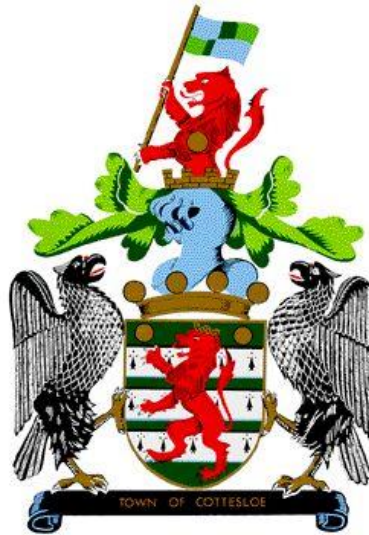


TOWN OF COTTESLOE



BEACH ACCESS PATHS COMMITTEE MEETING

UNCONFIRMED MINUTES

BEACH ACCESS PATHS COMMITTEE MEETING
HELD IN THE
Mayor's Parlour, Cottesloe Civic Centre
109 Broome Street, Cottesloe
3:00PM Tuesday, 2 July 2019

MAT HUMFREY
Chief Executive Officer

5 July 2019

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1 DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member announced the meeting opened at 3:00pm.

2 DISCLAIMER

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

Cr Pyvis asked the CEO Mr Humfrey to provide an explanation about the Town’s Disclaimer.

Mr Humfrey advised the disclaimer protects the Town from liability if someone uses the information contained in the document prior to written advice from the Town.

3 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

3.1 ACKNOWLEDGMENT OF TRADITIONAL OWNERS

Cr Pyvis acknowledged the Traditional owners of the lands.

3.2 AUDIO RECORDING OF THE MEETING

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

4 ATTENDANCE

Members

Cr Sally Pyvis	Presiding Member, Elected Member
Dr Mike Ewing	Cottesloe Coastcare Representative
Ms Kerry Briody	Committee Member

Officers

Mr Mat Humfrey	Chief Executive Officer
Mr Shaun Kan	Manager Engineering Services
Mrs Denise Tyler-Hare	Project Manager (left the meeting at 4:01pm)
Mr Kevin Truscott	Project Manager
Ms Ann-Marie Donkin	Governance Officer

Visitors

Nil

Leave of Absence

Mayor Philip Angers	Elected Member
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Apologies

Cr Michael Tucak

Elected Member

5 DECLARATION OF INTERESTS

Nil

6 CONFIRMATION OF MINUTES

Moved Ms Briody Seconded Dr Ewing

That the Minutes of the Beach Access Paths Committee Meeting held on Tuesday 16 April 2019 be confirmed as a true and accurate record.

**Carried 2/1
For: Dr Ewing and Ms Briody
Against: Cr Pyvis**

7 PRESENTATIONS

Nil

8 REPORTS**8.1 REPORTS OF OFFICERS****8.1.1 BEACH ACCESS PATH UPGRADES - PRIORITY LIST**

File Ref: SUB/2392
Attachments: Nil
Responsible Officer: Shaun Kan, Manager, Engineering Services
Author: Denise Tyler-Hare, Project Manager
Author Disclosure of Interest: Nil

SUMMARY

The Committee is asked to reconsider the priority list of path upgrades for N4 to be brought to the top of the list.

BACKGROUND

At the September 2018 Beach Access Path Committee Meeting, the Committee resolved to upgrade the paths in the order of priority below:

1. S4 (Wearne)
2. S15 (The Cove)
3. N9 (Vera View)
4. N2 (Bryan Way South)
5. N8 (Little Marine)
6. S1 (Vlamingh Memorial)
7. N4 North Cott

This resolution was then endorsed by Council at the October 2018 Ordinary Council Meeting. Given recent feedback provided by the community, path N4 has been reconsidered and re-prioritised accordingly.

STRATEGIC IMPLICATIONS

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

Priority Area 3: Enhancing beach access and the foreshore

Major Strategy 3.2: Continue to improve access to beach facilities.

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

Priority Area 3: Enhancing beach access and the foreshore.

Major Strategy 3.2: Continue to improve access to beach facilities.

POLICY IMPLICATIONS

The proposed priority list complies with the Beach Policy.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government Regulations 1996

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with the budgetary allocation for 2019/20 of \$420,000, recently adopted at the 25 June 2019 Ordinary Council Meeting.

STAFFING IMPLICATIONS

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

ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

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

CONSULTATION

Beach Access Path Committee

Town of Cottesloe Staff

Elected Members

OFFICER COMMENT

The new priorities of upgrades are as proposed, with supporting reasons:

1. N4 and N4 south (North Cott, Barchetta) – This path has degraded significantly since the previous council resolution, and as such is recommended to be the first priority. Cracking and spawling through the concrete stairs including erosion around the sand ladder needs to be addressed. Other issues comprise of sand build up in the shower.
2. S4 (Wearne) – upgrade to the end of the existing structure to improve accessibility to the beach by providing universal access, particularly for the elderly. Design will also consider the bus stop and car parking requirements along Marine Parade.
3. S15 (The Cove) – upgrade to amenity and steps.
4. N9 (Vera View Parade) – upgrade to steps and amenity.
5. N2 (Van Eileen) – removal and revegetation.
6. N8 (Birrn) – upgrade to address ad hoc stair installation and amenity.
7. S1 (Cables) – upgrade to address the amenity and style features.

