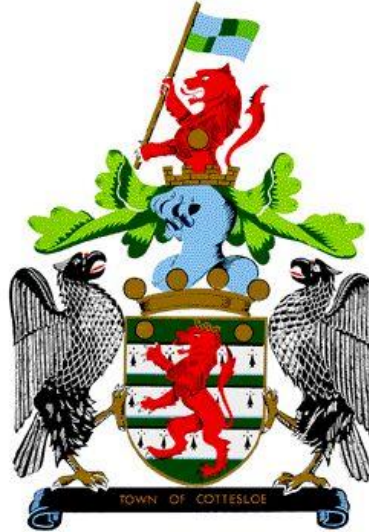


TOWN OF COTTESLOE



BEACH ACCESS PATHS COMMITTEE

MINUTES

**MAYOR'S PARLOUR, COTTESLOE CIVIC CENTRE
109 BROOME STREET, COTTESLOE
3:00PM, WEDNESDAY 6 MARCH 2019**

**MAT HUMFREY
Chief Executive Officer**

12 March 2019

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1 DECLARATION OF MEETING OPEN / ANNOUNCEMENT OF VISITORS

Cr Pyvis declared the meeting open at 3:05pm.

2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

Cr Pyvis acknowledged the Traditional Owners, the Whadjuk people, one of 14 dialect groups of the Nyoongar people and the Whadjuk people occupied the land from Two Rocks to Rockingham and the greater Walingup area which includes Fremantle and this land is of spiritual significance and great importance to Whadjuk Nyoongar people living today.

3 ATTENDANCE**Committee Members**

Cr Sally Pyvis	Presiding Member
Cr Michael Tucak	Elected Member
Mayor Philip Angers	Elected Member
Dr Mike Ewing	Cottesloe Coastcare Representative
Ms Kerry Briody	Community Representative

Officers

Mr Mat Humfrey	Chief Executive Officer
Mr Shaun Kan	Manager of Engineering Services
Mr Kevin Truscott	Project Manager
Ms Adeline Morrissey	Coordinator Environmental Projects
Ms Ann-Marie Donkin	Governance Officer

Consultants

Nil

Apologies

Nil

4 AUDIO RECORDING OF THE MEETING

MOVED: Cr Pyvis SECONDED: Cr Tucak

That today's Beach Access Paths Committee meeting be recorded for the purpose of Minute taking and Minute checking.

Carried 5/0

COUNCILLOR MOTION

Moved Cr Pyvis - LAPSED due to no seconder.

That the Audio recording of this meeting be uploaded on the Town of Cottesloe website with the draft Minutes.

5 CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

The Committee agreed that if there was time this item would be returned to at the conclusion of General Business.

This item was returned to at 4:45pm – Mayor Angers had just left the meeting.

MOVED: Cr Tucak SECONDED: Dr Mike Ewing

The Minutes of the meeting of the Beach Access Paths Committee meeting held on 24 October 2018 be confirmed as a true and accurate record.

Carried 3/1

MOVED: Cr Tucak SECONDED: Ms Kerry Briody

The Minutes of the meeting of the Beach Access Paths Committee meeting held on 19 November 2018 be confirmed as a true and accurate record.

Carried 3/1

MOVED: Dr Mike Ewing SECONDED: Ms Kerry Briody

The Minutes of the meeting of the Beach Access Paths Committee meeting held on 19 February 2019 be confirmed as a true and accurate record subject to removing the first paragraph and amending meeting start.

Carried 3/1

Minutes – 5 February 2019

The Minutes of the meeting of the Beach Access Paths Committee held on **5 February 2019** was discussed at length.

Mr Humfrey advised that due to the wording of the committee's recommendation (8.6) a decision was made not to publish the Minutes on the Town's website, this matter has also caused delay in bringing them back to the committee for confirmation.

Mr Humfrey asked the committee to reconsider their claims made in Point 3 of the recommendation with a view to amending it or if not, provide evidence to substantiate their claims.

