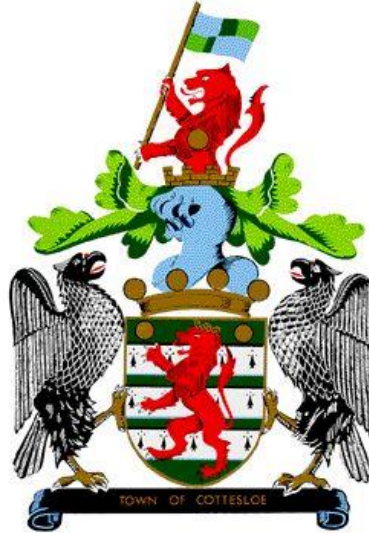


# TOWN OF COTTESLOE



## BEACH ACCESS PATH COMMITTEE

# UNCONFIRMED MINUTES

MAYOR'S PARLOUR, COTTESLOE CIVIC CENTRE  
109 BROOME STREET, COTTESLOE  
6:00PM, MONDAY 19 NOVEMBER 2018

**Mat Humfrey**  
**Chief Executive Officer**

20 November 2018

DRAFT

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**1. DECLARATION OF MEETING OPEN / ANNOUNCEMENT OF VISITORS**

The presiding member declared the meeting open at 6:00pm.

**2. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

**3. ATTENDANCE**

**Committee Members Present**

Cr Sally Pyvis	Presiding Member
Cr Sandra Boulter	Deputy Presiding Member
Cr Michael Tucak	Elected Member
Mayor Phil Angers	Elected Member
Mr Mike Ewing	Cottesloe Coastcare Representative
Ms Kerryn Briody	Community Representative

**Officers Present**

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

**Apologies**

Nil

**In Attendance**

Ms Vicky Wood  
1x unidentified person (name not provided)

**4. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING**

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

Noted: This item is deferred until the next meeting.

**5. DECLARATION OF INTERESTS**

Nil

**6. CORRESPONDENCE**

Nil

**7. OFFICER REPORTS**

Nil

## 8. ELECTED MEMBER NOTICE OF MOTION – CR PYVIS

Moved: Cr Pyvis      Seconded: Cr Boulter

That the BAP Committee consider:

Beach Access Path signage, and in particular the proposed prototypes for N7, N6, S10, S12 and the PUBLIK Beach Access Path Signage Strategy November 2018-Final-Rev1. document.

Carried 6/0 (revoked for the purpose of discussion)

### CEO ADVICE

CEO Mr Humfrey provided advice to the chair that the item was now finished as the vote had been called for before discussion was undertaken.

Cr Pyvis revoked the vote with the consensus of the committee and opened discussion before addressing the questions:

- Major concerns with the strategy
- Deviated from the original aspiration and intent
- Not low profile signage
- Has (independently) undertaken a lot of research in this regard and does not support or endorse the proposed signage

### COUNCILLOR QUESTIONS

#### Questions from Cr Pyvis – received via email 19 November 2018:

Q1. Who/which "signage designers and contractors" (p1 Strategy) will be engaged to produce BAP signage?

A1. We are currently seeking quotes

Q2. Is it mandatory to use BEN (Beach Emergency Numbers) for BAP signage?

A2. No

Q3. Is it mandatory to comply with Australian Standards for BAP signage?

A3. No – however, should the Town depart from Australian Standards for any reason, it may have consequences in an increased liability and the ability to enforce local laws.

Q4. And if yes (to 3. above) please advise where this requirement is stated?

A4. Please refer to above.

Q5. p7 Strategy refers to signage "that will accommodate the required content" of signs. Who/which entity is doing the "requiring" and who/which entity is determining what information is required in BAP signage?

**A5.** The Town does the “requiring” in this sense. There is certain information that needs to be conveyed to allow the Town to discharge its duty of care and to allow local laws to be enforced. Officers will work with Publik and the suppliers to ensure this duty is met.

Cr Pyvis introduced Ms Vicky Wood as a previous committee member and an expert in landscape design, asking Ms Wood to address the meeting with the purpose of providing the committee with advice related to good coastal signage design.

