

# TOWN OF COTTESLOE



## BEACH ACCESS PATHS COMMITTEE MEETING

# AGENDA

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

**MAT HUMFREY**  
Chief Executive Officer

28 June 2019

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Agenda and minutes are available on the Town's website [www.cottesloe.wa.gov.au](http://www.cottesloe.wa.gov.au)



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**1 DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS****2 DISCLAIMER**

Refer to the Disclaimer on the inside of the cover page

**3 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

The meeting will be recorded, solely for the purpose of confirming the correctness of the Minutes.

**4 ATTENDANCE****Members**

|                  |                                    |
|------------------|------------------------------------|
| Cr Sally Pyvis   | Presiding Member, Elected Member   |
| Cr Michael Tucak | Elected Member                     |
| Dr Mike Ewing    | Cottesloe Coastcare Representative |
| Ms Kerryn Briody | Committee Member                   |

**Deputy Members**

Cr Melissa Harkins (Observer)

**Officers**

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

**Visitors****Apologies**

|                     |                |
|---------------------|----------------|
| Mayor Philip Angers | Elected Member |
|---------------------|----------------|

**5 DECLARATION OF INTERESTS****6 CONFIRMATION OF MINUTES**

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

**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

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**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*

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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.**



**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.

**8.2.2 SIGNAGE STRATEGY UPDATE**

**Attachments:** Nil

Ms Tyler-Hare will provide an update on the approach toward finalising the signage strategy for the Beach Access Paths.

**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

**8.2.4 ACTION ITEMS**

**Attachments:** Nil

Refer to the Action List

**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**

# **TOWN OF COTTESLOE**



# **ATTACHMENTS**

**BEACH ACCESS PATHS COMMITTEE MEETING – 2 JULY 2019**

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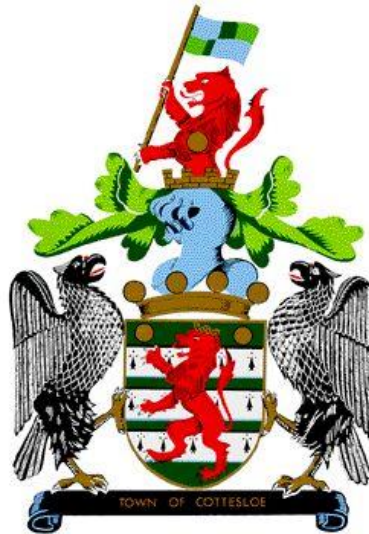
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# TOWN OF COTTESLOE



## BEACH ACCESS PATHS COMMITTEE MEETING

# ATTACHMENT

### ITEM 8.2.1A: DRAFT CHARTER - BEACH ACCESS PATHS COMMITTEE

This charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Town of Cottesloe Beach Access Path Committee, established by Council pursuant to Section 5.8 of the *Local Government Act 1995* (the Act).

## 1. Name

The name of this Committee is 'Town of Cottesloe Beach Access Path Committee'. All references to 'Committee' in this charter mean 'Town of Cottesloe Beach Access Path Committee'.

## 2. Establishment

This Committee is established under the provisions of the *Local Government Act 1995*, particularly section 5.8 of the Act.

At the Ordinary Meeting of Council held 25 October 2016 it was resolved:

*That Council:*

1. *Authorise the Chief Executive Officer to publish the style guide developed by Blackwell and Associates for refurbishing the Town's Beach Access Paths for the purposes of community consultation;*
2. *Set a minimum period for submissions on the style guide of 28 days; and*
3. *Appoint a committee comprising of Cr Angers, Cr Pyvis and Cr Birnbrauer, Ms Vicki Woods, a representative of Cottesloe Coast Care and a representative of the ICEA Foundation, to oversee the final design of each beach access path.*

*Carried 9/0*

## 3. Guiding Principles

This Committee is established with its guiding principles in accordance with the *Local Government Act 1995*, sections 5.8 to 5.25.

## 4. Vision

The Vision of this Committee is to undertake a review of the beach access paths within the Town of Cottesloe.

## 5. Terms of Reference

- a. To develop the design of and the implementation of beach access path replacements;
- b. To oversee the maintenance, regular reviews and evaluation of beach access paths and associated infrastructure; and
- c. Make recommendations to Council on matters relevant to the Committee.

## 6. Membership

At the Ordinary Meeting of Council held 31 October 2017 it was resolved:

*That Council*

1. *Appoints Cr Boulter, Cr Pyvis and Cr Tucak be appointed member and Mayor Angers as deputy member of the Beach Access Paths Committee;*

2. *Appoints Ms Vicki Woods as a member of this Committee; and*
3. *Allows one representative of Cottesloe Coastcare Association as a voting member of this Committee.*

*Carried 9/0*

Membership of this Committee will comprise of:

- Three Town of Cottesloe Elected Members;
- One Coastcare representative;
- One expert member (Vicki Woods);
- Two community representatives;

Vacancies for the community representatives will be advertised in the local papers, the Town of Cottesloe webpage and notice boards. Council will then select and appoint new members.