The remaining paths will be prioritised as follows in the interim. Pending future adopted budgets, a separate report will be submitted for subsequent sets of paths to be upgraded within each financial year.

1. N3 (Bryan Way) – upgrade to address erosion.

2. S5 (Gibney Street) – upgrade to top of the path to address erosion, steepness and amenity.
3. S11 (Walbirriny) – upgrade to address rusted signage, overgrown vegetation and erosion under sand ladder.
4. N10 (Dog Beach) – Upgrade to address caving and sand erosion.
5. C4 (Napier Street) – upgrade to include disabled access.
6. S3 (Sydney Street) – upgrade to address sand build up at shower, amenity at the top, and various sand build up issues.
7. S7 (Dutch Inn) – upgrade to address shower run off, bike racks, signage clutter, boat ramp and steps.
8. S8 (Birrdag) – upgrade to address uneven timber sand ladder, surf access and overgrown vegetation.
9. N12 (North Street) – upgrade to amenity and steepness.
10. S2 (Vlamingh) – minor upgrades to bring in line with the style guide.
11. S13 (Pearse Street) – upgrade to amenity and path delineation.
12. S9 (Princes Street) – upgrade to address erosion undermining sand ladder.
13. N11 (Osprey) – upgrade to address erosion under the sand ladder and unevenness of the ladder.
14. N1 (Napier Street) – Review usage level, and determine whether this path could be closed. If not, upgrade to timber planks, concrete blocks and limestone blocks to introduce regularity and consistency, and address the sand drift over the planks.

S14 (Isolated) does not require upgrading as the path is in good condition and consistent with the style guide.

CO – C3 are part of the Foreshore Precinct and will be replaced when the main beach is upgraded following the adoption of the Foreshore Masterplan. Given the close proximity of adjacent paths, S6 (Deep Six) will be removed and revegetated.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

THAT the Beach Access Paths Committee recommends;

- (1) THAT Council ENDORSE the following revised priority list for the beach access path upgrade projects:
 1. N4 North Cott
 2. S4 (Wearne)
 3. S15 (The Cove)
 4. N9 (Vera View)
 5. N2 (Van Eileen)
 6. N8 (Birrn)

7. S1 (Cables)

- (2) THAT Council APPROVES subjected to point (1), priority 1, 2 and 3 within point (1) will be undertaken in 2019/2020 with the \$420,000 approved budget

COMMITTEE RECOMMENDATION

Moved Cr Pyvis Seconded Ms Briody

That the Beach Access Paths Committee recommends;

- 1. THAT Council ENDORSE the following revised priority list for the beach access path upgrade projects:**
 - 1. N9 (Vera View)**
 - 2. N4 (North Cottesloe) – 2 paths**
 - 3. S4 (Wearne)**
 - 4. S15 (The Cove)**
 - 5. N2 (Van Eileen)**
 - 6. N8 (Birrn)**
 - 7. S1 (Cables)**
- 2. That S15 be considered for design in 2019/20 budget and priority construction in the 2020/21 budget**
- 3. That the remaining 2019/20 budget funds be allocated to the remaining paths:**
- 4. That Council APPROVES subject to point 1, priority 1,2, and 3 within point 1 will be undertaken in 2019/2020 with the \$420,000 approved budget**

Carried 3/0

Reason for change:

- The Committee indicated N9 was a priority and highly used;
- N4 and S4 need upgrade work because of significant degradation;
- S15 is considered to be a complex and expensive path so it was thought to do the design this financial year and construct next financial year to ensure sufficient time and funds available;
- The intent of the third recommendation is to use any left over funds in 2019/20 to undertake minor maintenance on paths that could do with minimal repairs in the short term.

8.2 ITEMS FOR DISCUSSION**8.2.1 BEACH ACCESS PATHS COMMITTEE CHARTER**

Attachments: **8.2.1(a) DRAFT Charter - Beach Access Paths Committee**

This item was requested for discussion and review by Dr Mike Ewing at the Beach Access Paths Committee meeting - Item 8.1 of the Committee Minutes 6 March 2019.

The committee discussed the Charter briefly before finalising the draft for Council resolution.

COMMITTEE RECOMMENDATION

Moved Ms Briody Seconded Dr Ewing

The Beach Access Paths Committee recommend that Council ADOPT the draft Beach Access Paths Committee Charter.

