

TOWN OF COTTESLOE



ATTACHMENTS

ORDINARY COUNCIL MEETING – 23 AUGUST 2022

TOWN OF COTTESLOE

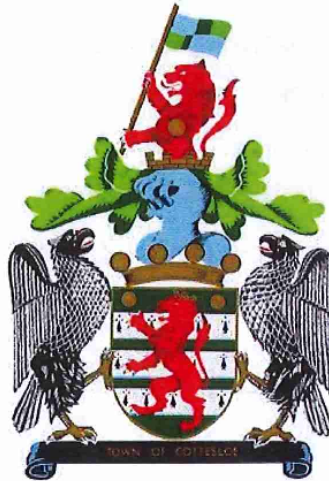


ORDINARY COUNCIL MEETING

ATTACHMENT

**ITEM 10.2.1A:
SIGNED UNCONFIRMED MINUTES - 15 AUGUST
2022**

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

A blue ink signature of Shane Collie.

SHANE COLLIE
Acting Chief Executive Officer

17 August 2022

COASTAL HAZARD RISK MANAGEMENT AND ADAPTATION PLAN (CHRMAP) STEERING
COMMITTEE MINUTES 15 AUGUST 2022

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**COASTAL HAZARD RISK MANAGEMENT AND ADAPTATION PLAN (CHRMAP) STEERING
COMMITTEE MINUTES** **15 AUGUST 2022**

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	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

COASTAL HAZARD RISK MANAGEMENT AND ADAPTATION PLAN (CHRMAP) STEERING
COMMITTEE MINUTES 15 AUGUST 2022

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

COASTAL HAZARD RISK MANAGEMENT AND ADAPTATION PLAN (CHRMAP) STEERING
COMMITTEE MINUTES 15 AUGUST 2022

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.

**COASTAL HAZARD RISK MANAGEMENT AND ADAPTATION PLAN (CHRMAP) STEERING
COMMITTEE MINUTES** **15 AUGUST 2022**

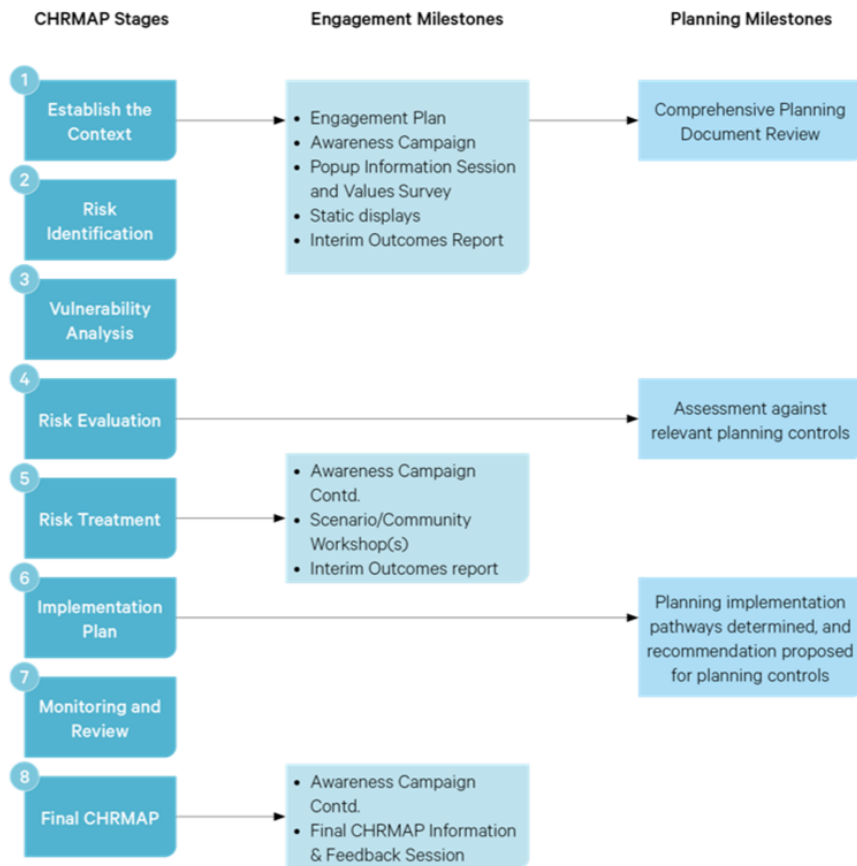
OFFICER COMMENT

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.

**COASTAL HAZARD RISK MANAGEMENT AND ADAPTATION PLAN (CHRMAP) STEERING COMMITTEE MINUTES
15 AUGUST 2022**



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

**COASTAL HAZARD RISK MANAGEMENT AND ADAPTATION PLAN (CHRMAP) STEERING
COMMITTEE MINUTES** **15 AUGUST 2022**

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.

COASTAL HAZARD RISK MANAGEMENT AND ADAPTATION PLAN (CHRMAP) STEERING
COMMITTEE MINUTES 15 AUGUST 2022

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

COASTAL HAZARD RISK MANAGEMENT AND ADAPTATION PLAN (CHRMAP) STEERING
COMMITTEE MINUTES 15 AUGUST 2022

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.

