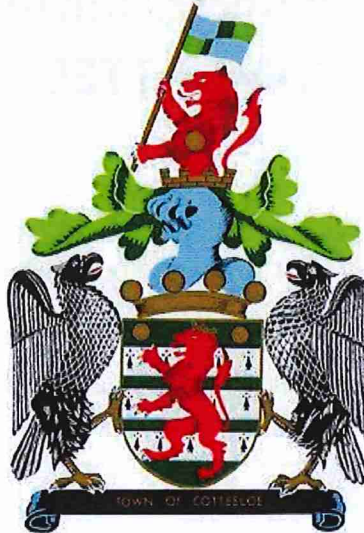


# TOWN OF COTTESLOE



## COASTAL HAZARD RISK MANAGEMENT AND ADAPTATION PLAN (CHRMAP) STEERING COMMITTEE

# AGENDA

COASTAL HAZARD RISK MANAGEMENT AND ADAPTATION PLAN (CHRMAP) STEERING  
COMMITTEE

TO BE HELD IN THE  
Mayor's Parlour, Cottesloe Civic Centre  
109 Broome Street, Cottesloe  
10am Friday, 3 December 2021

# Town of Cottesloe

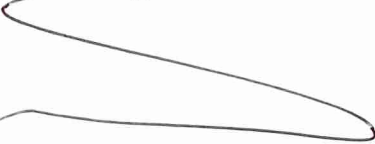
## COASTAL HAZARD RISK MANAGEMENT AND ADAPTATION PLAN (CHRMAP) STEERING COMMITTEE

Notice is hereby given that the next Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) Steering Committee will be held in the Mayor's Parlour, Cottesloe Civic Centre

109 Broome Street, Cottesloe on **3 December 2021** commencing at **10am**.

The business to be transacted is shown on the Agenda hereunder.

Yours faithfully,



Matthew Scott  
**Chief Executive Officer**

23 November 2021

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Agenda and minutes are available on the Town's website [www.cottesloe.wa.gov.au](http://www.cottesloe.wa.gov.au)

## **PURPOSE**

The role of the Steering Committee is to provide technical coastal and planning to the Town of Cottesloe and ensure the project progresses in line with milestone reports and progress reports. The purpose of the CHRMAP is to provide strategic guidance on coordinated, integrated and sustainable management of coastal hazard through erosion and storm surge inundation.

## **TERMS OF REFERENCE**

The Steering Committee is to provide guidance, oversight and make recommendations to Council where required including but not limited to:

- a. Scope of works and its timely progress for the duration of the CHRMAP development;
- b. Provide advice relating to the engagement of consultants required to complete the CHRMAP development;
- c. Contributing towards the methodology development to achieve each milestone;
- d. Peer review CHRMAP development deliverables including the Community and Stakeholder Engagement Plan, progressive CHRMAP chapter reports together with the draft and final CHRMAP;
- e. Community Consultation initiatives to seek community feedback on the draft CHRMAP before the strategy is adopted by Council.

To achieve the above the Committee will have due regards to:

- a. Current Town of Cottesloe Local Laws and policies including State Government Guidelines in relation to the development of a CHRMAP;
- b. Understanding of coastal features, processes and hazards within the study area;
- c. Identify significant vulnerability trigger points and respective timeframes for the relevant sediment cells to mark the need for immediate or medium-term risk management measures;
- d. Identify assets (natural and man-made) and the services and functions they provide situated in the coastal zone;
- e. Understanding of assets vulnerability;
- f. Identify the value of the assets that are vulnerable to adverse impacts from coastal hazards;
- g. Determine the consequence and likelihood of coastal hazards on the assets, and assign a level of risk;
- h. Identify possible (effective) risk management measures (or 'actions') and how these can be incorporated into short and longer-term decision-making;
- i. Provide the statutory framework through which risk management actions are to be implemented;
- j. Engagement with stakeholders and the community in the planning and decision-making process.

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**1 DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS**

**1.1 ACKNOWLEDGEMENT OF COUNTRY**

I would like to begin by acknowledging the Whadjuk Nyoongar people, Traditional Custodians of the land on which we meet today, and pay my respects to their Elders past and present. I extend that respect to Aboriginal and Torres Strait Islander peoples here today.

**2 DISCLAIMER**

Refer to the Disclaimer on the inside of the cover page

**3 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

The meeting will be recorded, solely for the purpose of confirming the correctness of the Minutes.

**4 ATTENDANCE**

**Members**

Mr Ben Bassett	Department of Planning, Lands and Heritage Representative
Ms Neesha Gomes	Department of Planning, Lands and Heritage Representative
Mr Tim Stead	Department of Transport Representative
Mr Nigel Davies Grier	Community Representative
Mr Kris Taylor	North Cottesloe Surf Lifesaving Representative

**Officers**

Mr Matthew Scott	Chief Executive Officer
Ms Freya Ayliffe	Director Regional and Compliance Services
Mr Shaun Kan	Director Engineering Services
Ms Emma Saikovski	Coordinator Environmental Projects
Ms Rachel Cranny	Executive Services Officer

**Visitors**

**Apologies**

At the close of the agenda no apologies had been received.

**5 DECLARATION OF INTERESTS**

**6 CONFIRMATION OF MINUTES**

That the Minutes of the Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) Steering Committee held on Wednesday 24 November 2021 be confirmed as a true and accurate record.