Carried 3/0

8.2.2 SIGNAGE STRATEGY UPDATE

Attachments: Nil

Ms Tyler-Hare and Mr Kan provided an update on the approach toward finalising the signage strategy for the Beach Access Paths advising the following:

- The current draft Beach Access Path Strategy has not been adopted
- A workshop is to be held with Council and other stakeholders to discuss signage options for the whole of Cottesloe that will;
 - Identify the hierarchy of low, medium and high impact of signs
 - Establish if there is a need for a town wide strategy
 - Establish future direction
 - Identify a way forward – noted not detailed
- There is current signage that needs to be replaced
 - A strategy that considers the entire town will give consistency in the signage regardless of where they are placed
 - Common branding on all

The committee discussed this item at length and noted that the workshop is intended to involve:

- Elected Members
- Procott
- Council representatives from the Foreshore Precinct Implementation Committee and Beach Access Paths Committee

8.2.3 BEACH ACCESS PATHS DESIGN AND CONSTRUCTION - LESSONS LEARNED

The Beach Access Path Committee requested that the Administration prepare a lessons learned summary for the design and construction of the beach access paths, N6, N7, S10 and S12. The following is a breakdown of these key lessons:

Design

1. Always ensure the latest survey is used, and that winter levels are accounted for, as well as consideration to sea level rise;
2. Coordinate early with other relevant committees;
3. Identify and coordinate with specific BAP users;
4. Determine if universal access is possible;
5. Consider what trees will be planted for shade, and placement of these trees in the context of existing vegetation and proximity to houses;
6. Work with donators of memorial benches to facilitate upgrades/relocations/repair works early;
7. Base future designs on using the same materials and styles as the upgraded ones;
8. Provide bike parking where possible;
9. Consider how the beach is used and what access is required e.g. if it's a beach where lots of children go, perhaps pram access is required, or windsurfers with rigging may need extra wide stairs, dog beach requirements, etc.;
10. Early signage design;
11. Consider location and requirement for showers, taps and how to drain these early in the design, and whether additional plumbing/water connections are required;
12. Consider existing car park drainage where relevant;
13. Consider bin location;
14. Design for dune conservation and revegetation;
15. Consider provision of grassed areas where possible e.g. for rigging, playing, etc;
16. Consider parking and whether this should be upgraded as part of the design;
17. Consider existing road infrastructure and limitations on the design caused by that, e.g. bin pick up, etc.
18. Consider safety as the first priority; and,
19. Undertake early and meaningful community consultation.

Construction

Staircases

- Replas has a long lead time – Contractor or Council to pre-order materials for the project at contract award
- Replas treads to be measured and cut off site to reduce the amount of plastic shavings.
- Any onsite minor cutting to occur within a compound (shade cloth enclosed as a min) and cleaned up regularly to avoid any spread

- Planting of non-irrigated areas to be installed during winter months
- Check documentation for cross falls back to path (away from steps)
- To include structural engineering sign-off after construction completed.

Log ladders

- Low height fences to have a smaller gap to the edge of the log ladder
- Height of low height fences to be min 750mm high

Seating

- All seating to be installed at 450mm high

Consultation

- Obtain clear direction on the intent of consultation
- Workshop concept designs with user groups to provide a clear understanding
- Install signs at each pathway once complete for users to provide feedback

OFFICER RECOMMENDATION

Nil

Cr Pyvis asked the questions below be noted:

1. How does the lessons learnt sit with the checklist that was developed by the committee in the early stages of the design process?
2. Who uses this (Lesson's Learnt)?
3. How will it be applied?

Project Manager Mrs Tyler-Hare, advised

- the lessons learnt would be applied to 'Requests for Quotes' going forward.
- the intent of the Beach Access Path Checklist was to provide a reference of considerations, a 'sanity' check.

The committee discussed this item at length.

The previously adopted Beach Path Checklist had the following 5 items added to ensure these remained in focus for future projects:

- Timing of construction to avoid the summer season
- Don't undertake adjacent paths concurrently
- All materials measured and cut off site e.g. Replas, and all long lead time items to be supplied by the Principle
- All planting to be done in house

Cr Pyvis raised concern about the new plantings not surviving;

- Mr Truscott advised that an inspection had been done and that this was being addressed by the Town
- Dr Ewing advised that planting in the N7 area will take place in the next 10 days with 2000 plants arriving in the next few days.

8.2.4 ACTION ITEMS

Attachments: Nil

Note – this item was dealt with after 9. General Business

Mr Kan provided the committee with an update advising all bar one item, which is ongoing, have been completed.

Cr Pyvis asked that a fourth item be added to the Beach Access Path Checklist;

- Obsolete materials offered to interested parties e.g. playground equipment etc.

And requested the checklist be added as a regular item for discussion in future agendas along with Action Items.

Mr Humfrey advised that Council has approved a substantial budget for the Vlamingh Memorial Nature Play Area.

Mrs Tyler-Hare left the meeting at 4:01pm.

9 GENERAL BUSINESS**9.1 COMMITTEE MEMBERS**

Nil

9.2 OFFICERS

Nil

10 MEETING CLOSED TO PUBLIC**10.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

Nil

11 NEXT MEETING

The Presiding Member requested that the next meeting be called at the discretion of Mrs Tyler-Hare, the Town's Project Manager.

There were no objections from the committee.

12 MEETING CLOSURE

The Presiding Member announced the closure of the meeting at 4:09pm.