



Appendix 1b

11.1 Chief Executive Officer Report

*Coastal and Marine Management Plan
Project Management Framework*

Ordinary Meeting of Council

Wednesday 24 August 2022 at 7:00pm

Queenscliff Town Hall

Introduction

Following a review of submissions received as part of the consultation for the draft Coastal and Marine Management Plan (**CMMP**), Councillors are considering a project management and delivery model for completing the project.

The following document is not a project plan. It is part scoping document and part instruction to Council officers from Councillors.

It will be used to inform:

- the procurement process for the project manager
- the formation of the Project Steering Committee

Feedback from Councillors

Following a review of submissions to the draft CMMP, Councillors have indicated that they would like to see:

- a steering committee be developed to oversee the development and completion of the plan
- the two Councillors on the steering committee: the Planning and Infrastructure Portfolio holder and the Environment Portfolio holder.
- the steering committee chaired by a Councillor
- a representative from DEWLP and the Wadawurrung to be invited to be a member of the Steering Committee
- the inclusion of 3 to 4 local community members with, with particular skills and experience in coastal or land management directly relevant to preparing a CMMP, on the steering committee¹
- the steering committee to access and receive direct advice and input from other agencies, including, but not limited to the Corangamite Catchment Management Authority and Parks Victoria
- a requirement that the steering committee seeks further input from submitters
- a project manager, to lead the project, draft the document, commission research, and manage Council officer input²
- Council officers provide administration support to Steering Committee and work with the Project Manager

¹ *To be further elaborated on. Add any more specificity, noting that applications will made against these criteria];*

² Councillors have indicated that ideally, Council would contract-in either of the projects managers for the Barwon Coast or Bellarine Bayside Coast (for consistency) or from DEWLP. Council officers note that an external consultant was used by Barwon Coast.

- Council officers attend Steering Committee meetings³

Steering Committee Task

To finalize our CMMP, with a vision aligned with the objectives of the Victorian Government Marine and Coastal Policy, Marine and Coastal Strategy, while applying the values and aspirations for our distinctive coast.

Establishing the Steering Committee

Step 1

CEO to approach Barwon Coast, Bellarine Bayside and DEWLP to enquire about Project Managers

CEO to invite DEWLP and Wadawurrung member

CEO to write to the Corangamite Catchment Management Authority, Parks Victoria and other relevant agencies to invite

Step 2

The Project Manager, with DEWLP, Wadawurrung and Councillors input will:

- Prepare a Steering committee purpose statement and set out the objectives for the steering committee
- Determine Steering committee structure and membership by appointment

Step 3

CEO to invite members from the community to apply to join the Steering Committee through an EOI process.

The EOI will include criteria that requires the applicant to demonstrate knowledge of the area, experience in coastal and marine strategy or management and a diversity of lived experience

Step 4

Meeting 1 of Steering Committee.

³ Council Officers will only attend Steering Committee meetings, will be available to provide advice if required, but will not be members of the Steering Committee

At the first meeting the Steering Committee will:

- Review purpose and objectives of the committee
- Develop terms of reference for committee
- Determine initial work program – Project Plan

Step 5

Develop Project Plan

The project plan would set out the work and tasks required to develop the CMMP, including a business plan. The intent would be to allow the Steering Committee to determine how they would approach the drafting and finalizing of the CMMP and what would be required to inform this process.

Step 6

Project Manager prepares the updated draft CMMP for community consultation and review by key stakeholders.

Step 7 and onwards

Continue process and implement Project Plan until the CMMP is finalized

The broad structure of the process described above is set out in figure 1 below:

Process to Complete CMMP

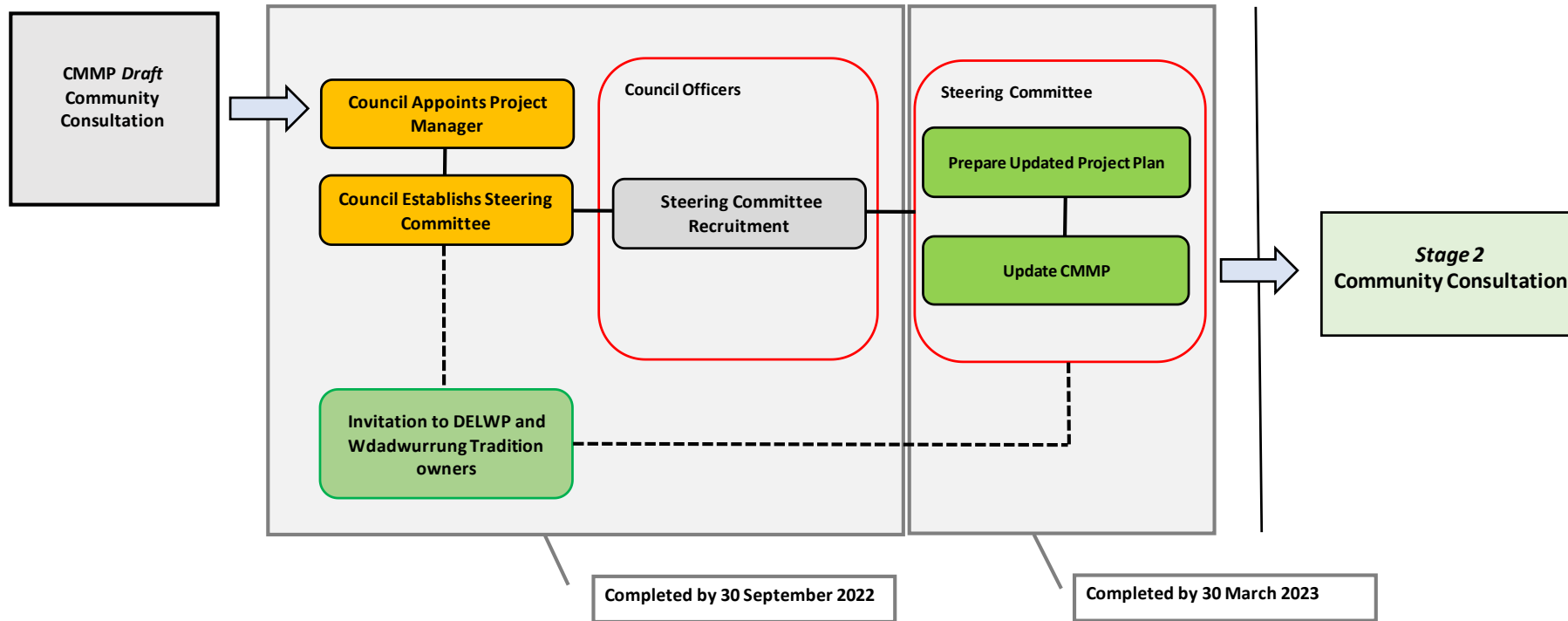


Figure 1