

MINUTES

HIGHWAY BYPASS INTEGRATION

S355 COMMITTEE MEETING

COACHWOOD ROOMS ONE & TWO, YARRILA PLACE

9.30AM, MONDAY 18 MARCH 2024

PRESENT:

Committee Members:	Chair – Cr George Cecato	Councillor
	Cr Sally Townley	Councillor
	Jay Clowes	Coffs Harbour Chamber of Commerce
	Steve Gooley	Park Beach Plaza
	Byron Gowing	Gowings
	Brad Daymond	Pacific Bay Resort
	Josh King	City Centre Trader
	Michael Dougherty	Community Member
	Adam Doyle	Community Member
	Vicky Sisson	Transport for NSW
	Steve Vallance	Department of Regional NSW
	Attendees:	Matthew Field (attending in Pat Conaghan MP's absence)
Diane Leahy (attending in Gurmesh Singh's absence)		Senior Electorate Officer
Andrew Beswick		Director City Infrastructure (DCI)
Ian Fitzgibbon		Group Leader Sustainable Places (GLSP)
Ross Clark		Acting Group Leader Governance Services (GLGS)
Poppy Southgate		Executive Assistant (EA)
Apologies:	Pat Conaghan MP	Cowper Federal Member
	Gurmesh Singh MP	Coffs Harbour State Member

Item	Discussion	Actioner
1. Acknowledgement of Country Provided by the Chair.		
2. Apologies	Pat Conaghan MP and Gurmesh Singh MP	Noted
3. Conflicts of Interest	Nil	
4. Code of Conduct		
	The Acting GLGS provided a presentation on the City's Code of Conduct to all members of the Committee.	Noted
5. Introduction & Protocols		
5.1 Protocols	Chair advised the following protocols: <ul style="list-style-type: none"> • That attendees who are not voting members cannot vote and there are no proxy members provided for in the Terms of Reference. • Presentations at Committee meetings to be limited to 3 minutes (or by approval prior to the meeting if more time is needed). It was queried for pre-organised presentations from non-attendees, do they need to come into the meeting to present and then leave the meeting? The Chair advised yes. • Chair outlined that 75% majority voting was only when referring to the expenditure of funds. 	Noted
5.2 Introductions	All voting members provided a short presentation on their background and what they would like to see the Committee achieve. There was a general consensus that members are wanting Coffs Harbour to be seen as a place to visit – not a place to be bypassed. Also, an emphasis of using the opportunity to make the main street attractive and ensure a thriving city.	Noted
5.3 Terms of Reference	The Chair asked if there were any concerns with the Terms of Reference (ToR). A concern was raised regarding clause 6.(b) and representation from the indigenous community. The Chair advised that Council has included an additional clause 6.(c) which provided for referral of relevant matters to the Yandaarra Aboriginal Advisory Committee. Action: The DCI apologised that this amendment was not in the version of the ToR provided to members and would arrange for the correct version to be circulated.	DCI

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	<p>Chair noted that the Committee can choose to invite specific people to advise, help or guide the Committee from time to time without adding members to the Committee.</p> <p>Action: Chair to review the Council resolution on the Committee's consultation with the Yandaarra Aboriginal Advisory Committee.</p>	Chair
6. Election of Deputy Chairperson		
	<p>Chair set out his expectations for the Deputy Chairperson position – “a working position”.</p> <p>Brad Daymond nominated Steve Gooley. No further nominations were received and therefore Steve Gooley elected unopposed.</p>	Noted
7. Coffs Harbour Bypass (CHB) – Project Overview		
	<p>Vicky Sisson outlined their role with respect to the bypass project, which is not involved with the construction.</p> <p>Chair provided overview information noting completion of the project by late 2027.</p>	Noted
8. Place Design Landscape Plan (PDLP)		
	<p>PDLP – The DCI advised the Committee that Council had lodged the submission attached to the agenda. The DCI outlined the main points in the Submission letter.</p> <p>Chair queried if the Committee should submit a submission. Council's submission letter mentioned that the HBIC was being formed and that the Committee may wish to be heard.</p> <p>The Deputy Chair asked if there will be further consultation? The DCI advised that entry signage is yet to be determined and it is expected that this will be considered by the Committee in due course.</p> <p>Action: DCI and Vicky Sission to contact the Highway Bypass team to request an update PDLP presentation to the Committee. Presentation needs to be scheduled before the next HBIC meeting.</p> <p>The Chair suggested sending the Bypass Team a letter to advise them that the Committee has commenced meeting and wish to be involved in consultations. Vicky Sisson noted the need to also focus on the city impacts and opportunities along the existing highway and city centre.</p> <p>The Chair noted that there were not many 'see through' areas on the bypass. Opportunity to ensure travellers see the view and the Committee members agreed this was a concern.</p>	DCI/Vicky Sission

