

TOWN OF COTTESLOE



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

UNCONFIRMED MINUTES

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

Mayor's Parlour, Cottesloe Civic Centre
109 Broome Street, Cottesloe
12.00pm Monday, 15 August 2022

SHANE COLLIE
Acting Chief Executive Officer

17 August 2022

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1 DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member announced the meeting opened at 12.05pm.

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

Mr Nigel Davies Grier	Community Representative
Mr Kris Taylor	North Cottesloe Surf Lifesaving Club Representative

Officers

Mr Shaun Kan	Director Engineering Services
Ms Emma Saikovski (Presiding Member)	Coordinator Environmental Projects
Ms Jacquelyne Pilkington	Governance Coordinator

Visitors

Element

Apologies

Mr Matthew Scott	Chief Executive Officer
Ms Freya Ayliffe	Director Development and Regulatory Services
Mr Demont Hansen	Department of Transport Representative

Absent

Mr Ben Bassett	Department of Planning, Lands and Heritage Representative
Mr Wayne Zimmerman	Manager of Planning

5 DECLARATION OF INTERESTS

Nil

6 CONFIRMATION OF MINUTES

001/2022

Moved Mr Grier

Seconded Mr Taylor

That the Minutes of the Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) Steering Committee held on Friday 3 December 2021 be confirmed as a true and accurate record.

Carried 2/0

7 PRESENTATIONS

Nil

8 REPORTS

8.1 REPORTS OF OFFICERS

Nil

8.2 ITEMS FOR DISCUSSION

8.2.1 DRAFT COMMUNITY STAKEHOLDER AND ENGAGEMENT PLAN (CSEP) REVIEW

Directorate: Engineering Services
Author(s): Emma Saikovski, Coordinator Environmental Projects
Authoriser(s): Shaun Kan, Director Engineering Services
File Reference: D22/33146
Applicant(s): Internal
Author Disclosure of Interest: Nil

SUMMARY

For the Steering Committee to make a recommendation for Council to consider the draft Community Stakeholder and Engagement Plan (CSEP) for the CHRMAP.

OFFICER RECOMMENDATION IN BRIEF

For the Steering Committee to recommend that Council notes the CSEP for implementation in order to collate stakeholder feedback data required to develop the CHRMAP.

BACKGROUND

The objective of a CHRMAP are as follows:

- improve understanding of coastal features, processes and hazards in the study area;
- identify significant vulnerability trigger points and respective timeframes to mark the need for immediate or medium-term risk management measures;
- identify assets (natural and man-made) situated in the coastal zone and the services and functions they provide;
- gain an understanding of asset vulnerability;
- identify the value of the assets that are vulnerable to adverse impacts from coastal hazards;
- determine the consequence and likelihood of coastal hazards on the assets, and assign a level of risk;
- identify possible (effective) risk management measures (or 'actions') and how these can be incorporated into short and longer-term decision-making; and
- engage stakeholders and the community in the planning and decision-making process.

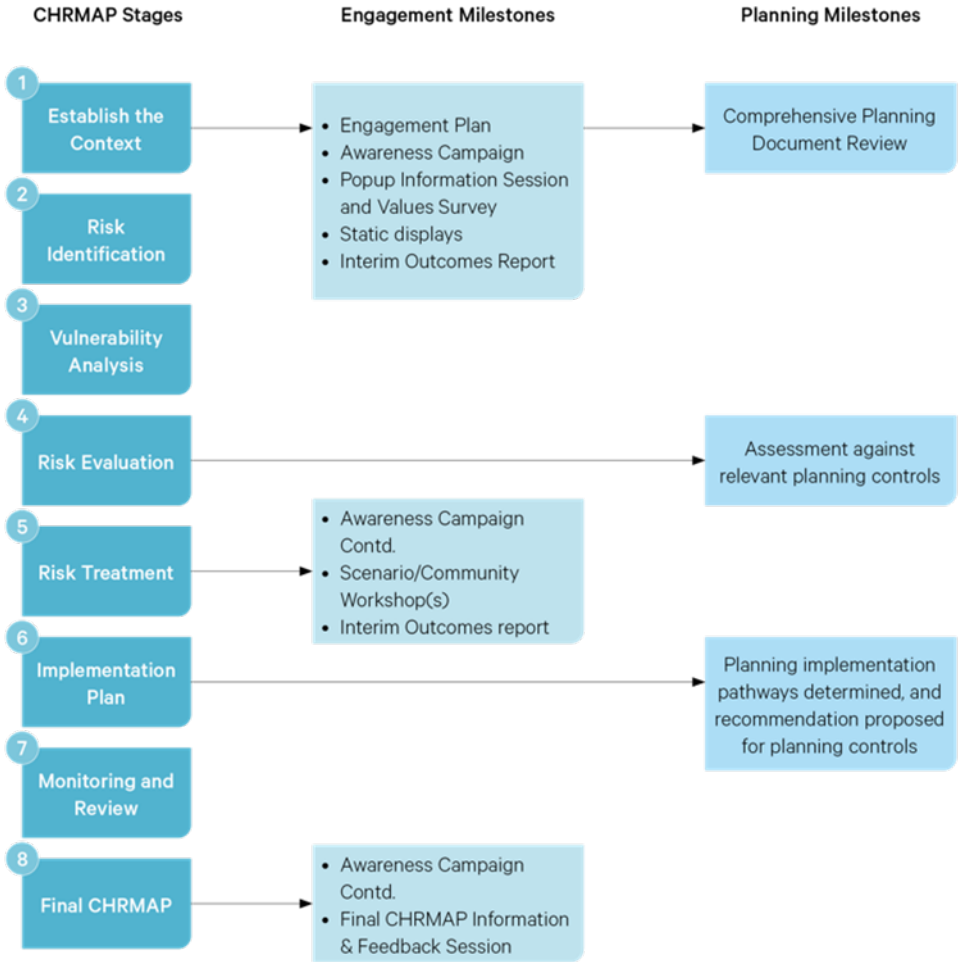
The project is partially funded by the State Government and the consultant (Element) have prepared a draft CSEP in line with the CHRMAP guidelines to commence the stakeholder engagement to obtain the information required to develop this strategy. In accordance with the milestone within the grant agreement, the Steering Committee needs to review the document before its implementation.

