audit was appointed by the Victorian Auditor General's Office (VAGO) in July 2022 to conduct the external audit of the Shire's financial report and performance statement on its behalf, for a period of up to six years (three plus three).

Key External Audit Activity has included:

- noting the Status of Implementation of Corrective Actions report
- noting VAGO's audit strategy 2025-26
- noting the External Audit Interim Report.

Risk Management

Key risk management activity included:

- noting the Recent Issues Brief (Aster Advisory)
- noting the Risk Management Updates
- endorsing the draft Enterprise Risk Management Policy
- endorsing the draft Enterprise Risk Management Framework
- receiving a presentation on the development of the Climate Resilience Strategic Risk.

Compliance Management & Internal Control Environment

Key compliance activity included:

- noting the Cyber security updates
- noting the Pool and Spa Compliance update
- noting the Reimbursement of Expenses for Councillors and Members of Delegated Committees report
- noting the Regulatory and Legislative Compliance updates
- noting the overview of the Victorian Ombudsman's report into Council handling of small claims
- noting the Policy Review report.

Financial and Performance Reporting

The Financial Controller reported on MPSC's financial management at each meeting.

Key financial and performance reporting activity included:

- noted the Quarterly Financial Reports
- noted the quality assurance process for the annual Performance Statement
- noted the Local Government Performance Reporting Framework mid-year results
- noted the draft template annual accounts for 2025-26 in line with Local Government Victoria model accounts.

Acknowledgements

The Committee benefits from the combined knowledge of councillor and independent members in many areas including governance, risk, financial management and financial reporting. As Chairperson, I would like to acknowledge the contribution of all members who perform their responsibilities with diligence and professionalism. I also acknowledge the contribution of our audit representatives from VAGO, RSD Audit and Aster Advisory.

I would like to record my appreciation of the work undertaken by staff in supporting the Committee, particularly regular attendees and presenters at Committee meetings.

This report has been reviewed and approved by the Committee.

Lisa Tripodi

Audit and Risk Committee Chair



INSTRUMENT OF APPOINTMENT AND AUTHORISATION (*Land Act 1958*)

In this instrument “**Officer**” means –

- **Evan Nisbet – Team Leader Asset Protection & Construction Supervision**

By this Instrument of Appointment and Authorisation, the Mornington Peninsula Shire Council, acting in its role as the Committee of Management for land reserved pursuant to Section 4 of the *Crown Land (Reserves) Act 1978* –

1. Under Section 188A of the *Land Act 1958* – in its capacity as a Committee of Management authorises the Officer for the purposes of Section 188A of that Act; and
2. Under Section 313 of the *Local Government Act 2020* authorises the Officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this Instrument of Appointment and Authorisation –

- A. Comes into force immediately upon its execution; and
- B. Remains in force until varied or revoked.
- C. Is revoked when the officer is no longer employed or engaged by Council.

This Instrument of Appointment and Authorisation is authorised by a resolution of the Mornington Peninsula Shire Council on 11 August 2026.



INSTRUMENT OF APPOINTMENT AND AUTHORISATION (*Land Act 1958*)

In this instrument “**Officer**” means –

- **Rowan Wagenaar – Senior Asset Compliance Officer**

By this Instrument of Appointment and Authorisation, the Mornington Peninsula Shire Council, acting in its role as the Committee of Management for land reserved pursuant to Section 4 of the *Crown Land (Reserves) Act 1978* –

1. Under Section 188A of the *Land Act 1958* – in its capacity as a Committee of Management authorises the Officer for the purposes of Section 188A of that Act

It is declared that this Instrument of Appointment and Authorisation –

- A. Comes into force immediately upon its execution; and
- B. Remains in force until varied or revoked.
- C. Is revoked when the officer is no longer employed or engaged by Council.

This Instrument of Appointment and Authorisation is authorised by a resolution of the Mornington Peninsula Shire Council on 11 August 2026.