Cr Pyvis advised that every effort would be made to bring substantive evidence to the next meeting.

It is to be noted that, whilst not available on the Town's website, the Minutes for the 5 February 2019 meeting are available for public inspection as per the *Local Government (Administration) Regulations 1996 – REG 14 (Act s.5.25(1)(j))*.

A further discussion ensued with the following motion put forward:

COUNCILLOR MOTION AND COMMITTEE RECOMMENDATION

MOVED: Cr Pyvis SECONDED: Ms Briody

That the BAP committee;

Request that in future tenders environmental component is enhanced part of the assessment criteria and that the superintendency be reverted back to the Town of Cottesloe.

Carried 4/0

The 5 February 2019 Meeting minutes will be brought back to the committee's April meeting.

Dealt with out of order, the finalisation of this matter concluded the meeting.

6 DECLARATION OF INTERESTS

Nil

7 OFFICER REPORTS

7.1 Beach Access Paths Committee – Meeting Schedule 2019

File Ref:	N/A
Attachments:	Proposed Beach Access Paths Committee Meeting Schedule 2019 Committee Meeting Administrative Procedure
Responsible Officer:	Garry Bird, Deputy Chief Executive Officer
Author:	Ms Ann-Marie Donkin, Governance Officer
Proposed Meeting Date:	5 February 2019
Author Disclosure of Interest:	Nil

SUMMARY

Under Section 5.8 of the *Local Government Act 1995* a Local Government may establish committees.

All ToC committees are open to the public unless closed due to confidentiality reasons under the parameters of the *Local Government Act 1995*.

BACKGROUND

Currently the Beach Access Paths Committee meeting dates are determined on an ad hoc basis before the conclusion of a meeting, or by email after the meeting.

To ensure an equitable process, committee recommendations should follow the same due process as an officer's report, in that it is presented in a timely manner to Elected Members prior to an Agenda Forum or Ordinary Council Meeting, thus providing them with enough time to seek clarification, and/or seek guidance from the administration that will assist in their decision making.

To encourage best practice in governance and ensure actions from committee recommendations are not being undertaken prior to Council's endorsement, a set meeting schedule for 2019 has been prepared for the committee's consideration.

The meetings, where possible, have been scheduled to be held prior to an Agenda Forum meeting to allow time for committee minutes to be circulated and provided to all Elected Members for- due consideration at the monthly Ordinary Council Meeting.

STRATEGIC IMPLICATIONS

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

Priority Area 6: Providing open and accountable local governance

Major Strategy 6.2: Continue to deliver high quality governance, administration, resource management and professional development.

This report is consistent with the Town's *Corporate Business Plan 2017 – 2021*.

Priority Area 6: Providing open and accountable local governance.

Major Strategy 6.2: Continue to deliver high quality governance, administration, resource management and professional development.

POLICY IMPLICATIONS

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

STATUTORY ENVIRONMENT

Local Government Act 1995

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with the existing budgetary allocation.

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

STAFFING IMPLICATIONS

Setting meeting dates for the year will allow for a more structured approach to allocating resources. It is the aim of the administration to ensure each committee is provided with the support it requires to meet agreed outcomes.

The current scheduling places an inordinate strain on resources. Several committee meetings can be scheduled on a day and often in conjunction with Agenda Forums, Special Meetings and Ordinary Council Meetings.

Staff responsible for meetings are required to meet deadlines in relation to agenda settlement, compilation and delivery undertaken Thursdays, Fridays and Mondays. Most committee meetings are held early in the week; Minutes preparation and distribution must be undertaken within 5 days of the meeting.

SUSTAINABILITY IMPLICATIONS

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

CONSULTATION

Transparency and accountability in decision making is a community expectation. Set meeting dates provides the Cottlesloe community with an opportunity to plan to attend committee meetings, to be involved with or bear witness to that process.