	<p>Motion: The Committee requested that officers write to the Bypass Team specifically about the transparent barriers for views.</p> <p>Moved: Cr Sally Townley, Seconded: Jay Clowes</p> <p>Carried unanimously.</p>	
9. Other Business		
9.1 Working Groups	<p>The Chair suggested Working Groups, to investigate other Bypass Projects for Kempsey, Gympie and Scone. The Committee agreed on the following Working Groups:</p> <p><u>Kempsey</u></p> <ul style="list-style-type: none"> • Steve Vallance (Lead) • Cr Sally Townley • Byron Gowing • Steve Gooley <p><u>Gympie</u></p> <ul style="list-style-type: none"> • Adam Doyle (Lead) • Cr George Cecato • Jay Clowes • Josh King <p><u>Scone</u></p> <ul style="list-style-type: none"> • Vicky Sisson (Lead) • Brad Daymond • Michael Dougherty <p>Action: Chair has asked each Working Group Lead to establish meetings with their group.</p> <p>Action: The 3 Working Group Leads to present to the Committee for 10 minutes each on their findings.</p>	<p>Steve Vallance / Adam Doyle / Vicky Sisson</p> <p>Steve Vallance / Adam Doyle / Vicky Sisson</p>
9.2 Committee Scope	<p>It was queried about the scope of the Committee. The Chair pointed to clause 1 in the ToR and noted any changes to the ToR require Council approval.</p>	Noted
10. Meeting Dates		
	<p>Motion: The Committee requested that meetings start at 9.00am on a Monday, on a bi-monthly basis, from 27 May 2024 onwards.</p> <p>Moved: Steve Gooley, Seconded: Brad Daymond</p> <p>Carried unanimously.</p>	Executive Assistant
11. Next Meeting		
	27 May 2024 at 9.00am	Noted

Date	Item	Decision / Action	Assigned To	Due Date	Updates
18/03/2024	5.3 Terms of Reference	Provide the updated Terms of Reference to Committee Members.	DCI		
18/03/2024	5.3 Terms of Reference	Review the Council resolution on the Committee's consultation with the Yandaarra Aboriginal Advisory Committee.	Chair		
18/03/2024	8. Place Design Landscape Plan (PDLP)	Contact the Highway Bypass team to request an update PDLP presentation to the Committee. Presentation needs to be scheduled before the next HBIC meeting.	DCI/Vicky Sisson		
18/03/2024	8. Place Design Landscape Plan (PDLP)	The Committee requested that officers write to the Bypass Team specifically about the transparent barriers for views.	GLSP		
18/03/2024	9.1 Working Groups	Working Group Leads to establish meetings with their group.	Steve Vallance/ Adam Doyle/ Vicky Sisson		
18/03/2024	9.1 Working Groups	Working Group Leads to present to the Committee for 10 minutes each on their findings.	Steve Vallance/ Adam Doyle/ Vicky Sisson		
18/03/2024	10. Meeting Dates	Meetings start at 9.00am on a Monday, on a bi-monthly basis, from 27 May 2024 onwards.	Executive Assistant		