INSTRUMENT OF APPOINTMENT AND AUTHORISATION
(*Land Act 1958*)

In this instrument “**Officer**” means –

- **Rebecca Alberse – Senior Property Officer**

By this Instrument of Appointment and Authorisation, the Mornington Peninsula Shire Council, acting in its role as the Committee of Management for land reserved pursuant to Section 4 of the *Crown Land (Reserves) Act 1978* –

1. Under Section 188A of the *Land Act 1958* – in its capacity as a Committee of Management authorises the Officer for the purposes of Section 188A of that Act

It is declared that this Instrument of Appointment and Authorisation –

- A. Comes into force immediately upon its execution; and
- B. Remains in force until varied or revoked.
- C. Is revoked when the officer is no longer employed or engaged by Council.

This Instrument of Appointment and Authorisation is authorised by a resolution of the Mornington Peninsula Shire Council on 11 August 2026.



INSTRUMENT OF APPOINTMENT AND AUTHORISATION (*Land Act 1958*)

In this instrument “**Officer**” means –

- **Kate Carlton – Senior Property Officer**

By this Instrument of Appointment and Authorisation, the Mornington Peninsula Shire Council, acting in its role as the Committee of Management for land reserved pursuant to Section 4 of the *Crown Land (Reserves) Act 1978* –

1. Under Section 188A of the *Land Act 1958* – in its capacity as a Committee of Management authorises the Officer for the purposes of Section 188A of that Act

It is declared that this Instrument of Appointment and Authorisation –

- A. Comes into force immediately upon its execution; and
- B. Remains in force until varied or revoked.
- C. Is revoked when the officer is no longer employed or engaged by Council.

This Instrument of Appointment and Authorisation is authorised by a resolution of the Mornington Peninsula Shire Council on 11 August 2026.



INSTRUMENT OF APPOINTMENT AND AUTHORISATION (*Land Act 1958*)

In this instrument “**Officer**” means –

- **Debbie Tyson – Manager Statutory Planning**

By this Instrument of Appointment and Authorisation, the Mornington Peninsula Shire Council, acting in its role as the Committee of Management for land reserved pursuant to Section 4 of the *Crown Land (Reserves) Act 1978* –

1. Under Section 188A of the *Land Act 1958* – in its capacity as a Committee of Management authorises the Officer for the purposes of Section 188A of that Act; and
2. Under Section 313 of the *Local Government Act 2020* authorises the Officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this Instrument of Appointment and Authorisation –

- A. Comes into force immediately upon its execution; and
- B. Remains in force until varied or revoked.
- C. Is revoked when the officer is no longer employed or engaged by Council.

This Instrument of Appointment and Authorisation is authorised by a resolution of the Mornington Peninsula Shire Council on 11 August.



INSTRUMENT OF APPOINTMENT AND AUTHORISATION (*Land Act 1958*)

In this instrument “**Officer**” means –

- **Andrew Pomeroy – Director Planning & Liveability**

By this Instrument of Appointment and Authorisation, the Mornington Peninsula Shire Council, acting in its role as the Committee of Management for land reserved pursuant to Section 4 of the *Crown Land (Reserves) Act 1978* –

1. Under Section 188A of the *Land Act 1958* – in its capacity as a Committee of Management authorises the Officer for the purposes of Section 188A of that Act; and
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INSTRUMENT OF APPOINTMENT AND AUTHORISATION (*Planning and Environment Act 1987*)

In this instrument “**Officer**” means –

- **Evan Nisbet – Team Leader Asset Protection & Construction Supervision**

By this Instrument of Appointment and Authorisation, the Mornington Peninsula Shire Council –

1. Under Section 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987* and
2. Under Section 313 of the *Local Government Act 2020* authorises the Officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this Instrument of Appointment and Authorisation –

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This Instrument of Appointment and Authorisation is authorised by a resolution of the Mornington Peninsula Shire Council on 11 August 2026.



INSTRUMENT OF APPOINTMENT AND AUTHORISATION ***(Planning and Environment Act 1987)***

In this instrument “**Officer**” means –

- **Rowan Wagenaar – Senior Asset Compliance Officer**

By this Instrument of Appointment and Authorisation, the Mornington Peninsula Shire Council –

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INSTRUMENT OF APPOINTMENT AND AUTHORISATION ***(Planning and Environment Act 1987)***

In this instrument “**Officer**” means –

- **Flyn Graham – Graduate Planner**

By this Instrument of Appointment and Authorisation, the Mornington Peninsula Shire Council –