STAFF COMMENT

Nil

VOTING

Simple Majority

OFFICER AND COMMITTEE RECOMMENDATION

MOVED: Mayor Angers

SECONDED: Ms Kerry Briody

That the Beach Access Paths Committee ADOPT the proposed meeting schedule as attached for the 2019 meeting calendar and advertise the dates on the Town of Cottesloe website;

And that the Beach Access Paths Committee recommends;

THAT Council ENDORSE the Beach Access Paths Committee 2019 meeting schedule as attached.

Carried 5/0

8 OTHER BUSINESS

8.1 Beach Access Path Committee Charter - DEFERRED

The adoption of the attached Beach Access Paths Committee Charter was not considered at the September 2018 meeting as originally planned and it is now a matter of urgency to have it in place for the 2019 meeting period.

OFFICER RECOMMENDATION

That the Beach Access Paths Committee recommends;

That Council ADOPT the draft Beach Access Paths Committee Charter.

The Beach Access Paths Committee Charter was briefly discussed with Dr Ewing voicing his concern regarding the direction of the committee, particularly in the dealing with operational matters and asked that the Charter be bought back for discussion as a matter of priority.

This was agreed to by the committee.

9 ITEMS FOR DISCUSSION

9.1 Progress Beach Access Paths (Update) – Mr Kevin Truscott, Project Manager

This item was discussed at length by the committee.

Mr Truscott advised the following:

- S10 and S12 are at practical completion
 - Stairs are open to the public
 - Design intent has been achieved
 - A couple of defects have been identified and are being dealt with
 - Cr Pyvis identified some ongoing concerns and was requested to email those to the Administration, all committee members were advised to also follow this process
- N7 – Three quarters of the way through building the stairs
 - Measuring handrails
 - Pouring the footings for seating – N7 Node
 - Expected date for completion 20-22 March 2019

Cr Pyvis requested the committee be provided with an up date of the work done in regards to the 5 points of in the committee's resolution from the 19 February 2019 Meeting and was advised as follows;

- Point 1 – ***The administration discusses with the contractor the removal of the triangle north of the shower with a view to it being landscaped***

Mr Truscott advised in the sketch provided to the Committee on 21 February 2019, the concrete infill to the north of the shower seating was replaced with mulch and plantings.

- Point 2 – ***The administration discusses with the contractor the reduction of the concrete footprint around the bike rack and the water fountain but not so as to alter the function of those areas***

Mr Truscott advised the contractor has been provided with an updated drawing to reduce the quantity of concrete as per the mark-up provided to the committee; this is also the case for point 3.

- Point 3 – ***The administration discusses with the contractor the reduction of the concrete footprint around the showers but not so as to alter the function of those areas***
- Point 4 – ***The administration discusses with the contractor the removal of the two memorial benches and the concrete pads***
 - The seat on the western side will be kept as it is and the seat on the south east corner will be removed and retained by the Town for future positioning.
- Point 5 – ***The administration inform the committee of progress and request the administration to make any necessary reports to Council for the February Council meeting***
 - The committee has been brought up to date, it was agreed that no further report in this regard is required.

MEMBER MOTION/COMMITTEE RECOMMENDATION

MOVED: Mr Ewing SECONDED: Cr Tucak

That the BAP committee;

Request the administration to provide at the next BAP meeting a survey and related promotion for capturing feedback from BAP users' of S10, S12, N6 and N7 to be included in the review of the design.

Carried 5/0

Mr Kan, Manager Engineering Services will advise Cr Pyvis on the planting treatment along the road verge directly behind the kerb between N6 and N7.

9.2 Items Deferred from BAP Meeting 5 February 2019

Items 9.2.1 to 9.2.11 were requested for discussion by Cr Pyvis for the 5 February 2019 meeting agenda and were not discussed.

9.2.1 Log Ladder Design

The committee decided to await community feedback before having further discussion/input on this item.