TOWN OF COTTESLOE



ORDINARY COUNCIL MEETING

ATTACHMENT

**ITEM 10.2.1B:
DRAFT COMMUNITY STAKEHOLDER
ENGAGEMENT PLAN (CSEP) - CHRMAP(3)**



Cottesloe Coastal Hazard Risk Management and Adaptation Plan

Community and Stakeholder Engagement Plan

May 2022

22-030

Document ID: Documents 2022 / 22-030 Town of Cottesloe CSEP

Issue	Date	Status	Prepared by		Approved by	
			Name	Initials	Name	Initials
	03/06/2022	DRAFT	Liz Pope	LP	Cath Blake Powell	CBP
			Misha White	MW		
	09/06/2022	DRAFT	Liz Pope	LP	Cath Blake Powell	CBP
			Misha White	MW		
	03/08/2022	DRAFT	Misha White	MW	Cath Blake Powell	CBP

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1. Introduction

1.1 Purpose

On behalf the Town of Cottesloe, **element** alongside Water Technology have been appointed to prepare a Community and Stakeholder Engagement Plan (CSEP) to undertake community and stakeholder engagement in relation to the development of a Coastal Hazard Risk Management and Adaptation Plan (CHRMAP).

This CSEP will provide an overview of engagement: objectives, opportunities, key messages, stakeholders and a proposed schedule of engagement activities. Direct engagement activities delivered to the community will be broadly divided into two phases; collecting coastal values and developing scenarios.

1.2 Project Overview

The subject site, indicated in Figure 1 below, is located on Whadjuk Noongar land within the Town of Cottesloe. The approximate 4 km of coastline contains some of Perth's most iconic and popular beaches and lies between North Street and South of the Vlamingh Memorial. Bordered by the residential suburb of Cottesloe the subject site has interactions with many landmarks and recreational features including Cottesloe main beach recreation area, Cottesloe Surf Lifesaving Club, The Cottesloe Sundial, Indiana Tearooms, South Cottesloe Beach exercise park, South Cottesloe playground, Cottesloe Nature discovery Space, the Vlamingh Memorial, several public beaches, and hospitality venues, as well as the Cottesloe and Beach Street Groynes.

The project site also includes the Cottesloe foreshore masterplan concept and redevelopment area.

Figure 1: Study area



This CSEP provides an outline of community and stakeholder activities as well as communication methods, that will assist the technical team to prepare a CHRMAP for the project site.

1.3 Project Scope

The objectives of the CHRMAP are to:

- 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 scope of Engagement works includes:

- Prepare an Engagement Strategy to guide and coordinate inputs for the various engagement activities;
- Prepare a range of collateral including communications, advertising materials, online resources and face-to-face engagement materials;
- Deliver all engagement activities, as outlined in this CESP; and
- Prepare outcomes reporting to summarise feedback from stakeholders and community as input to prepare the future Cottesloe CHRMAP.

1.4 Engagement Objectives

Early involvement of the local community and stakeholders will ensure community are informed about ways to engage with the project ahead of time and will ensure key opportunities and concerns regarding specific coastal hazards are considered during the preparation phase. This CESP will support the structured CHRMAP stages and the various planning milestone that are dictated by this framework (see Figure 2 below).

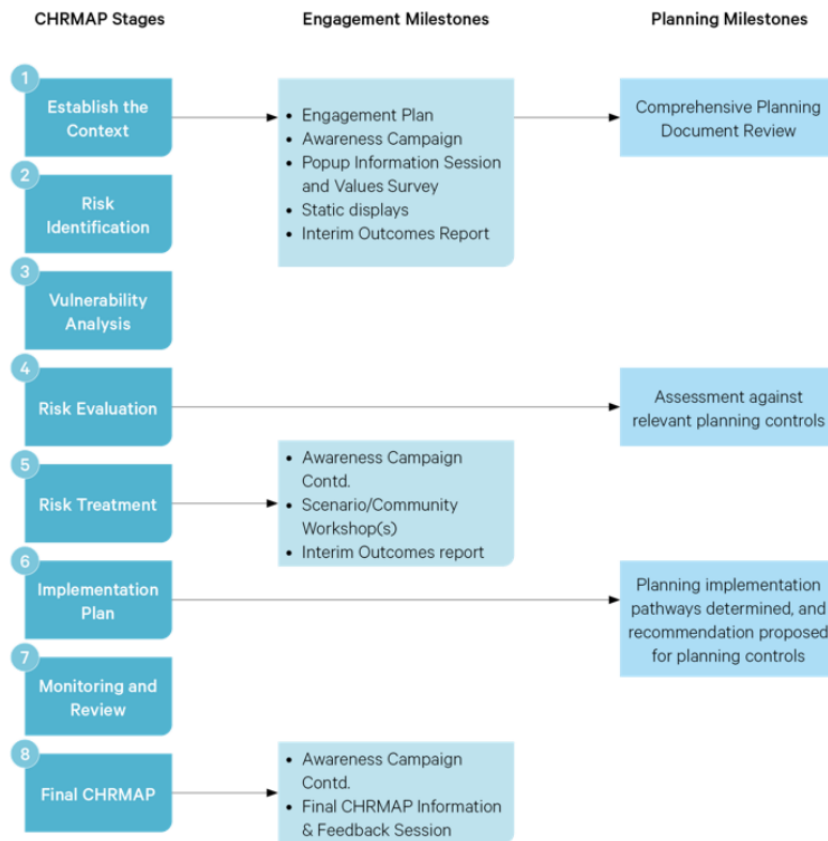


Figure 2: CHRMAP project process and methodology summary

With consideration of the project overview and background, the objectives of community and stakeholder engagement are to:

- 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.