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INSTRUMENT OF APPOINTMENT AND AUTHORISATION (*Planning and Environment Act 1987*)

In this instrument “**Officer**” means –

- **Larissa Lewis - Asset Protection Inspections Officer**

By this Instrument of Appointment and Authorisation, the Mornington Peninsula Shire Council –

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INSTRUMENT OF APPOINTMENT AND AUTHORISATION ***(Planning and Environment Act 1987)***

In this instrument “**Officer**” means –

- **Judy Tsatsakis – Asset Protection Inspections Officer**

By this Instrument of Appointment and Authorisation, the Mornington Peninsula Shire Council –

1. Under Section 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*

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INSTRUMENT OF APPOINTMENT AND AUTHORISATION (*Planning and Environment Act 1987*)

In this instrument “**Officer**” means –

- **Debbie Tyson – Manager Statutory Planning**

By this Instrument of Appointment and Authorisation, the Mornington Peninsula Shire Council –

1. Under Section 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987* and
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INSTRUMENT OF APPOINTMENT AND AUTHORISATION (*Planning and Environment Act 1987*)

In this instrument “**Officer**” means –

- **Andrew Pomeroy – Director Planning & Liveability**

By this Instrument of Appointment and Authorisation, the Mornington Peninsula Shire Council –

1. Under Section 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987* and
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This Instrument of Appointment and Authorisation is authorised by a resolution of the Mornington Peninsula Shire Council on 11 August 2026.

Australia Day Local Awards Terms of Reference



1. Purpose

The Selection Panel is responsible for assessing Australia Day Local Awards nominations and making recommendations to Council for winners of the Awards. The Selection Panel will act in an advisory capacity only and will not have delegated decision-making authority under the *Local Government Act 2020*.

2. Objectives

Each year Mornington Peninsula Shire Council celebrates the achievements and contributions of local community members through the Australia Day Local Awards.

The Awards process is entrusted to local authorities by the National Australia Day Council and are administered by Mornington Peninsula Shire Council to reward community service at a local level.

Australia Day Local Awards recognise community members' dedication and commitment to the Mornington Peninsula. Australia Day Local Award recipients demonstrate dedication and commitment to improving the community, going beyond their paid employment or committing hours of their own time for the benefit of others.

3. Context

Awards pay tribute to local individuals or community groups who have made an outstanding contribution to community service, have attained remarkable achievements or have organised a successful community event.

Contribution includes areas such as education, health, fundraising, charitable and voluntary services, business, sport, arts, environment or any other area that contributes to the advancement and wellbeing of the Mornington Peninsula community.

Mornington Peninsula Shire Council Australia Day Local Awards are awarded in the following three categories:

- Citizen of the Year;
- Young Citizen of the Year; and
- Community Event of the Year.

There is no obligation for the Selection Panel or Council to allocate an Award each year if it is the opinion of the panel or Council that there is no suitable nomination in any category.

The Selection Panel may identify a nomination which warrants consideration beyond the scope of the current award categories and may choose to create additional categories (up to 3) based on the individual merits of the nomination.

Additional categories may include, but are not limited to:

- Lifetime Achievement Award;
- Community Inspiration Award; or
- Excellence Award.

The Selection Panel must achieve a majority vote through discussion to recommend the inclusion of an additional category.

Where there is an equal number of votes the Mayor or their delegate will have a casting vote.

4. Roles, Responsibilities and Expectations

4.1 Membership and Appointment

4.1.1 Councillors – The Mayor and/or Deputy Mayor or Councillor delegate will be appointed to this Advisory Committee at the establishment of the committee and thereafter for a term of 2 years.

4.1.2 Manager-Governance & Risk – The Manager of Governance & Risk is appointed to the advisory committee to provide expert governance advice and actively participate in the committee's deliberation processes.