OFFICER COMMENT

The CSEP is an operational document that reflects a coordinated and thorough approach to community consultation throughout the development of the CHRMAP. The objective of the engagement are as follows:

- Utilise reliable communication channels to ensure information is shared with interested stakeholders.
- Identify stakeholders and understand the nature of their interest and potential to contribute towards success of the project or otherwise.
- Establish early in the project opportunities to have authentic conversations with people. Particularly those most affected by potential change from future coastal adaptation measures.
- Inform key community members and stakeholders to develop understanding and alignment with the goals of coastal hazard risk assessment and adaptation planning within the Cottesloe community.
- Ensure adjacent neighbours (residents and businesses) to the project site are kept informed and are invited to undertake targeted engagement as required, giving sufficient notice to do so.
- Inform, consult and involve the community in identifying suitable adaptation options.
- Collect and collate the community and stakeholders' coastal values and aspirations for the long term.
- Understand the level of tolerance of specific risks within the community for specific assets, or groups of assets.
- Develop a shared vision between the Town, landholders and surrounding community for the future CHRMAP recommendations.

The diagram below provides a summary of the engagement levels at the various stages of the project.



Following the completion of the community consultation process, the CHRMAP development will commence. The Town is recommending a streamlined approach for the Steering Committee to review the entire document holistically.

The Milestone Agreement outlines that each Chapter within the draft Report is reviewed individually by the Steering Committee after each development stage, however this creates the risk of narration disjoint and further delays to project completion. At the end of this review process, the committee is then to make a recommendation for Council to consider seeking community feedback for the CHRMAP. The matter can then return to Council to deliberate comments received before adopting a final document to implement recommendations.

ATTACHMENTS

8.2.1(a) Draft Community Stakeholder and Engagement Plan [under separate cover]

CONSULTATION

Steering committee

Note the future consultation of stakeholders mentioned within the CSEP

STATUTORY IMPLICATIONS

Local Government Act 1995

CHRMAP Steering Committee Charter

POLICY IMPLICATIONS

There are no perceived policy implications arising from the officer's recommendation.

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 5.1: Develop sustainability and capacity criteria to assess major strategies.

RESOURCE IMPLICATIONS

Resource requirements are in accordance with the existing budgetary allocation.

ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

There are no perceived sustainability implications arising from the officer's recommendation.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

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

THAT Council NOTES the Community Stakeholder and Engagement Plan and its implementation to obtain the required information to develop the various chapters within the CHRMAP.

002/2022

OFFICER AND COMMITTEE RECOMMENDATION

Moved Mr Taylor

Seconded Mr Grier

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

THAT Council NOTES the Community Stakeholder and Engagement Plan and its implementation to obtain the required information to develop the various chapters within the CHRMAP subject to:

- 1. Under section 1.2 of the CSEP include NCSLSC in the first paragraph of the project overview;**
- 2. Under section 2.1 of the CSEP table 1 include surf lifesaving clubs as a separate line item below traditional owners and above visitors to Cottesloe beach;**
- 3. Under section 2.1 of the CSEP table 1 include local schools as a stakeholder just below local community group and above broader community;**
- 4. Include Aboriginal Engagement Terms of Reference as part of Engagement strategy;**
- 5. Notes that funding for mitigation options will be addressed in later stages of the CHRMAP.**

Carried 2/0

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 1.06pm.