2. Stakeholder Analysis

2.1 Stakeholder Groups

Understanding project stakeholders is a critical consideration of any engagement and communications program. By understanding who these groups or individuals are, we may better understand and analyse their degree of influence and interest, and therefore the involvement they are likely to request and require.

The following list summarises a non-exhaustive list of key stakeholders, grouped into broad categories. A full stakeholder list is appended to this CSEP document.

Table 1. Stakeholder Identification and Analysis

Stakeholder	Interest/Concerns/Issues	Level of Interest	Level of Influence	Potential Engagement Activity
Tier 1 Stakeholders (directly impacted by the project)				
Town of Cottesloe staff and councillors	Owner of the CHRMAP and likely responsible for a number of future coastal adaptation actions	High	High	Council briefing Town staff briefings
State government authorities (DoT, DPLH, DBCA, servicing authorities)	Policies and guiding documentation prescribes the methodology of producing a CHRMAP as well as requirement to do so.	High	High	Direct email Awareness campaign
Adjacent neighbours, businesses and landowners to the foreshore	Assets located near popular areas to recreate, as well as some residential properties, may be affected in the future by coastal risks.	High	High	Awareness campaign Information sessions Online Survey Community Workshops
Traditional Owners	Places of significance for the Noongar people at Mudurup	High	Medium	Aboriginal engagement workshop Awareness campaign Information sessions Online Survey Community Workshops
Visitors to Cottesloe Beach and surrounding coastline businesses (including Perth locals, intra state, interstate and overseas visitors)	Assets located along the coastline currently used to recreate may be affected in the future by coastal risks.	High	Medium	Awareness campaign Information sessions Online Survey Community Workshops
Water sport / water recreation clubs	Assets located along the coastline currently used to recreate may be affected in the future by coastal risks.	High	Medium	Awareness campaign Information sessions Online Survey Community Workshops

Stakeholder	Interest/Concerns/Issues	Level of Interest	Level of Influence	Potential Engagement Activity
Local community groups	Assets located along the coastline currently used to recreate may be affected in the future by coastal risks.	High	Medium	Awareness campaign Information sessions Online Survey Community Workshops
Broader community	Broader community located further away from the project site, no direct impact but may want to be kept informed	Medium	Medium	Awareness campaign Information session Online Survey Community Workshops
Local media	Good news story vs impact on locals	Low	High	Website Project team email Project team interview (if requested)
Tier 2 Stakeholders (indirectly impacted by the project)				
State government authorities (DWER, DoH, PTA)	Outcomes and decisions during and post CHRMAP may be influenced by these authorities	Medium	High	Direct email Awareness campaign
Adjacent LGAs (Town of Mosman Park, City of Nedlands, Town of Claremont and Shire of Peppermint Grove)	Nature of the coastline environment is that hazards immediately north and south of the project site to not necessarily cease at project boundary, interaction across boundary lines. Likely that visitors to Cottesloe coastal assets from nearby LGA's	Low	Low	Awareness campaign Direct email to LGA

2.2 Level of Engagement

Our stakeholder analysis is aligned with IAP2 methodology, noting their spectrum of Public Participation (2018). We use the levels of engagement to note how each stakeholder group will be involved in the project.

For this project the engagement will mostly fall under the INFORM, CONSULT and INVOLVE levels of engagement.

Table 2. IAP2 Spectrum of Public Participation

Level	Inform	Consult	Involve	Collaborate	Empower
Goal	To provide balanced and objective information in a timely manner.	To obtain feedback on analysis, issues, alternatives and decisions.	To work with the public to make sure that concerns and aspirations are considered and understood.	To partner with the public in each aspect of the decision-making.	To place final decision-making in the hands of the public.
Promise	"We will keep you informed."	"We will listen to and acknowledge your concerns."	"We will work with you to ensure your concerns and aspirations are directly reflected"	"We will look to you for advice and innovation and incorporate this in"	"We will implement what you decide."

			in the decisions made.”	decisions as much as possible.”	
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3. Action Plan

3.1 Key Messages

The following key messages will be used to guide communications for the engagement approach:

What is a CHRMAP and why is the Town preparing one?

- In collaboration with the project team, the Town of Cottesloe will be producing a CHRMAP along the Cottesloe coastline between North Street and south of the Vlamingh Memorial, exclusively on the Cottesloe coastline. The CHRMAP will be prepared based upon values collected by community of both natural and built assets along the length of the coastal foreshore.
- A CHRMAP is a strategic planning document that outlines the best management pathway for coastal assets at risk of coastal hazards such as coastal erosion and inundation (flooding).
- CHRMAPs plan for the short-term (<25 years), medium-term (50 years) and long-term (up to 100 years). While these works focus on the immediate actions needed to maintain the foreshore, the CHRMAP will focus on looking beyond the 'now' and towards the future.
- Coastal hazards such as erosion and inundation are impacting Cottesloe coastal systems, and with their increasing extent and frequency may pose even greater risks into the future.
- The Town recognises the current and future impacts that climate change has upon the Cottesloe community and its visitors.
- In order to protect and mitigate risks to our environment and built assets, we need to develop a deeper understanding of these hazards and establish an effective framework and plan.