4.1.3 Community Representative – up to 8 Community representatives will be appointed by Council through an expression of interest and selection process:

- Expressions of interest will be sought in accordance with Council's Community Engagement Policy
- Council will appoint the committee members to the advisory Committee at an Ordinary Council Meeting
- Every effort will be made to ensure a representative cross section from across the Shire are appointed to the Advisory Committee.
- Appointment to an Advisory Committee will be for a maximum term of two years with opportunity to nominate for a further two year term.
- Committee members should entail the below:
 - Demonstrate experience and involvement with community events and/or community awards;
 - Demonstrate ability to look beyond personal interests work with others to deliver the best outcome for the whole community;
 - Demonstrate personal and professional integrity;
 - Demonstrate expertise, experience and/or commitment to recognition of achievement in the community;
 - Have an understanding of Australian and local honours and awards;
 - Have a track record of constructive and collaborative decision making in a board or committee type structure;
 - Be available to attend and actively participate in Panel meetings;
 - Maintain absolute discretion around Panel deliberations and recommendations;
 - Have a proven ability to formulate and explain recommendations; and
- Be residents and/or business operators in the municipality.

4.1.4 Appointment of Chair – The Mayor/Deputy Mayor or Councillor delegate will be the Chair of the Australia Day Local Awards Selection Panel.

4.2 Roles and Responsibilities

4.2.1 Chair – The Chair is responsible for:

- Setting the agenda, ensuring that each meeting is planned effectively. This process is supported by the Governance Services Team.
- Leading the meeting and ensuring the meeting stays on track and on time.
- Ensuring fairness and equality to allow everyone to speak; and
- Approval of the meeting minutes.

4.2.2 Councillors – Councillors serve as a vital link between the community and the formal Council decision-making process, ensuring that local voices are heard and considered. In fulfilling their duties, Councillors are expected to uphold confidentiality in accordance with their official responsibilities. Councillors role as part of this Advisory Committee is to consider and vote on the recommendations of the Selection Panel at a Council Meeting.

4.2.3 Shire Officers – The CEO approved Shire officer is responsible for:

- Supporting the Chair and overseeing the Selection Panel Meetings.
- Setting the agenda and recording of minutes.
- Collate and distribute the nomination packs 2 weeks prior to the date of the Selection Panel Meeting (at a minimum).
- Be the primary contact for all Selection Panel members in relation to the business of the committee.
- Respond to any public enquiries about the awards process.
- Ensure confidentiality and appropriate record keeping is maintained throughout the process.

4.3 Resignation or Termination

- A member of an Advisory Committee can resign at any time. A notice of resignation must be provided in writing to the Chair, CEO, or the Shire officer responsible for managing the Advisory Committee.
- If a Selection Panel member demonstrates ongoing non-participation without leave or a reasonable explanation, they may be asked to explain. If absenteeism continues, the Chair may request the CEO to declare the position vacant.
- If a Committee members fails to comply with the Code of Conduct outlined in the Committee Management Policy the Chair may request the CEO to declare the position vacant.

5. Grievance Procedure:

5.1 Informal Resolution

- Selection Panel members are encouraged to raise issues directly with the person involved in a respectful manner.
- If uncomfortable doing so, the member may approach the Selection Panel Chair or Supporting Shire officer to seek assistance in resolving the matter informally.
- For disputes or disagreements that arise during the Selection Panel's deliberations on nominations, including voting or award category assignment, the Mayor or their delegate will

act as the final arbiter within the meeting. The Mayor or delegate will facilitate discussion to seek consensus and, where needed, exercise a casting vote to resolve deadlock.

5.2 Formal Grievance

If the matter cannot be resolved informally:

- The grievance should be submitted in writing to the Chair or the Supporting Shire officer.
- The written grievance should include a description of the issue, relevant dates, and any attempts at informal resolution.

5.3 Initial Review

- The Chair (or supporting Shire officer if the grievance involves the Chair) will review the grievance within 10 business days.
- They may meet with the parties individually to clarify the issue and explore resolution options.

5.4 Determination and Action

- Outcomes may include mediation, changes to Selection Panel processes, or where appropriate, a recommendation to Council or the CEO for further action.
- Where a breach of the Code of Conduct is substantiated, the CEO may recommend removal of a Selection Panel member, in line with the Committee Management Policy.

5.5 Appeal

- If the member is not satisfied with the outcome, they may request a review by the Manager of Governance and Risk.
- The Manager of Governance and Risk's decision is final.