**7 PRESENTATIONS**



**8 REPORTS**

**8.1 REPORTS OF OFFICERS**

**8.1.1 CHRMAP STEERING COMMITTEE MEETING - REVIEW DRAFT SCOPE OF WORKS**

**Directorate:** Engineering Services  
**Author(s):** Emma Saikovski, Coordinator Environmental Projects  
**Authoriser(s):** Shaun Kan, Director Engineering Services  
Matthew Scott, Chief Executive Officer  
**File Reference:** D21/52231  
**Applicant(s):** Internal  
**Author Disclosure of Interest:** Nil

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**SUMMARY**

For the Committee to consider recommending the attached Request for Quotation (RFQ) to Council for acceptance, subject to the Department of Planning, Lands and Heritage (DPLH) also endorsing the document before quotes are being sourced to commission an appropriately skilled consultant to develop the CHRMAP.

**OFFICER RECOMMENDATION IN BRIEF**

That the Committee recommends Council accepts the attached RFQ to engage a suitably qualified consultant to develop a CHRMAP, subject to DPLH also endorsing this document.

**BACKGROUND**

The Town has been successful in obtaining a grant through the Coastal Management Plan Assistance Program (CMPAP) administered by DPLH, to prepare a CHRMAP in accordance with State Planning Policy 2.6 (SPP2.6).

The CHRMAP is a strategic planning document that informs community and decision makers about potential coastal hazards (such as erosion and inundation), the occurrence risks and necessary mitigating actions. This strategy will outline key directions for coastal adaption over a 100-year planning timeframe, while also prioritising management responses over the next 10 years.

**OFFICER COMMENT**

The CHRMAP development process comprises of several key milestone points (attached) that need to be met for the project to progress and receive payment from DPLH. Council will be asked to consider a recommendation from the Steering Group at the following selected critical hold points:

- Approval of RFQ to commission a consultancy for the works (this report)
- Acceptance of draft CHRMAP for public consultation
- Adoption of the final CHRMAP following public consultation

It is anticipated that the whole process will take approximately two years to complete.

The attached RFQ has been prepared in accordance with the ‘Coastal Hazard Risk Management and Adaptation Planning Guidelines – July 2019’ as part of the first milestone. The Steering Committee is asked to consider and recommends that Council accepts the document. This will then be provided to DPLH for endorsement and once completed, will be sent out to obtain quotes, in accordance with the Milestone deliverables. The attached RFQ has not been made public as it meets the Local Government Act (1995) Section 5.23 confidential criteria of being a possible future contract that could be entered into. The list of Consultants that will be invited to quote also cannot be disclosed for similar reasons.

The Steering Committee is then required to assess the submissions received and an appointment will be made either under Director Engineering Services or the Chief Executive Officer’s Purchasing Delegated Authority. Elected Members under the Local Government Act (1995) can request to review the bids received should they wish to do so.

Council can ask for this consultancy to be engaged through an open tender process, however, there is no requirement under the Local Government Act (1995) to do so given that the anticipated value of works is under \$250,000. It will also be prudent to note that the public purchasing avenue will add four weeks to the project duration and there is a requirement under the funding agreement that a consultant must be appointed within 2 months of the attached RFQ being approved.

Following a consultant being appointed, an inception meeting will be held with the consultant and the steering committee in a formal meeting environment, from February 2022. Council will be asked to note the appointment and the minutes to the pre-start meeting.

The Steering Committee will then be required to review each stage of the report.

After Council is notified of the appointed consultation, there will be no further decision required till around February 2023 where the draft CHRMAP will be tabled for acceptance to commence public consultation. All matters until such time will be managed at an administrative level.

A full schedule of activities can be found in the attached Project Milestone document.

**ATTACHMENTS**

- 8.1.1(a) Coastal Hazard Risk Management and Adaptation Planning Guidelines - July 2019 [under separate cover]**
- 8.1.1(b) DRAFT - REQUEST FOR QUOTE + Attachment 2 [CONFIDENTIAL] [UNDER SEPARATE COVER]**
- 8.1.1(c) RFQ - Attachment 1 - Report: Vulnerability of the Cottesloe Foreshore to the Potential Impacts of Climate Change [under separate cover]**
- 8.1.1(d) CMPAP - CHRMAP Project Milestones [under separate cover]**

**CONSULTATION**

Consultation and endorsement by the Steering Committee is required before advertisement.

**STATUTORY IMPLICATIONS**

There are no perceived statutory implications.

**POLICY IMPLICATIONS**

This is consistent with the State Planning Policy 2.6

**STRATEGIC IMPLICATIONS**

This report is consistent with the Town's *Strategic Community Plan 2013 – 2023*.

Priority Area 5: Providing sustainable infrastructure and community amenities

Major Strategy 5.2: Manage assets that have a realisable value.

The Cottlesloe Foreshore comprises of major assets such as beach access paths and several buildings owned by the Town. The CHRMAP provides mitigation against the risk of coastal erosion and inundation that would otherwise cause significant damage to these assets of realisable value.

**RESOURCE IMPLICATIONS**

Resource requirements are in accordance with the existing budgetary allocation.

The Town has received a grant on behalf of the State government, for the amount of \$100,000 (ex GST). The Town has committed a further \$77,000 (ex GST). These resources are allocated to 57.6080.1117

**ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS**

The implementation of the CHRMAP will provide mitigation against the risk of coastal erosion and inundation over the next 100 years.

**VOTING REQUIREMENT**

Simple Majority

**COMMITTEE RECOMMENDATION**

**THAT the Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) Steering Committee recommends;**

**THAT Council ACCEPTS the attached Request for Quotation subject to the Department of Planning, Lands and Heritage also endorsing the document.**



**8.2 ITEMS FOR DISCUSSION**

Nil

**9 GENERAL BUSINESS**

**9.1 COMMITTEE MEMBERS**

**9.2 OFFICERS**

**10 MEETING CLOSED TO PUBLIC**

**10.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

**11 NEXT MEETING**

**12 MEETING CLOSURE**