Community representation is valid for two years, until the person resigns, the Committee is disbanded or the next Ordinary Council Election, which ever happens first. Nothing prevents an existing member re-nominating.

Organisations that provide representatives are free to select and endorse their representative as per their governing rules and processes. Council will endorse each organisation which provides a representative following each Ordinary Council Election. Organisations will be able to be represented until they write to the Town formally requesting to be relieved of representation on the Committee, the Committee is disbanded or Council resolves to amend the representation on the Committee.

## **7. Meetings**

### **7.1 Annual General Meeting**

Nil

### **7.2 Committee Meetings**

Meetings shall be held not more frequently than every month, unless a special meeting of the Committee is called for a specified purpose.

### **7.3 Quorum**

The quorum for any meeting of this Committee shall be 50 percent plus 1 members (voting or non-voting) as endorsed by Council at the time of the meeting.

### **7.4 Voting**

Shall be in accordance with section 5.21 of the Act, with all members endorsed as voting members entitled and required to vote, subject to the provisions of the Act which deal with Financial and Proximity Interests.

Non-voting members are able to be counted towards a quorum and may move and vote on the acceptance of the Minutes of the previous meeting only.

### **7.5 Minutes**

The Minutes of the meeting shall be recorded and prepared as per the provisions of section 5.22 of Act.

The content of the minutes shall be in accordance with the *Local Government (Administration) Regulations 1996* section 11.

*The content of minutes of a meeting of a council or a committee is to include —*

- (a) the names of the members present at the meeting; and*
- (b) where a member enters or leaves the meeting during the course of the meeting, the time of entry or departure, as the case requires, in the chronological sequence of the business of the meeting; and*
- (c) details of each motion moved at the meeting, the mover and the outcome of the motion; and*
- (d) details of each decision made at the meeting; and*
- (da) written reasons for each decision made at the meeting that is significantly different from the relevant written recommendation of a committee or an employee as defined in section 5.70 (but not a decision to only note the matter or to return the recommendation for further consideration); and*
- (e) a summary of each question raised by members of the public at the meeting and a summary of the response to the question; and*
- (f) in relation to each disclosure made under section 5.65 or 5.70 in relation to the meeting, where the extent of the interest has also been disclosed, the extent of the interest.*

If the Committee resolves, the minutes may include a table of ‘action items’, summarising the agreed actions.

### **7.6 Who acts if the presiding member is unavailable**

Shall be in accordance with section 5.14 of the Act.

### **7.7 Meetings**

Meetings shall be generally open to the public as per the provisions of section 5.23 of the Act.

### **7.8 Public Question Time**

As the Committee has no delegated powers (section 5.24 of the Act), there is no specific provision for public question time.

### **7.9 Members’ Conduct**

Council Members of the Committee shall be bound by the following

- The provisions of section 5.65 of the Act;
  - Town of Cottesloe *Standing Orders Local Law 2012*;
  - Town of Cottesloe Code of Conduct;
  - *Local Government (Rules of Conduct) Regulations 2007*; and
  - Regulation 34C of the *Local Government (Administration) Regulations 1996*,
- with respect to their conduct at meetings and their duty of disclosure.

Elected Members and Officers of the Town of Cottesloe will be bound by these provisions, relating specifically to their participation in the Committee, at all times.

Any community member appointed to this Committee is not bound to declare impartiality interests, unlike Councillors and Employees of Local Government. Community members are not bound by the Rules of Conduct Regulations but will be bound by the Town of Cottesloe Code of Conduct.

#### **7.10 Secretary**

The Chief Executive Officer (or their nominated representative) shall undertake the following secretarial duties;

- Prepare and distribute meeting papers as required
- Attend and record the Minutes of the meeting
- Provide the administrative support required to present the outcomes of the meeting to Council for consideration where required.

#### **7.11 Presiding Member**

The members (voting) will elect a presiding member and deputy member at the first meeting after these positions become vacant for any reason. The voting on and appointment of the presiding member and deputy member shall be in accordance with the provisions of section 5.12 of the Act.

#### **7.12 Meeting attendance fees**

Nil

### **8. Delegated Authority**

This committee has no delegated authority.

### **9. Endorsement**

This Charter was endorsed by the Town of Cottesloe Beach Access Path Committee at its meeting on \_\_\_\_\_.

This Charter was endorsed by the Town of Cottesloe Council at its meeting on \_\_\_\_\_.