

**MINUTES**  
**HIGHWAY BYPASS INTEGRATION**  
**S355 COMMITTEE MEETING**  
**COACHWOOD ROOMS ONE & TWO, YARRILA PLACE**  
**8.30AM, MONDAY 28 OCTOBER 2024**

PRESENT:

<b>Committee Members</b>	
Cr George Cecato	Councillor
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
<b>Attendees</b>	
Andrew Beswick	Director City Infrastructure (DCI)
Ian Fitzgibbon	Acting Director City Planning & Communities (Acting DCPC)
Nicola Leslie	Executive Assistant (EA)
<b>Apologies</b>	
Cr Les Oxford	Councillor
Byron Gowing	Gowings
Jay Clowes	Coffs Harbour Chamber of Commerce
Pat Conaghan MP	Cowper Federal Member
Gurmeh Singh MP	Local State Member

Item	Discussion	Actioner
<b>1. Election of Chairperson</b>	<p>Cr Oxford Advised via email he did not want to be the chairperson and he had no objection to Cr Cecato fulfilling the chairperson role.</p> <p><b>Moved:</b> Steve Gooley, <b>Seconded:</b> Steve Vallance</p> <p>That Cr George Cecato be the chairperson of the committee.</p> <p style="text-align: right;"><b>Carried</b></p> <p><b>Action:</b> Former Cr Sally Townley to be removed and Cr Les Oxford to be added to the confidential member contact list. Updated list to be shared with the committee.</p>	EA

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<p><b>2. Acknowledgement of Country</b></p> <p><i>The City of Coffs Harbour acknowledges the traditional custodians of the land, the Gumbayngirr 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 the Chair.</p>		
<p><b>3. Apologies</b></p>	<p>Cr Les Oxford, Jay Clowes, Byron Gowing, Pat Conaghan MP and Gurmesh Singh MP.</p>	
<p><b>4. Conflicts of Interest</b></p>	<p>Nil.</p>	
<p><b>5. Confirmation of minutes</b></p>	<p><b>Moved:</b> Steve Gooley, <b>Seconded:</b> Brad Daymond</p> <p>That the minutes of the meeting held on 22 July 2024 be confirmed.</p> <p style="text-align: right;"><b>Carried</b></p>	
<p><b>Michael Sandford – Request to join HBIC – Meeting 5 August 2024</b></p>		
<p>Agenda Item 7 brought forward.</p>	<p><b>Michael Sandford CV – Attachment 3</b></p> <p>On 5 June the HBIC received correspondence from Michael Sandford requesting to join the HBIC.</p> <p>The Chairperson and Acting DCPC had a meeting with Michael Sandford on 5 August 2024 and his knowledge and experience of landscaping and design was noted.</p> <p><b>Moved:</b> Cr George Cecato, <b>Seconded:</b> Steve Gooley</p> <p>That Michael Sandford be appointed to the Committee for a 12 month period, after which the committee will review and consider a permanent position.</p> <p style="text-align: right;"><b>Carried</b></p> <p><b>Action:</b> Chair to advise Michael Sandford of the committees decision with the inclusion of the minutes. EA to invite Michael to the next meeting.</p>	<p>Chair/EA</p>
<p><b>Outstanding Actions</b></p>		
<p>Agenda Item 6.</p>	<p><b>Coffs Harbour Tourism – Update from GLSP/Acting DCPC</b></p> <p>The acting DCPC tabled a media release at the meeting providing recent statistics of Coffs Harbour tourism, which was discussed.</p> <p><b>Moved:</b> Cr George Cecato, <b>Seconded:</b> Adam Doyle</p> <p>That the media release/verbal report from the Acting DCPC be noted.</p> <p style="text-align: right;"><b>Carried</b></p>	