6. Code of Conduct:

All Selection Panel members shall conduct committee meetings in accordance with the Code of Conduct and the following guidelines:

- Act in the best interests of the Selection Panel and not allow personal interests to override these interests.
- Avoid and / or disclose any actual or perceived conflicts of interest.
- Treat all people equally and fairly.
- Refrain from using any circumstance or information connected to Selection Panel business for personal profit or gain.
- Protect and promote the integrity of all.
- Respect diversity.
- Treat others with courtesy, consideration, and sensitivity
- Any disagreements, where possible, to be resolved at time of meeting.
- Develop skills and competencies in accordance with responsibilities and help others to do so.
- Communication best practice will be used by members in both terminology and email etiquette ("Netiquette").

7. Decision Making

Advisory Committees operate in an advisory capacity and do not have delegated authority to make decisions. Their primary role is to provide informed advice and recommendations to Council and Shire officers, contributing to the broader decision-making process. While these recommendations may inform policy and operational decisions, they are not binding and must be considered and endorsed by Council or Shire officers with the appropriate delegation and authority.

Shire officers may implement recommendations if they fall within their delegated powers and align with the Selection Panel's advice. However, Advisory Committees must operate within the boundaries of their agreed scope, as defined in this Terms of Reference. They are not permitted to make recommendations on matters beyond this scope, ensuring that their input remains focused and relevant to their designated areas of responsibility.

8. Selection Panel Meetings

8.1 Schedule of Meetings

- One main deliberation meeting is held annually in November or December. If a high volume of nominations are received, an additional shortlisting meeting may be convened prior to the main deliberation to assist in the assessment process.
- Meetings will be held at one of the Shire Offices in Mornington, Hastings or Rosebud, or another agreed location.
- The Selection Panel can decide to meet at other times by agreement (e.g. to induct new Selection Panel members).

8.2 Quorum and Voting

- A quorum for a meeting is constituted by a majority of Selection Panel members, being half of the total number of members plus one.
- A meeting cannot commence, resume or continue without a quorum.
- If a Selection Panel member is unable to attend in person, they may provide their recommendations in writing to be distributed to all selection panel member prior to the meeting. These written contributions will be considered during deliberations, although they do not count toward quorum.

9. Agendas and Minutes

9.1 Agendas

- Agendas and minutes must be prepared using the appropriate corporate template by the supporting Shire officer.
- Agendas will be provided to all Selection Panel members five business days before the meeting. This will include any relevant documentation to be discussed.
- Selection Panel members will receive nomination packs two weeks prior to the meeting (at a minimum). This ensures adequate time to review materials and prepare for deliberation discussions.
- Agendas will be set by the Chair in consultation with the responsible CEO approved delegate.

9.2 Minutes

- Minutes will be recorded on the Shire's corporate template and circulated within two weeks of the meeting and be listed on the agenda for the next advisory committee meeting for endorsement.
- The supporting Shire officer is responsible for the follow-up and timely completion of any actions arising from the meeting and provide an update on the status of any outstanding actions at the next meeting.

10. Reporting

Council Report – A confidential report is listed at an Ordinary Council Meeting for endorsement of the Selection panel's recommendations.

11. Transparency

- The Terms of Reference is a public document available on the Shire website. Names of all selection panel members, nominees and adopted minutes are retained as confidential.
- The details of winning nominees are embargoed until 26 January each year. These details are made public in an official medial release on the 26 January and uploaded to the Shire website the following business day.
- Upon Council endorsement, Shire officers will contact all nominees to advise them of the award outcome and outline the next steps in the process.

12. Confidential Information

Selection Panel members must not disclose information that they know or should reasonably have known is confidential information.

13. Conflict of Interest

If a Selection Panel member has a general or material conflict of interest within the meaning of section 127 and 128 of the *Local Government Act 2020* in an item to be considered or discussed by the Selection Panel while they are in attendance, the member must disclose the interest to the committee before the matter is considered or discussed at the meeting. The Selection Panel member must:

- Advise of the conflict of interest
- Explain the nature of the conflict of interest.
- Provide any additional relevant details, if possible.

Where the Chair is of the opinion that the circumstances of the conflict warrant it, the Selection Panel member may be asked to leave the meeting while the matter is discussed.

All conflicts of interest will be recorded in the Selection Panel meeting minutes.