9.2.2 Update on Council Resolution

Cr Pyvis advised this item is no longer required

9.2.3 Smoking Ban Signage

The committee discussed at length what could be done to stop beach users from smoking on all Cottesloe's beaches

COUNCILLOR MOTION AND COMMITTEE RECOMMENDATION

MOVED: Cr Pyvis SECONDED: Cr Tucak

That the Committee recommend to Council;

That the Town of Cottesloe administration implement Council's resolution to ban smoking on all beaches and place no smoking icon signage on all existing and future signage to the extent necessary to enforce the no smoking by-law on all Cottesloe beaches as a matter of urgency.

Carried 5/0

9.2.4 FHPA Signage

Mr Kan advised the sign had been replaced in January 2019.

9.2.5 Brief to PUBLIK Signage Strategy

Cr Pyvis clarified the purpose of requesting that the Department of Planning, Land and Heritage be invited to have input into the PUBLIK Signage Strategy was not to gain approval of the Strategy but for an expert from the Department to be invited to a meeting to address the committee's concerns with strategy.

Mr Kan advised that the request had been made for expert advice. However, the Department has responded with a letter of support for the signage strategy.

Cr Pyvis reiterated her concern that the strategy did not meet needs, nor was it supported.

Mr Humfrey advised that signage would need to be in place when the paths are reopened in approximately 1 to 2 weeks time.

COUNCILLOR MOTION AND COMMITTEE RECOMMENDATION**MOVED: Cr Pyvis SECONDED: Cr Tucak****That the Committee recommend to council;****Following completion of S10, S12, N6 and N7 the original signage be reinstated to satisfy compliance issues until the PUBLIK signage strategy has been resolved.****Carried 5/0****9.2.6 Update on Council Resolution**

Cr Pyvis advised this item is no longer required.

9.2.7 Aboriginal Consultation on BAP Signage

Cr Pyvis requested an update. CEO Mr Humfrey advised that no further progress had been made in this regard; reminding the committee that at no point had the Council endorsed the Beach Access Paths Committee to provide names for the paths.

The committee continued to discuss this item at length which included the following points:

- Need for further, comprehensive consultation with the aboriginal community
- Seek to understand how the Council wants to proceed
- Requested evidence from the Administration in regards to consultation with the Gidgup family

9.2.8 Email: Mr Lindsay Mollison – Foreshore Master Plan and Beach Access N7 at Grant St, Marine Parade**9.2.9 Email: Keith and Frauke Chambers – Beach Access N7****9.2.10 Email: Mr Peter Woods – N6 – Beach Access Path****9.2.11 Email: Mr Christopher Spaven – Maintenance on Beach Path Required****Items 9.2.8, 9.2.9, 9.2.10 and 9.2.11 were dealt with as one item:**

Cr Pyvis advised the committee that she added these items to highlight the issues being felt by the community. The committee discussed the items with a summary of the points made below:

- Use the recording of community issues and complaints as the first step to improving future works
- Analyse for substance
- Use the information for community feedback

Cr Pyvis suggested a new standing item on the agenda to address this 'MEDIA and COMMUNITY FEEDBACK', discussion took place about how this would be monitored.

CEO Mr Humfrey suggested that a spreadsheet could be developed that would see ToC Administration analyse media and correspondence in this regard, identifying beach access path numbers, key points and to extract common themes:

- Engineering Issues
- Aesthetics
- Design Choices

Such a spreadsheet would be used as a key discussion item in a similar way to the Action List.

The committee agreed this would be beneficial. No further discussion was had.

Mayor Angers excused himself from the meeting at the conclusion of Items 9.2.8 to 9.2.11 at 4:45pm.

The committee returned to Item 5 on the agenda – **Confirmation of Minutes at 4:45pm**

10 ACTION LIST

11 NEXT MEETING

The next meeting will be held on Tuesday 2 April 2019.

12 MEETING CLOSURE

The presiding member thanked everyone for their attendance and closed the meeting at 5:10pm.