Ms Wood provided the following advice (summary only):

- The scale and form of the proposed signage is inappropriate for coastal use with the scale being over human height and the form at odds with a horizontal land scape
- There are other ways in which to provide information – different things require different treatments
- Concerned about the of the visual impact the of the proposed signage – this would not normally be allowed in a high scenic environment – like a national park, this would not be allowed
- Possible this wasn’t in the brief provided to the designer – they may not have been aware
- Basically the form, the scale and the clutter was cause for concern - the amount of information on the signs and the amount of signs – if there is to be a sign at every single path, then that would be a problem

Cr Pyvis thanked Ms Wood for her contribution and invited other committee members to comment.

Cr Boulter took the floor speaking about her attendance at the ICTC conference, specifically about the presentation by Ed T McMahon (Ten Principles for Responsible Tourism), which had included signage principals, before tabling 2 motions.

Mayor Angers through the chair asked the CEO to provide advice in relation to liability if the signs do not meet Australian Standards

#### **CEO ADVICE**

Mr Humfrey advised the committee as follows (summary only):

- The Australian Standard does set out that these signs should be 2.1m tall
- They should be able to be viewed over the top of a parked car – that is to comply with Australian standards – as shown in the strategy
- Accept it is not what you would normally find in a National Park or walking trail - Beach Access Paths are different, they are a locator and have a purpose
- Need to be aware that if the required information is not conveyed appropriately and there is an injury as a result the Town would be liable – it would be come an unsupported and uninsured loss

- In the event something were to happen as a direct result of the signs not complying, the Town (as in the ratepayer) may be liable as insurance may not cover us
- Need to be mindful of this
- There are lower and smaller signs currently at all the beach access paths (pictures provided in the strategy)
- Part of the brief (to designers) was that the signs were required to be of a smaller scale than is current as per the strategy which is publicly endorsed.

Cr Pyvis thanked the CEO and responded that the existing signs were no guide as to what the committee is aspiring to, other than the required Australian Standard sight lines. Cr Pyvis offered several solutions to changing the proposed signage which were discussed by the Committee:

- Separate signage on the roadside at what is believed to be the best height for emergency vehicles
- Keep other signs low profile, horizontal, minimalist
- Coastcare could consider other signage further along the beach, low profile to highlight particular flora and fauna
- The committee consider request assistance/guidance from the Department of Planning in the form of an expert landscape architect as the committee has lost original intent.

Community Representative Ms Briody provided comment from a safety and compliance background (summary only)

- Compliance with the green marker which would be the locator for the ambulance and emergency services is critical
- Signage clutter – amount of words for instance could be reduced
- The ordinance signs – level 2 or 3 of the safety signage – need to be site specific
- Signs (while they seem large) need to be visible and this is something the committee needs to be very aware of knowing the requirements for issuing fines etc

Ms Wood interjected through the chair and provided further advice before leaving the meeting (summary only):

- Prioritising the structure – some access paths are more important than others
- You do need to have certain things on every sign like emergency signage but you don't have to have all the signage on every single path (only location)
- Prioritise the signage for each path

Cr Pyvis thanked Ms Wood for her attendance and advice. The committee continued their discussion with Coastcare representative Dr Ewing providing his opinion.

Cr Pyvis declared that no one in the room was an expert in coastal landscape signage and moved the following motion:

#### COUNCILLOR MOTION

Moved: Cr Pyvis

That the town of Cottesloe administration suspend all work on the BAP signage and invite a landscape architect representative from the Department of Planning Lands and Heritage to provide advice to the BAP committee about coastal signage generally and the Town of Cottesloe Beach Access Path signage in particular.

CEO Mr Humfrey interjected to query if the department had such a person and was advised by the Cr Pyvis that she understood that they did and this was their role.

Discussion was undertaken around this and an amended motion put forward.

#### AMENDED COUNCILLOR MOTION

Moved: Cr Pyvis      Seconded: Cr Boulter

That the town of Cottesloe administration suspend all work on the BAP signage and invite a representative from the Department of Planning Lands and Heritage (preferably a landscape architect) to provide advice to the BAP committee about coastal signage generally and the Town of Cottesloe Beach Access Path signage in particular.

#### CEO ADVICE

CEO Mr Humfrey advised that the committee could not make this decision and this motion would need to go to Council for resolution, asking the words 'That the committee recommend to Council' be included at the start of the motion.

