

TOWN OF COTTESLOE



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

MINUTES

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

Mayor's Parlour, Cottesloe Civic Centre
109 Broome Street, Cottesloe
10am Friday, 3 December 2021



MATTHEW SCOTT
Chief Executive Officer

6 December 2021

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1 DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member announced the meeting opened at 10.03am and read the Acknowledgement of Country.

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

The Presiding Member drew attention to the Town’s Disclaimer.

3 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

The Presiding Member announced that the meeting is being recorded, solely for the purpose of confirming the correctness of the Minutes.

4 ATTENDANCE

Members

| | |
|-----------------------|---|
| Ms Neesha Gomes | Department of Planning, Lands and Heritage Representative |
| Mr Demont Hansen | 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 Development and Regulatory Services |
| Mr Shaun Kan | Director Engineering Services |
| Ms Emma Saikovski | Coordinator Environmental Projects |
| Ms Rachel Cranny | Executive Services Officer |

Visitors

Apologies

| | |
|----------------|---|
| Mr Ben Bassett | Department of Planning, Lands and Heritage Representative |
|----------------|---|

5 DECLARATION OF INTERESTS

The Chief Executive Officer, Matthew Scott, explained the different interest conflicts that exist under the Act.

6 CONFIRMATION OF MINUTES

That the Minutes of the Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) Steering Committee scheduled for Wednesday 24 November 2021 was rescheduled to Friday 3 December 2021. Confirmation of the rescheduled meeting minutes will occur at a future Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) Steering Group meeting.

7 PRESENTATIONS

Nil

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

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 until 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 Cottesloe 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.

8.2 ITEMS FOR DISCUSSION

Committee discussed who would be invited to consult and the Department of Transport representative advised there are only a handful of consultants who would be eligible to quote.

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

The Presiding Member announced the meeting closed at 10.34am.