

MINUTES
HIGHWAY BYPASS INTEGRATION
S355 COMMITTEE MEETING
COACHWOOD ROOMS ONE & TWO, YARRILA PLACE
9.00AM, MONDAY 27 MAY 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
Brad Daymond	Pacific Bay Resort
Josh King	City Centre Trader
Michael Dougherty	Community Member
Adam Doyle	Community Member
Steve Vallance	Department of Regional NSW
Attendees	
Gurmesh Singh	Local State Member
Andrew Beswick	Director City Infrastructure (DCI)
Ian Fitzgibbon	Group Leader Sustainable Places (GLSP)
Nicola Leslie	Executive Assistant (EA)
Apologies	
Pat Conaghan MP	Cowper Federal Member
Byron Gowing	Gowings

Item	Discussion	Actioner
1. Acknowledgement of Country	<p><i>The City of Coffs Harbour acknowledges the traditional custodians of the land, the Gumbaynggirr people, who have cared for this land since time immemorial. We pay our respects to their elders, past, present and emerging, and commit ourselves to a future with reconciliation and renewal at its heart.</i></p> <p>Provided by Cr George Cecato</p>	
2. Apologies	<p>Pat Conaghan MP</p> <p>Byron Gowing</p>	
3. Conflicts of Interest	<p>Nil</p>	

Item	Discussion	Actioner
4. Confirmation of minutes	<p>The minutes of the meeting held on 18 March 2024 be confirmed.</p> <p>Moved: Jay Clowes , Seconded: Michael Dougherty Carried</p>	
5. Outstanding Actions		
	<p>The Chair confirmed the Council resolution states that any matters arising regarding Aboriginal Culture will be directed to The Yandaarra Aboriginal Committee for advice.</p> <p>The committee can invite on a majority endorsement, any other person relevant, for presentations, advice etc.</p> <p>Clause 6(c) has been included in the updated ToR and has been distributed to all the committee members.</p> <p>Action item completed.</p>	
6. Committee Membership Update		
	<p>The Chair advised the committee Vicky Sission will no longer be attending meetings. A formal letter is yet to be received from TfNSW confirming official withdrawal from the committee.</p> <p>Members expressed their disappointment and highlighted the value of TfNSW's input. A suggestion was made that TfNSW continue their representation on the committee as a non-voting member.</p> <p>Action: DCI to arrange a meeting with the Chair, GLSP and Anna Zycki, TfNSW Regional Director, North Region to discuss TfNSW's withdrawal from the committee. A meeting with TfNSW will also provide an opportunity to ask questions raised by the HBIC in regard to the Bypass and existing highway.</p>	DCI
7. Confidential Member Contact List		
	<p>Members confirmed the confidential contact list can be shared and used only for the purpose of the HBIC.</p> <p>Action: Remove Vicky Sisson from the contact list.</p>	EA
8. Bypass Projects – Presentations		
8.1 Kempsey	<p>Kempsey Bypass findings presented by Steve Vallance (Lead) on behalf of his group - Cr Sally Townley, Steve Gooley and Byron Gowing.</p> <p>Action: PowerPoint presentation and relevant documents to be shared with the committee.</p>	EA
8.2 Scone	<p>Michael Dougherty and Brad Daymond provided a summary of their findings on the Scone Bypass (note the group's lead Vicky Sisson was not in attendance).</p> <p>Action: PowerPoint and weblink for the Scone CBD Masterplan to be shared with the committee.</p>	EA