The CHRMAP framework

- The CHRMAP project is organised into eight stages (to be communicated via diagram):
 1. Establish the Context – includes the purpose, objectives, scope, study area, community and stakeholder engagement, values, existing planning controls and success criteria.
 2. Risk identification – includes the planning timeframe, hazard and asset identification and hazard mapping.
 3. Vulnerability analysis – includes consequences, likelihood, level of risk, adaptive capacity and asset vulnerability.
 4. Risk evaluation – includes existing controls and priorities for risk treatment, governed by community values.
 5. Risk treatment – identify and evaluate risk treatment options, multi-criteria analysis, cost benefit analysis, long-term adaptation pathway, decision-making triggers and planning horizon
 6. Implementation plan – plan for short-term management measures, medium and long-term strategic management measures, land use planning instruments and funding proposal
 7. Monitor and review – outline any monitoring and review that may be needed to ensure management measures identified in the implementation plan stay current.
 8. Final CHRMAP – production of the final CHRMAP report to be adopted by Council.

- The *State Planning Policy 2.6 State Coastal Planning Policy* (SPP 2.6) provides guidance for decision-making within the coastal zone including development and land use change; establishment of foreshore reserves; and to protect, conserve and enhance coastal values. The policy requires the CHRMAP process as an effective approach to managing coastal zones that are vulnerable to present and future coastal hazards.
- CHRMAPs provide the touchstone for planning instruments such as Local Structure Plans and Foreshore Management Plans by presenting the context around existing and future vulnerability and the framework for managing that vulnerability.

Engagement plan

- A collaborative, objective and comprehensive process, including on-the-ground citizen involvement, will assist in preparing the CHRMAP.
- We will be engaging with a range of stakeholders including Aboriginal Traditional Owners, industry and specialist stakeholders as well as the local community. We will do so through a range of methods both face-to-face and online.
- We are asking the community to cast their minds to the future. How would they like the next generation to inherit the Cottesloe coastline?
- The project will be delivered in accordance with SPP 2.6 and the CHRMAP Guidelines (WAPC, 2019).
- The local community will also be involved in the CHRMAP process through a range of activities including an awareness campaign, pop-up information sessions, an online coastal values survey and community workshops. The community will be able to access project updates through the Town of Cottesloe Consultations page, available from <https://www.cottesloe.wa.gov.au/consultations/>.
- The project will inform stakeholders and the community about potential risks arising from hazards in the coastal zone, community and cultural values of the zone and adaptation pathways and management options that the Town of Cottesloe can pursue over time.

3.1.1 Negotiables and Non-Negotiables

To support the list of key messages above, the following table defines the negotiables and non-negotiables identified for the project.

Table 3: Negotiables and Non-Negotiables

Negotiables	Non-Negotiables
<ul style="list-style-type: none"> • Asset identification, coastal values and significant places identified by the community • Consequence-scale based on community and stakeholder input • Levels of risk deemed acceptable, tolerable and intolerable by the community • Risk treatment - Adaptation options • Risk management pathways (timeframe for adaptation and mitigation), within a realistic budget. 	<ul style="list-style-type: none"> • State Planning Policy 2.6 State Coastal Planning Policy (SPP2.6) (WAPC 2013) • Allowance for sea level rise in future planning periods (DoT 2010) • Likelihood-scale based on predefined storm event (Schedule One of SPP 2.6) • Coastal Hazard Risk Management and Adaptation Planning Guidelines (WAPC 2019)

3.2 Risks and Mitigation Strategies

When conducting any community engagement exercise, consideration of risk will help ensure the engagement design mitigates or manages knowable risks. The benefit of performing a risk analysis is to identify areas where added benefit may be included to the overall project and engagement goals.

The table below is an assessment in relation to potential risks and the means to mitigate them.

Table 4: Risk Assessment and Mitigation

Key Issues and Risks	Potential Impact/s	Approach to mitigate
Community and stakeholders misunderstand the project scope and objectives.	The community have unrealistic standards of what can be achieved by the CHRMAP.	<p>Create a clearly curated set of project key messages and negotiables and non-negotiables which will define the scope of the CHRMAP to be used throughout the engagement communications.</p> <p>Have clear information particularly of what a CHRMAP is and its goals over a short to long term period.</p> <p>Briefings, communications collateral etc will be produced to minimise misunderstandings.</p>
Some members of the community feel they are underrepresented.	Community may want to stall the engagement process or result in negative community groups being formed to stall the process.	<p>Ensure there is an equitable number of community and stakeholder representatives involved in the engagement process.</p> <p>Ensure all key stakeholders are identified by the project team and the Town.</p> <p>Provide a feedback loop of whom were invited to attend and participation rates based on demographic data.</p> <p>Ensure online values survey is widely advertised and visible in the community with adequate lead up time.</p>
We ask too much of the community.	Participants in the engagement process become fatigued and/or confused in the engagement process.	<p>A clear and concise set of key messages will be agreed upon in the CSEP to guide all communications and engagement collateral will be simple and informative.</p> <p>We are transparent about different opportunities to engage and give clear</p>