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	<p><b>Action:</b> The Acting DCPC to enquire with the Economic Development and Tourism Section if and how much inflation was considered as a contributor to the increase in average spend per trip by domestic day visitor.</p> <p><b>Action:</b> EA to share link to the City's media release 'Daydream believers splash the cash on the Coffs Coast' 8 October 2024.</p> <p><b>Action:</b> Steve Vallance/EA to forward recent announcements / advice from Premier NSW Chis Minns in regard to strategy for increasing tourism economy.</p>	<p>Acting DCPC</p> <p>EA</p> <p>Steve Vallance/ EA</p>
<b>Landfill Visibility Concerns</b>		
<p>Agenda Item 8 brought forward.</p>	<p>Noted the concerns raised in regard to being able to see the landfill from the Southern Entrance of the city.</p> <p><b>Moved:</b> Cr George Cecato, <b>Seconded:</b> Michael Dougherty</p> <p>That the DCI provide TfNSW current plans for landscaping/visual barrier for the area surrounding landfill to the committee.</p> <p style="text-align: right;"><b>Carried</b></p>	<p>DCI</p>
<b>Other Business</b>		
<p>Agenda Item 10 brought forward.</p>	<p><b>2024 HBIC Meeting Dates</b></p> <p>Meeting in November to be deferred to 9 December 2024.</p> <p><b>Action:</b> EA to send out invite for 9 December 2024 Meeting and email options for March 2025 for the committees consideration.</p> <hr/> <p><b>Scone CBD Revitalisation</b></p> <p>There was a recent update on the Scone CBD revitalisation (post bypass process). Note:</p> <ul style="list-style-type: none"> <li>• Two traffic lanes in each direction, additional parking, and roundabouts built to assist with traffic flow in the CBD.</li> <li>• There was a local event to celebrate with entertainment.</li> </ul> <p><b>Action:</b> DCI / EA to contact Scone Council for further information and a possible future presentation.</p>	<p>EA</p> <p>DCI / EA</p>
<b>Transport for NSW (TfNSW) Signage Presentation</b>		
<p>Agenda Item 9</p>	<p><i>TfNSW attendees joined the meeting at 9:02am.:</i></p> <p><i>Anna Zycki – Attending online – Regional Director North</i></p> <p><i>Ken Saxby – Attending online – Manager Traffic Engineering</i></p> <p><i>Colton Tooth – Attending in person – Technical Director, Coffs Harbour bypass</i></p>	

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	<p><i>Greg Nash – Attending in person – Project Director, Coffs Harbour bypass</i> <i>Dan Boorman – Attending in person – Senior Guidance and Delineation Officer</i></p> <p>The TfNSW attendees provided a presentation on signage together which was discussed.</p> <p><b>Action:</b> EA to liaise with TfNSW and share the following documents with the committee:</p> <ul style="list-style-type: none"> <li>• TfNSW Signage PowerPoint Presentation</li> <li>• Signage criteria document</li> <li>• Signage locations on map – electronic version of the roll plots</li> <li>• Road Naming Process for information</li> </ul> <p><b>Action:</b> HBIC to review and provide feedback to TfNSW on the following:</p> <ul style="list-style-type: none"> <li>• Signage locations (refer to roll plot to be sent through electronically)</li> <li>• Service Sign with image (blue and white sign):               <ol style="list-style-type: none"> <li>1. Suggestion for the 4 symbols to be included</li> <li>2. Suggestion of a maximum of 2 images (one for Northbound and one for Southbound)</li> </ol> </li> </ul> <p><i>TfNSW attendees left the meeting at 9:40am</i></p> <p><b>Action:</b> HBIC members to review the guidelines provided by TfNSW. Suggestions for the images and the selection of the service sign symbols to be discussed at the next meeting.</p> <p>Initial idea: the HBIC could suggest 4 images (2 options for each direction) that can then be recommended to Council.</p>	<p>EA</p> <p>Chair/DCI</p> <p>HBIC Members</p>
<b>Next Meeting</b>		
	Monday 9 December 2024   9.00am – 11.00am	

The Meeting closed at 9:48am