Item	Discussion	Actioner
8.3 Gympie	<p>Gympie Bypass findings presented by Adam Doyle (Lead) and his group - Cr George Cecato, Jay Clowes and Josh King.</p> <p>Action: Findings to be summarised in writing and shared with the committee.</p>	Adam Doyle/EA
9. Entry Signage – Image and Services		
	<p>Entry signage can incorporate a combination of an image and service icons. Signs are limited to 4 Icons, one of which will need to be the mandatory Hospital Icon.</p> <p>Action: Questions for TfNSW:</p> <ul style="list-style-type: none"> • Will a presentation be provided by TfNSW on its signage plan/strategy? • What was the process for establishing the current Coffs Coast sign? • Will there be an EV icon available? • There will be 3 access points along the Pacific Highway (both northbound and southbound). Does this mean there can be 6 different images, or do they all have to be the same? <p>Note: Following further discussion on the guidelines provided by TfNSW, the committee would also like to explore:</p> <ul style="list-style-type: none"> • The distance and placement of the signs with imagery (for example, will a sign be placed at Englands Rd or Lyons Rd?) • Opportunity to place additional signage (for example, seeking approval from local land owners to erect billboards) • The inclusion of the travel time on signage indicating the time it takes to travel on the Pacific Highway (10-12 minutes), encouraging travel through Coffs Harbour. 	Chair/DCI/GLSP
10. Other Business		
	<p>Committee’s Goals</p> <p>A question was raised in regard to the committee’s goals in relation to the existing highway and the Chair advised the ultimate goal is for a masterplan. The first step is for TfNSW to provide guidelines and then identifying a funding source for the masterplan.</p> <p>The Chair suggested the committee members look at the study undertaken by Bruno Parolin post the Kempsey Bypass. He noted the committee may need outside assistance with the research/masterplan preparation.</p> <p>Port Macquarie Bypass</p> <p>The members expressed an interest in the Port Macquarie bypass and how it has impacted the CBD since completion of the upgrade 20 years ago.</p>	

Item	Discussion	Actioner
	<p>Action: Jay Clowes/EA to extend an invitation to the Regional Manager Business NSW, Kellon Beard to attend a committee meeting and provide a presentation on Port Macquarie's Bypass strategy (allow for 30 minutes).</p>	Jay Clowes/EA
11. Next Meeting		
	Monday 22 July 2024 9.00am – 11.00am	

Completed Action Items

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		Updated ToR shared 11 April 2024. Completed.
18/03/2024	5.3 Terms of Reference	Review the Council resolution on the Committee's consultation with the Yandaarra Aboriginal Advisory Committee.	Chair		Yandaarra Aboriginal Advisory Committee to represent the indigenous community when relevant matters arise. Completed.
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		PDLP Presentation was given by CHB Project Team 3 April 2024. Completed.
18/03/2024	9.1 Working Groups	Working Group Leads to establish meetings with their group.	Steve Vallance/ Adam Doyle/ Vicky Sisson		Completed.
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	27/05/2024	Working Group Findings listed on the Agenda for meeting 27 May 2024. Completed.
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		Meeting invites sent out for remainder of Calendar year: 27 May 2024 22 July 2024 23 September 2024 25 November 2024 Completed.

Action Items

Date	Item	Decision / Action	Assigned To	Due Date	Updates
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		Letter emailed to Greg Nash, CHB Project Director 5 April 2024. No response to date.
27/05/2024	6. Committee Membership Update	DCI to arrange a meeting with the Chair, GLSP and Anna Zycki, - TfNSW Regional Director, North Region	DCI		
27/05/2024	6. Committee Membership Update & 9 Entry Signage – Image and Services	Combined list of questions for TfNSW.	DCI/GLSP/Chair		
27/05/2024	7. Confidential Member Contact List	Remove Vicky Sisson from the contact list.	EA		
27/05/2024	8.3 Gympie	Findings to be summarised in writing.	Adam Doyle		
27/05/2024	8 – 8.3 Bypass Projects – Presentations	3 presentations/summary findings, supporting documents and weblinks to be shared with the committee	EA		
27/05/2024	10.Port Macquarie Bypass	Invite Regional Manager Business NSW Kellon Beard to attend a committee meeting and provide a presentation on Port Macquarie's Bypass strategy (allow for 30 minutes)	Jay Clowes/EA		.