Key Issues and Risks	Potential Impact/s	Approach to mitigate
		<p>instructions upfront of any significant time commitments</p> <p>Instructions and communications are presented in an easy to understand manner.</p> <p>Project team members will be available at each engagement activity to provide further guidance with project information.</p>
<p>Community and stakeholder apprehension to engage and disappointment in the outcomes.</p>	<p>Community and stakeholders may be sceptical that they can meaningfully influence the project and may become disappointed if the engagement process does not lead to action that reflects their input.</p>	<p>Forming part of the key messages, negotiables and non-negotiables of the project will be defined within the CSEP and communicated to all participants in the engagement process so that they understand which parts of the project they will be able to influence.</p>
<p>Low participation from stakeholders</p>	<p>Low numbers of participation may lead to lost opportunities of ideas and of addressing underlying concerns and issues.</p>	<p>Create coordinated, interesting and effective communications collateral and advertise the engagement process through multiple channels.</p> <p>We will be nimble and flexible in the engagement process and be ready to change direction if needed. Diversify the communication channels – a mix of face to face and online engagement activities.</p> <p>Opportunity to incentivise survey</p>
<p>Stakeholders are tempted to push a solution that does not serve the community as a whole.</p>	<p>The solution pushed by these stakeholders does not support a long-term solution for everyone.</p> <p>Other 'quiet' stakeholder groups are disadvantaged by the outcome.</p>	<p>A layered approach to the engagement activities on offer and identifying the reason of interest of each stakeholder group to understand their motivation.</p> <p>Ensuring the reach of engagement is broad and at the whole community level, using citizen science to get as much involvement as possible.</p> <p>Provide a feedback loop of 'if not, why not'.</p>
<p>COVID-19 impacts ability for face to face contact</p>	<p>Reduced interest and/or participation in the project</p>	<p>With every face-to-face engagement activity, provide an adjacent online alternative (e.g. Zoom call and Online information sessions) or defer to online only if appropriate</p>

3.3 Communication Methods and Engagement Tools

As outlined above the consultant team recommend working alongside the Town to deliver a variety of communication channels and engagement activities to encourage reach within the community and participation rates for each engagement opportunity. The table below summarises the methods that will be employed throughout the duration of the engagement program (August 2022 – March 2023).

Method	Description and rationale
COMMUNICATION METHODS	
Project website	To be hosted on the ToC 'Have a Say' consultation webpage, https://www.cottesloe.wa.gov.au/consultations/ Having a project website allows for community and stakeholder to easily find a single source of information to direct to FAQ's, project timeline and engagement activity dates and locations, and project contact. Providing a single source of truth also de-risks misinformation within the community
Project flyer / postcard	A simple, easy to read and engaging postcard distributed to nearby residents and businesses ensures an easy method to inform local households of the project, regardless of whether they have viewed via online channels or subscribed to other media collateral.
Project emails	Key messaging within the project emails can be tailored depending on level of interest and influence of different stakeholders. We will also be sending out email blasts to registered community members throughout the project duration to communicate project milestones and as a quick call to action for engagement opportunities.
Posters / signage	Located at local businesses and particularly at popular coastal locations advertising the project, survey and QR code to the webpage. This will increase knowledge and visibility of the project, particularly for visitors who may not directly receive a localised postcard/flyer.
Local media advertisements and social media	Similar messaging will be timed for online and traditional local media and social media channels. These methods usually have an established and interested readership at a local level.
ENGAGEMENT ACTIVITIES	
ToC staff briefing (on behalf of the Council)	As a key stakeholder consultant team will brief on and seek endorsements of the CESP. Briefings at key milestones may be required as the CHRMAP progresses, particularly in regard to technical findings and engagement outcomes and/or if the

	consultant team require direct input. This way the Town and its Councillors are properly briefed on the project should community members have questions.
Targeted stakeholder conversations	<p>The consultant team will meet up to 10 key stakeholders (or groups of stakeholders) including business owners, surf lifesaving clubs, key user groups and reps from the Indiana Teahouse. The purpose of these conversations is to introduce the CHRMAP process, gain early insight into any key issues requiring consideration and to ensure they are fully informed ahead of any other broader engagement activities.</p> <p>The participants may also be a conduit to and from the community and local businesses on the technical aspects of the project to help in the dissemination of key information throughout their networks.</p>
Coastal values survey (Stage 1)	An online and hard copy survey will be distributed to collect and inform the coastal values of community and key stakeholders including topics such as visitation frequency, observations of coastal degradation, notable assets, and coastal values.
Pop up information sessions (Stage 1)	Two pop up information events will be held in Stage 1, with the purpose of informing community members and stakeholders of the intent of the CHRMAP and what it is. Attendees will also have the opportunity to ask questions and provide early feedback about the CHRMAP project, which the project team will consider as part of understanding the context.
Aboriginal Engagement (Stage 1 & Stage 5)	Two meetings will be held with appropriate Aboriginal representation from the Whadjuk region and connections to the Cottesloe area. This will be facilitated by an Aboriginal engagement specialist and will provide input into establishing the context and risk treatment options.
Community Workshops (Stage 5)	<p>To collaborate with community and stakeholders in the final stages of determining the risk treatment options to be considered in the CHRMAP, we will hold two Community Workshops with the following agendas:</p> <ul style="list-style-type: none"> • Background information of what a CHRMAP seeks to achieve with the influence of understanding the intangible benefits of protecting coastal assets to the community • Identify coastal assets and determine why these are important • Identify the consequence of erosion or inundation on that asset. • Identify what assets the community and stakeholders would prioritise and create a database of answers. • Identify potential adaptation and risk treatment options that could address the risks.

