

Engagement Plan Roadmap

Climate Strategy (CERP 5-Year Review)

29 July 2026



nation
partners



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The Climate Emergency Response Plan (the CERP) was endorsed by Council on 19 May 2021 and has been a collaboration between the council and the community. The Council acknowledges the contribution of Queenscliff Climate Action Now (QCAN) in the evolution of the CERP and their contribution.

During this period our understanding of climate impacts and government policy have evolved, response to many of the emerging conditions at the time are now embedded in Council policies, business as usual practices and decision making.

This community engagement roadmap aims to strengthen awareness of adaptation and resilience strategies. The resulting strategy review will prioritise key climate objectives, accountabilities and measures, enabling Council to use its limited human and financial resources with greater precision.

Roadmap summary

This roadmap summarises the engagement plan for the CERP 5-year Review and development of the next Climate Strategy. It sets out the project purpose, engagement approach, key activities, stakeholders, delivery tools, risks and evaluation requirements.

1. Purpose and context

- Review the existing Climate Emergency Response Plan and use the findings to shape a practical, place-based Climate Strategy.
- Acknowledge the achievements of QCAN, Council and the current CERP as the foundation for continuous improvement.
- Focus the next strategy on realistic priorities, clear delivery responsibilities, investment choices and measurable outcomes.

2. Engagement objectives

- Broaden and deepen community input into the Climate Strategy.
- Build shared understanding of local climate challenges, Council's responsibilities and delivery constraints.
- Test community priorities for climate adaptation, resilience, emissions reduction and partnership-based action.
- Provide transparent feedback to participants and the wider community about how input influenced the Strategy.

3. Engagement approach

- Use an 'Environment' theme focused listening post engagement approach for information sharing and broad community access.
- Use a targeted roundtable process supported by broader communications and a later public exhibition period.
- Recruit a representative participant group guided by Community Vision pillars, township mix, age, gender and relevant stakeholder perspectives.
- Make negotiables and non-negotiables clear from the outset, including what Council can influence, what has already been determined and what sits outside Council control.
- Use independent facilitation, clear rules of engagement and accessible supporting materials to support respectful and constructive discussion.

4. Delivery stages and milestones

- **July–August 2026:** Confirm engagement roadmap, brief Councillors, prepare discussion artefacts and update QCAN.
- **August 2026:** Deliver one environment theme listening post event for broad community participation.
- **September 2026:** Promote the roundtable opportunity, open the EOI process, recruit and select participants.
- **October 2026:** Deliver two focused roundtable sessions to test focus areas, identify gaps and prioritise areas for action.
- **October–November 2026:** Use engagement insights from the listening post and roundtable engagement to prepare the draft Climate Strategy and close the loop with roundtable participants.
- **November 2026–January 2027:** Seek Council endorsement to exhibit the draft Strategy and invite wider community feedback.
- **March–April 2027:** Review feedback, finalise the Strategy, close the loop with participants and seek Council adoption.

5. Stakeholders and participation

- **Roundtable participants:** A targeted group of approximately 40 people reflecting community perspectives, local organisations and key interest areas.
- **Wider community:** Residents, ratepayers, young people, families, businesses, community groups, advocacy groups and other stakeholders kept informed and invited to comment during public exhibition.
- **Internal stakeholders:** Councillors, Executive Management Team, relevant Council officers, the project team and Nation Partners engaged at key decision points.

6. Tools and engagement activities

- Participant welcome pack and pre-session materials.
- Introductory webinar to establish shared understanding and expectations.
- Two facilitated roundtable sessions focused on testing focus areas, prioritising actions and exploring community partnership mechanisms.
- EOI recruitment process supported by key messages, FAQs, webpage content, social media, newsletters, direct email and print promotion.

- Public exhibition process for wider community feedback on the draft Strategy.

7. Risks and mitigation focus

- Manage expectations through clear communication about purpose, scope, influence and decision-making pathways.
- Support representative participation through transparent selection criteria, early recruitment and targeted promotion.
- Maintain trust by acknowledging previous CERP and QCAN work and explaining how the review builds on earlier contributions.
- Reduce delivery risk by framing priorities around Council's scale, resources and implementation capacity.
- Close the loop with participants and the wider community to show how feedback was considered.

8. Monitoring and evaluation

- Monitor engagement delivery from launch, evaluate whether objectives were met, and use participant feedback, recruitment data, attendance, reach, submission themes and close-the-loop reporting to capture lessons for future Council engagement processes.

The table below outlines the key activities to occur throughout the delivery of this engagement roadmap including participants and deliverables at each stage.

Phase	Timing	Purpose	Key activities	Participants	Output
1. Set direction	July–August 2026	Confirm the engagement approach and decision pathway.	Brief Councillors, confirm roadmap, prepare discussion artefacts and update QCAN.	Councillors, Council officers, QCAN, Nation Partners.	Endorsed engagement roadmap and prepared materials.
2. Engagement and awareness	August 2026	Engage with the broader community on the environment. Achieve awareness of the CERP review process.	Environment theme listening post,	Councillors, Council officers, wider community	Listening post insights

3. Recruit and prepare	September 2026	Build a representative and well-informed participant group.	Promote EOI, recruit and select participants, send invitations, welcome pack and webinar materials.	Roundtable applicants, selected participants, community organisations.	Representative participant cohort and shared project understanding.
4. Deliberate	October 2026	Test focus areas, identify gaps and prioritise action.	Deliver webinar and two facilitated roundtable sessions using clear rules of engagement.	Approx. 40 selected participants, Council, Nation Partners.	Roundtable findings, priorities and partnership ideas.
5. Draft strategy	October–November 2026	Translate engagement findings into a practical draft Climate Strategy.	Analyse input, prepare the draft Strategy and close the loop with roundtable participants.	Council officers, Nation Partners, roundtable participants.	Draft Strategy and participant feedback summary.
6. Exhibit and refine	Nov 2026–Jan 2027	Invite wider community feedback on the draft Strategy.	Seek Council endorsement for exhibition, promote the draft and collect submissions.	Wider community, stakeholders, Councillors, Council officers.	Public exhibition feedback and submission themes.
7. Adopt and close loop	March–April 2027	Finalise the Strategy and demonstrate how feedback shaped outcomes.	Review submissions, finalise Strategy, report back to participants and seek Council adoption.	Council, participants, wider community.	Final Climate Strategy, adoption report and close-the-loop communication.