14. Nomination Framework and Assessment Guidelines

14.1 Eligibility Requirements

- Citizen of the Year and Young Citizen of the Year recipients must be Australian citizens and residents of the Mornington Peninsula Shire.
- Non-residents may be considered for discretionary awards if they have made significant contributions to the Mornington Peninsula community.
- Community Event of the Year nominations must be for events that have taken place prior to the close of nominations. This category includes both one-off events and ongoing or regularly held events, provided they demonstrate a consistent impact on the local community. Events may be organised by entities outside the Mornington Peninsula, if a local organiser within the Shire is involved. The event must also show a clear benefit to the local community.

14.2 Award Categories

- Citizen of the Year (26+ years)
- Young Citizen of the Year (25 years and under, no minimum age)
- Community Event of the Year
- Discretionary awards (e.g. Lifetime Achievement, Community Inspiration Award) may be considered based on individual merit. While there are no restrictions on the titles of discretionary awards, their inclusion will be subject to unanimous agreement by the Selection Panel.

14.3 Nomination Criteria

Selection Panel Members should assess each nomination based on the following guiding criteria. Not all criteria need to be met for a nomination to be accepted, but these should help guide the deliberations and scoring process.

Impact on the Community:

- Has the nominee made a positive impact on the Mornington Peninsula community?
- Has their contribution benefited the wider community beyond the local area?

Inspiration and Role Model:

- Has the nominee served as an inspiration or role model to others in the community?
- Has the nominee demonstrated personal qualities of leadership, selflessness, and integrity?

Volunteer Service:

- Has the nominee contributed voluntary service beyond paid employment, showing a commitment to community welfare?

Overcoming Challenges:

- Has the nominee overcome significant challenges and demonstrated the ability to go above and beyond in making a positive contribution?

Commitment and Long-Term Contribution:

- Has the nominee demonstrated a long-term commitment to a specific activity or service that has had a sustained impact?

Achievement in Relevant Field:

- Has the nominee achieved excellence in their relevant field (e.g. community service, arts, local development)?

14.4 Key Considerations

- **Multiple Nominations:** A nominee may be nominated in multiple categories or for different achievements, provided each nomination reflects a distinct and eligible contribution. Multiple nominations for the same individual in the same category will also be accepted, as long as they meet all other eligibility requirements and include sufficient supporting information. The presence of multiple nominations will neither disadvantage nor advantage a nominee in the assessment process.
- **Nominator's Relationship:** Nominations from family members or close associates are permitted and will not diminish the merit of the nomination. However, the relationship must be disclosed, and the nomination will be assessed based on the overall merits of the individual's contribution, supported by relevant supporting information.
- **Voluntary vs. Paid Contributions:** The focus is on community-based voluntary contributions. Nominations based primarily on paid employment may be considered, though additional voluntary service will strengthen the nomination.

14.5 Ineligibility Criteria

To maintain fairness and integrity, nominations must meet the following eligibility criteria:

- **Non-Resident Nominees:** For Citizen of the Year and Young Citizen of the Year, recipients must reside within the Mornington Peninsula Shire. Non-residence may be considered for a discretionary award based on significant contributions to the Shire.
- **Incomplete Nominations:** Nominations lacking required information, and/or no sufficient supporting details, may be disqualified.
- **Previous Winners:** Nominees who have won the same award in a prior year are ineligible for re-nomination in the same category with the exception of the Community Event category.
- **Event Nomination Criteria:** For Community Event of the Year, events must have occurred prior to the close of nominations. Events should clearly demonstrate a benefit to the community to be eligible for consideration.

14.6 Due Diligence Process

- To ensure thorough evaluation of all nominations, a due diligence process will be conducted, which may involve contacting references provided by the nominator to verify the nominee's contributions and impact.
- This process will occur either after shortlisting or if fewer than 10 nominations are received in any category, the due diligence process may begin before the initial deliberation meeting.
- This process ensures that all nominations are verified and assessed based on accurate information before final decisions are made.

15. Expenses

Selection Panel members participate on a voluntary basis and are invited to attend the Civic Recognition Event and associated celebrations as a gesture of appreciation for their valuable contributions.

16. Dissolution

Formal dissolution of this committee requires a resolution of Council.

17. Review

The Australia Day Local Awards Terms of Reference will be reviewed every four years or more often as required.

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. However, any change or update which materially alters the document must be by resolution of Council.