4. Engagement Activities Schedule

Table 5. Engagement Activities Schedule

No.	Description	Responsibility	Start	Finish	Targeted Stakeholders	Medium Collateral	Outcomes Note
TASK 1 - ESTABLISH THE CONTEXT REPORT CHAPTER							
1 - Project Start Up							
1.1	Inception meeting	ToC Water Technology element	NA	NA	Project team		<i>Inception meeting not initiated, ToC approval work to start</i>
TASK 2 - DEVELOP STAKEHOLDER AND COMMUNITY ENGAGEMENT PLAN							
2 - Community and Stakeholder Engagement Plan (CSEP)							
2.1	Community and Stakeholder Engagement Plan – first draft	element	9/06/22	16/06/22	Project Team	CSEP	Present this CSEP to the Town for comment and review
2.2	Finalise Community and Stakeholder Engagement Plan and stakeholder analysis	element ToC	20/06/22	8/08/22	Project Team		CSEP approved/endorsed by Town
3 - Prepare and Conduct Stakeholder Conversations							

No.	Description	Responsibility	Start	Finish	Targeted Stakeholders	Medium Collateral	Outcomes Note
3.1	Identify Stakeholders for conversations	ToC element	20/06/22	5/08/22	Project Team		Select targeted stakeholders
3.2	Prepare targeted communication Prepare project email/ letter for identified key stakeholders to invite for meeting to discuss.	element	20/06/22	15/07/22	Targeted stakeholders	Targeted email	
3.3	Prepare for Stakeholder meetings Outline questions to address with key Stakeholders	element	5/08/22	10/08/22	Targeted stakeholders	Discussion guide	
3.4	Distribute targeted Stakeholder Conversations email	ToC	11/08/22	11/08/22	Targeted stakeholders	Project email with invitation to meet	
3.5	Book and hold meetings with key stakeholders Follow up Phone call (if required) to arrange meeting details	Element ToC	15/08/22	25/08/22 Dependant on availability	Targeted stakeholders	Discussion Guide	Meetings may be in person or over tele/videoconference
4 - Prepare Communications and Engagement Collateral							
4.1	Project website content Awareness raising campaign of CHRMAP project, what a CHRMAP is, survey link, FAQ's, project team information, gallery of assets/mapping	Element Water Technology / Cardno	20/06/22	15/07/22	Community Key stakeholders	Website hosted by the Town	Considered as single point of trusted information for the project Town staff to be responsible for conte upload
4.2	FAQs Prepare FAQs based upon Key Messaging and anticipated questions of stakeholders	element	20/06/22	11/08/22	Key stakeholders Community	FAQs (digital for website)	

No.	Description	Responsibility	Start	Finish	Targeted Stakeholders	Medium Collateral	Outcomes Note
4.3	<p>Project postcard</p> <p>Postcard to be prepared and distributed to 3580 households and businesses within suburb of Cottesloe informing of project, targeted messaging and invite to participate.</p> <p>Option to increase this flyer drop to businesses within 200m of the project boundary (accounting for context of coastal environment and impact/users)</p>	element	20/06/22	15/07/22	Local residents	Postcard/flyers	
4.4	<p>Project Emails</p> <p>Prepare project email for identified key stakeholders and community members (via stakeholder analysis) to inform about the project and call to action.</p>	element	20/06/22	11/08/22	Key stakeholders	Project email invitation	
4.5	<p>Posters / Onsite Signage</p> <p>Posters to be strategically placed at key businesses and club houses along the foreshore directing users to the website for more information.</p> <p>Option to install onsite signage at key recreation zones (e.g. foreshore carparks, foreshore recreation areas)</p>	element	20/06/22	15/07/22	Local residents Broader community	Draft posters / signage for review by project team	Graphics/collateral can be used for website graphics.
4.6	<p>Social media advertisements</p> <p>Awareness campaign of project, direct people to project webpage and community survey. Advertise on Town of Cottesloe Facebook Page and Instagram.</p> <p>Option to approach adjacent LGAs (Town of Mosman Park, City of Nedlands, Town</p>	element	20/06/22	15/07/22	Local residents Key stakeholders	Media content	

No.	Description	Responsibility	Start	Finish	Targeted Stakeholders	Medium Collateral	Outcomes Note
	of Claremont and Shire of Peppermint Grove) to advertise on their social media, assuming residents use Cottesloe foreshore area.						
4.7	Local media advertisements Awareness campaign of project, direct people to project webpage and community survey. Can be placed in Town e-news bulletins and local newspapers.	element	20/06/22	11/08/22	Community Key stakeholders	Copy for print local news and social media	May be opportunities for interviews with KF for good new story
4.8	Review period and printing	ToC	15/07/22	25/08/22	Project Team		ToC to review all collateral prepared by element, approve for printing and distribution
5 - Prepare for collection of coastal values							
5.1	Prepare Community Coastal Values Survey	element	1/8/22	11/08/22	Community Key stakeholders Broader community	Online survey Stratified random sample	Survey to be internally tested and approved client prior to distribution. Prepare after feedback from Town re key messaging in CSEP.
5.2	Pop Up Info Session preparation	element Water Technology / Cardno ToC	22/08/22	9/09/22	Community Key stakeholders Broader community	Posters /signage FAQ print outs / handouts Briefing note for team members	Important to have full accessible venue (incl toilets and ramps) <i>element can initiate online alternative if required</i>
TASK 3 COLLECTION OF COMMUNITY AND STAKEHOLDER COASTAL VALUES							