Cr Pyvis asked if the matter would go before council at the next OCM, Cr Boulter queried if the motion required Council resolution. In response to Cr Boulter Mr Humfrey advised that it did and in response to Cr Pyvis advised the administration would make every attempt to have it available in time.

Cr Pyvis reread the motion at hand (below).

Cr Tucak asked if it was clear whether the committee was not happy with or had issues with the signage or if the committee is going back to scratch, querying if there was a need to include a list of what was wrong?

Cr Pyvis provided further advice in response (summary only):

- There is a lot of information that does not need to go on the signs
- Emergency information is critical



- Fish habitat protection etc is critical - Cottesloe's point of difference
- Need to prioritise the messages that are included – site specific
- Need to be low profile, horizontal signage that compliments
- Made reference to documents used in research
- No objection to a list of issues but need to be proactive as a committee to seek best possible outcome for Cottesloe
- Concerned that Cottesloe residents may be up in arms about the signage proposed by PUBLIK because it is intrusive and interrupts the sight lines of what is a high visual valued coastal lands.
- Confident that the committee can satisfy all requirements
- Cottesloe is unique, a tourist destination and expect the highest standard
- Critical at this point that the committee is steering the direction of this

Further discussion was undertaken in regard to the advice provided by Cr Pyvis, specifically if the motion went far enough to address the concerns of the committee.

#### **CEO ADVICE**

CEO Mr Humfrey interjected to advise the chair that there were now two (2) motions on the table and to proceed they would be required to withdraw one with the approval of the mover and seconder.

Councillors Pyvis and Boulter withdrew the 1<sup>st</sup> motion:

Following discussion the first motion was withdrawn

#### **COUNCILLOR MOTION - Withdrawn**

Moved: Cr Pyvis      Seconded: Cr Boulter

That the BAP Committee consider:

Beach Access Path signage, and in particular the proposed prototypes for N7, N6, S10, S12 and the PUBLIK Beach Access Path Signage Strategy November 2018-Final-Rev1. document.

Discussion continued related to Cr Tucak's comments before another amendment was made to the motion on the table.

Mayor Angers asked for a point of clarification related to where emergency signage was required to be and queried the suggestion of placing it in an alternative location/way other than prescribed. Discussion related to this and other signage issues continued.

## **AMENDED COUNCILLOR MOTION/COMMITTEE RECOMMENDATION**

**That the Beach Access Path Committee recommend to Council;**

**That the town of Cottesloe administration suspend all work on the BAP signage and invite a representative from the DPLH (preferably a landscape architect) to provide advice in person to the BAP committee about coastal signage generally and the Town of Cottesloe Beach Access Path signage in particular.**

**Carried 6/0**

Cr Tucak suggested that a list of concerns be put together (including insurance/litigation concerns) and be provided to the DPLH representative. The committee agreed this was important and should be done.

This motion below was then put on the table and discussed by the committee prior to voting.

Discussion summary:

- 120m of foreshore and 33 BAPs – there will still need to be that number of signs regardless
- Visual impact of signs proposed is overwhelming
- What would need to be checked by the committee
- Should the committees views and concerns be taken back to PUBLIK – give them an opportunity to address the issues
- A need to hear from the state government re: signage policies
- Need to explore solutions to all concerns – explore all avenues for resolution
- Only getting a few signs to start with

### **CEO ADVICE**

Mr Humfrey advised that he will need to check the status of the order before he can provide any further information in relation to where the project currently stands.

Discussion continued briefly (summary only);

- A grade and B grade signage
- Payments already made and modification to design
- Timeframes

**COUNCILLOR MOTION/COMMITTEE RECOMMENDATION**

**Moved: Cr Boulter    Seconded: Ms Briody**

**That the Beach Access Path Committee recommend to Council;**

**That at each stage of the continuing BAP renewal project, the shop drawings for each of BAP are tabled at the BAP Committee meetings for review of specific content and 'sanity check' on grammar and compliance.**

**Carried 6/0**

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**9. GENERAL BUSINESS**

Nil

**11. NEXT MEETING**

To be determined.

**12. MEETING CLOSURE**

The presiding member closed the meeting at 6:50pm.

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