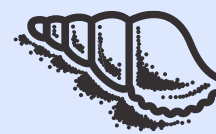


Coastal Strategy Advisory Committee

Terms of Reference



Mornington
Peninsula Shire

16 July 2026

1. Purpose

The Coastal Strategy Advisory Committee (Advisory Committee) is a diverse committee established to advise Council on the development of the Coastal Strategy.

2. Objectives

The Coastal Strategy Advisory Committee has an advisory role only. The functions of the Advisory Committee are:

- to engage in the development of Council's Coastal Strategy,
- to provide advice on Coastal Strategy actions, and
- to advise on coastal issues being experienced by the Mornington Peninsula community.

3. Context

With 192 kilometres of coastline along Port Phillip and Western Port, Mornington Peninsula Shire has a strong interest and long-standing commitment to being leaders in coastal planning and management.

The Mornington Peninsula Shire directly manages 64 kilometres of the 192 kilometres of coastline on the Peninsula.

The Mornington Peninsula Shire recognises that the coastal and marine foreshore areas within the Shire are important cultural, environmental, social and economic assets for the community. Much of the Mornington Peninsula is vulnerable to the effects of climate change, requiring adaptation planning to create resilient coastlines and communities.

Council is seeking engagement with community representatives for advice and recommendations on coastal resilience project priorities, guided by the best scientific advice available.

The Advisory Committee with is being established for the Shire to consult with and involve community representatives in the development of its Coastal Strategy.

4. Roles, Responsibilities and Expectations

4.1 Membership and Appointment

4.1.1 Councillors – A Councillor will be appointed to Advisory Committees at the establishment of the committee and thereafter for a term of 12 months.

4.1.2 Community Members – up to 28 community representatives from the previous Coastal Advisory Groups will be appointed to the Advisory Committee:

- If vacancies arise during development of the Coastal Strategy, Officers may fill the role via public Expression of Interest and direct appointment noting the time criticality for development of the Coastal Strategy.
- Appointment to the Advisory Committee will be for a maximum term of two years or will cease upon Council adoption of the Coastal Strategy.



4.2 Roles and Responsibilities

4.2.1 Committee Member – Community members must bring their own personal views to Committee discussions and not be answerable to any other organisation.

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. If they choose, councillors may also present delegate reports during council meetings to share insights or updates from their involvement in advisory committees.

4.2.3 Shire Officers – A designated shire officer is responsible for:

- Set the Agenda making sure that each meeting is planned effectively.
- Leading the meeting and ensuring the meeting stays on track and on time
- Ensuring fairness and equality to allow everyone to speak
- Approval of the meeting minutes; and
- Be the primary contact for all Committee Members in relation to the business of the committee.

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 officer responsible for managing the Advisory Committee.
- If a Committee Member misses three consecutive meetings without prior notice to the responsible Shire Officer, they will be considered to have resigned.
- If a Committee Members fails to comply with the Code of Conduct outlined in the Committee Management Policy, the responsible Shire Officer may request the CEO declare the position vacant.

5. Grievance Procedure:

5.1 Informal Resolution

- Committee members are encouraged to raise issues directly with the person involved in a respectful manner.
- If uncomfortable doing so, the member may approach the Supporting Officer to seek assistance in resolving the matter informally.

5.2 Formal Grievance

If the matter cannot be resolved informally:

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

5.3 Initial Review

- Supporting Officer 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 committee 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 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 Governance and Risk.
- The Manager Governance and Risk's decision is final.

6. Code of Conduct:

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

- Act in the best interests of the Committee and not allow personal interests to override these interests.
- Avoid and / or disclose any real or perceived conflicts of interest.
- Treat all people equally and fairly.
- Refrain from using any circumstance or information connected to committee 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

The Advisory Committee operates 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 officers with the appropriate delegation and authority.

Shire officers may implement recommendations if they fall within their delegated powers and align with the Committee'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. Committee Meetings

8.1 Schedule of Meetings

- The Committee will meet a minimum of two times during development of the Coastal Strategy with meeting set by the responsible Shire Officer.
- The Committee can request extraordinary meetings for urgent items. Additional meeting requests will be subject to approval by the Shire.

8.2 Quorum and Voting

- A quorum for a meeting is constituted by a majority of Committee Members, being half of the total number of members plus one.
- A Meeting cannot commence, resume or continue without a quorum.

9. Agendas and Minutes

9.1 Agendas

- Agendas will be provided to all Committee Members five business days before the meeting. This will include any relevant documentation to be discussed.
- Agendas will be set by the responsible Shire Officer in consultation with the committee.

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 committee meeting for endorsement.
- The Supporting 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

Annual Report – Advisory Committees are required to prepare a formal report on an annual basis in line with their objectives set out above. The report must be approved by the committee then provided to officers who will include it in the next available Ordinary Council Meeting for noting.

Delegates Report – Councillors may provide a delegates report or update to Council at any Ordinary Council meeting

11. Transparency

The Terms of Reference, Names of all members, adopted minutes and annual reports will be made available on the Mornington Peninsula Shire's website.

12. Confidential Information

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

13. Conflict of Interest

If a committee 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 Committee while they are in attendance, the Committee Member must disclose the interest to the committee before the matter is considered or discussed at the meeting. The committee 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 Committee Member may be asked to leave the meeting while the matter is discussed.

All conflicts of interest will be recorded in the Committee Meeting minutes.

14. Expenses

Committee members may be reimbursed for reasonable out-of-pocket expenses incurred in the course of their committee duties, with prior approval from the Supporting Officer. Reimbursements will be made in accordance with Council's policy and within the allocated budget

15. Dissolution

This advisory committee will cease to exist two years following adoption of this Terms of Reference or upon Council adoption of the Coastal Strategy, whichever comes first.

Formal dissolution of the committee requires a resolution of Council.

16. Review

The Coastal Strategy Advisory Committee Terms of Reference will be reviewed every two 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.