No.	Description	Responsibility	Start	Finish	Targeted Stakeholders	Medium Collateral	Outcomes Note
6 - Undertake Engagement Activities - Coastal Values							
6.1	Council briefing/Town staff briefing	Water Technology / Cardno element ToC staff	TBA	TBA	Town staff and councillors	Presentation Handouts	Endorse the CESP ToC staff to arrange briefing scheduling
6.2	Launch website ToC staff to have previously uploaded content supplied by consultant team	ToC	25/08/22	25/08/22	Key stakeholders Community	Project website	Launch after Town briefing, timing with media advertising
6.3	Distribute key stakeholder email	ToC	26/08/22	29/08/22	Key stakeholders	Project email with link to website	Email timed to be distributed after website launch
6.4	Distribute poster / signage on site and local businesses	ToC	26/08/22	29/08/22	Community Key stakeholders Broader community	Posters	Poster timed to be distributed after website launch
6.5	Postcard distribution	ToC	26/08/22	01/09/22	Local residents and businesses	Postcard/flyer	Timed to be distributed after website launch. Book well in advance for special distributio run
6.6	Media Advertising Begin media advertising in the same week of website launch (social media, e-news, local news)	ToC	Week of 29/08/22	Ongoing	Key stakeholders Community	Social media Local newspapers and media websites	Advertise after Town briefing and website launch Opportunity to use networks of key stakeholders

No.	Description	Responsibility	Start	Finish	Targeted Stakeholders	Medium Collateral	Outcomes Note
6.7	Distribute Survey	element	29/08/22	20/9/22	Key stakeholders Local residents Community	Online survey	Have survey running over the Info Sessions: minimum 3 weeks active with time either side of the pop up sessions.
6.9	Aboriginal Engagement Specific dates to be confirmed	Brendan Moore element	15/8/22	19/9/22	Traditional Owners		Suggest to use Town venue nearby
6.10	Pop up Information sessions (x2) Specific dates to be confirmed	element Water Technology / Cardno ToC	10/09/22	15/09/22	Key stakeholders Local residents Broader Community	Pop-up materials including posters and handouts	Suggested to have a flexible option for outdoor pop up on a weekend nearby Maii Beach foreshore (and facilities). Weekday evening workshop at Cotteslo Civic Centre.
7 - Outcomes Reporting							
7.1	Prepare draft Outcomes Report	element	21/09/22	10/10/22	Key Stakeholders Community	Draft Outcomes Report	
7.2	Finalise Outcomes Report	element ToC	11/10/22	17/10/22	Key Stakeholders Community	Final Outcomes Report	Outcomes report to inform following stag
7.3	Feedback loop As the CHRMAP progresses there may be opportunities for the project team to give regular updates via the website and via email to registered interested parties.	Water Technology element ToC	Ongoing as needed	Ongoing as needed	Key Stakeholders Community	Website updates	Create content at key phases of the project keep interest in the project over time before adaptation pathways activities.

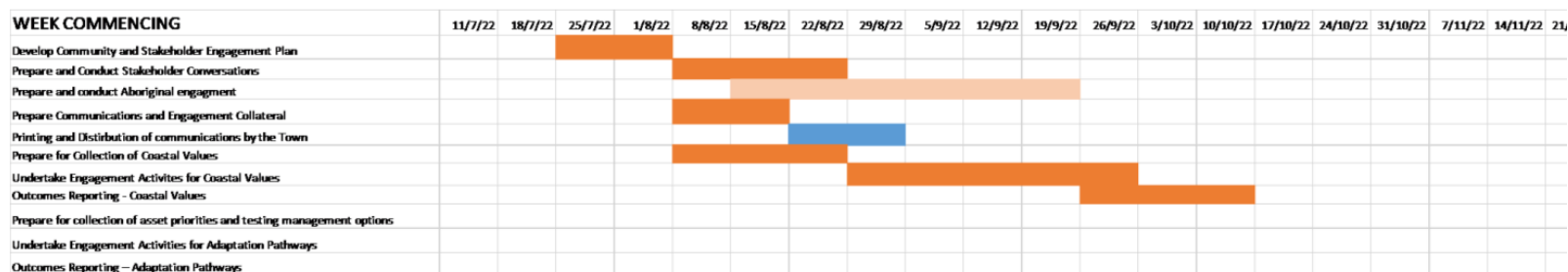
No.	Description	Responsibility	Start	Finish	Targeted Stakeholders	Medium Collateral	Outcomes Note
							ToC to upload/distribute
TASK 14 ADAPTATION PATHWAYS							
8 - Prepare for collection of asset priorities and testing management options							
8.1	<p>Project website content</p> <p>Update project website information advertising engagement activities, project news (see 7.3 above) and updated timeline/FAQs as required</p>	<p>element</p> <p>Water Technology</p>	Oct 2022	March 2023	<p>Community</p> <p>Key stakeholders</p>	<p>Website hosted by the Town</p>	<p>Considered as single point of trusted information for the project</p> <p>Town staff to be responsible for content upload</p>
8.2	<p>Project postcard/flyer</p> <p>Flyer/postcard to be prepared and mailed out to 3580 households and businesses within suburb of Cottesloe informing of project milestones and invite to participate in next stage</p> <p>Option to increase this flyer drop to businesses within 200m of the project boundary (accounting for context of coastal environment and impact/users)</p>	<p>element</p>	January 2023	February 2023	Local residents	Postcard	
8.3	<p>Project Emails</p> <p>Prepare project email for identified key stakeholders and community members (via stakeholder analysis) to inform about the project updates and call to action.</p>	<p>element</p>	January 2023	February 2023	<p>Community</p> <p>Key stakeholders</p>	Email	

No.	Description	Responsibility	Start	Finish	Targeted Stakeholders	Medium Collateral	Outcomes Note
8.4	Posters / onsite signage* Posters to be strategically placed at key businesses and club houses along the foreshore directing users to the website for more information.	element	January 2023	February 2023	Local residents Broader Community	Draft posters for review by project team	*Option to re-use/re-distribute previous design or create a new one
8.5	Social media advertisements Awareness campaign of project update, direct people to project webpage and community survey. Advertise on Town of Cottesloe Facebook Page and Instagram. Option to approach adjacent LGAs (Town of Mosman Park, City of Nedlands, Town of Claremont and Shire of Peppermint Grove) to advertise on their social media, assuming residents use Cottesloe foreshore.	element	January 2023	February 2023	Community Key stakeholders	Media content	
8.6	Local media advertisements Awareness campaign of project update, direct people to project webpage and to register for workshops. Can be placed in Town e-news bulletins and local newspapers.	element	January 2023	February 2023	Community Key stakeholders	Copy for print local news and social media	May be opportunities for interviews with KF for good new story
8.7	Community Workshop preparation	element Water Technology ToC	January 2023	February 2023	Community Key stakeholders	Presentation Handouts Briefing note for team	Important to have full accessible venue (incl toilets and ramps) <i>element can initiate online alternative if required</i>
9 - Undertake Engagement Activities - Adaptation Pathways							

No.	Description	Responsibility	Start	Finish	Targeted Stakeholders	Medium Collateral	Outcomes Note
9.1	Adaptation Pathways communications Launch	ToC	March 2023	March 2023			Updates to website Begin distribution of social media, e-communications, media advertisement flyers, posters Send ratepayer email update
9.2	Aboriginal Engagement Specific dates to be confirmed	Brendan Moore element	March 2023	March 2023	Traditional Owners		Suggest to use Town venue nearby
9.3	Facilitate 2 x Community Workshops Participants will be asked to identify asset priorities, consequences of hazards and potential adaptation and risk treatments	element Water Technology ToC	Late March 2023	Late March 2023	Key Stakeholders Community	Presentation Handouts Briefing sheet	Dates TBC
10 - Outcomes Reporting - Adaptation Pathways							
10.1	Prepare draft Outcomes Report	element	Early April 2023	Mid April 2023	Key Stakeholders Community	Draft Outcomes Report	Dates to be adjusted once community workshop scheduling determined
10.2	Finalise Outcomes Report	element	Late April 2023	Late April 2023	Key Stakeholders Community	Final Outcomes Report	Based on feedback received from Town
TASK 22 - PREPARATION OF FINAL DRAFT CHRMAP AND PUBLIC COMMENT							
11.1	Draft CHRMAP report	Water Technology	Sept 2023	Nov 2023	Project team	Draft CHRMAP	Draft CHRMAP updated from input o outcomes report and peer review where required.

No.	Description	Responsibility	Start	Finish	Targeted Stakeholders	Medium Collateral	Outcomes Note
11.2	Council Briefing	Water Technology ToC staff	Oct 2023	Oct 2023	Elected members	Presentation Draft CHRMAP	Present draft CHRMA to council prior to public consultation period for endorsement to advertise
11.4	Public Comment Period	ToC	Mid Oct 2023	Mid Nov 2023	Stakeholders Broader community		Minimum of 4 weeks Comms and direct email to those that participated in the process recommended
11.5	Finalise CHRMAP	Water Technology	Nov 2023	Dec 2023	ToC	Finalised CHRMAP	
11.6	Council Briefing	Water Technology	TBC	TBC	Elected members	Presentation Finalised CHRMAP	Present final CHRMA to elected members for endorsement

Table 6. Engagement Activities Timeline



WEEK COMMENCING	28/11/22	5/12/22	12/12/22	19/12/22	26/12/22	2/1/23	9/1/23	16/1/23	23/1/23	30/1/23	6/2/23	13/2/23	20/2/23	27/2/23	6/3/23	13/3/23	20/3/23	27/3/23	3/4/23	
Develop Community and Stakeholder Engagement Plan																				
Prepare and Conduct Stakeholder Conversations																				
Prepare and conduct Aboriginal engagement																				
Prepare Communications and Engagement Collateral																				
Printing and Distribution of communications by the Town																				
Prepare for Collection of Coastal Values																				
Undertake Engagement Activities for Coastal Values																				
Outcomes Reporting - Coastal Values																				
Prepare for collection of asset priorities and testing management options																				
Undertake Engagement Activities for Adaptation Pathways																				
Outcomes Reporting - Adaptation Pathways																				

element.

