



# Terms of Reference: Highway Bypass Integration Committee

## 1. Purpose and/or Objectives

The City of Coffs Harbour (City) is vulnerable with respect to how the evolving highway bypass will impact financially on its business centres. The final visual impact of the completed highway bypass will also impact on how appealing and welcoming the City is.

The purpose of the Highway Bypass Integration Committee is to ensure the highway structures sit lightly on the landscape and the entry points are welcoming with the use art, vegetation, architecture and imagination to achieve this.

The Highway Bypass Integration Committee objective is to achieve the integration of the Coffs Harbour Bypass into the prosperity and liveability of our City through:

- a) Attractive Highway Bypass and Old Pacific Highway (Grafton Street) corridors.
- b) Attractive entrances to the City with the inclusion of entrance statements to attract visitors into the City.
- c) Providing a source of pride to residents to encourage them to tell friends and relatives of the City's visitor offerings.
- d) The inclusion of a wayfinding scheme.
- e) Beautification of the corridors through trees, art, etc.
- f) Collaboration with Transport for NSW (TfNSW) on the development of an Integrated Transport Plan for the City.

## 2. Scope

The scope of the Highway Bypass Integration Committee is as follows:

- a) Accept the contracted Coffs Harbour Bypass Design as a baseline for the Committee's work.
- b) Ensure the Committee's work is on matters relevant to the broader community and not related to individual party issues/grievances.
- c) Work collaboratively together as a Committee and with Council and the City to achieve the objectives.
- d) Engage with stakeholders relevant to the Committee for input to achieve the objectives.
- e) Provide advice to Council on bypass matters relevant to the Committee's objectives.
- f) Exercise the Committee's financial delegation for expenditure detailed below.

## 3. Meeting Arrangements

The Highway Bypass Integration Committee is to hold a minimum of two meetings per annum, at a time suitable for members. The Chairperson can call a special meeting at any time with reasonable due notice (5 working days).

Generally, the Highway Bypass Integration Committee meets every two months at a date and time determined by the Committee or the chairperson.

## 4. Committee Composition

The Highway Bypass Integration Committee membership consists of the following voting members, with organisations invited to nominate a representative:

- a) Two Councillors
- b) One Coffs Harbour Chamber of Commerce representative
- c) One Park Beach Plaza owner representative
- d) One Gowings representative

- e) One Pacific Bay Resort owner representative
- f) One City Centre trader representative
- g) One TfNSW representative
- h) Two community members, with at least one member having professional experience in art and/or design
- i) One Department of Regional NSW Representative

In addition to the Committee membership the following people are invited to be regular attendees, but not voting members, of the Committee:

- a) City of Coffs Harbour Director City Infrastructure
- b) City of Coffs Harbour Group Leader Sustainable Places
- c) Local State Government Member
- d) Local Federal Government Member for Cowper

A City support staff member will be provided to assist and advise the Committee and Chairperson (e.g. meeting procedure, minutes, etc.).

The Highway Bypass Integration Committee will consist of the following office bearers:

- a) Chairperson, which must be a Councillor
- b) Deputy Chairperson

The term of office for the Chairperson and Deputy Chairperson shall be until the next Ordinary Council Election. In the event that either the Chairperson or Deputy Chairperson retires or resigns, their replacement shall be by a majority vote of the Highway Bypass Integration Committee.

#### **4.1 Quorum and voting**

As this Committee has delegations, the Quorum for meetings to proceed is 50% + 1 voting members. In the event that voting is required (e.g. appointing an office bearer), each voting member has 1 vote only.

### **5. Appointment**

The Committee members will serve a term of a maximum of 4 years, at which time the membership of the Committee will be reviewed by Council.

#### **5.1 Attendance**

Attendance and continuity is integral to ensuring this committee meets its objectives and adds value to the City and community. In the event a member is absent for 3 consecutive meetings the City reserves the right to seek a replacement member. In the event that the member is the Councillor representative, the City will table a report to Council seeking a replacement Councillor representative, or if required, dissolve the committee.

### **6. Delegations and Expenditure**

The Highway Bypass Integration Committee is delegated to:

- a) Expend up to \$150,000 from the Strategic Initiatives Reserve for discretionary use in engaging the appropriate consultants or appropriate City staff, if available, with appropriate expertise to assist to Committee. Expenditure decisions by the Committee require a 75% majority vote in favour of the expenditure. Expenditure is to be undertaken in accordance with the City's Procurement Policy.
- b) After a due selection process, appoint additional Committee members from related stakeholder groups to broaden input as required from time to time, for periods determined by the Committee but no longer than 4 years.
- c) Refer any issues of interest and relevance to the Gumbaynggirr Community to the Yandaarra Aboriginal Advisory Committee

Decisions made by this committee under and within the committee's delegation and budget are to be forwarded to the City's Executive representative who is to allocate the actions to a City staff member to complete in accordance with the City's relevant Policies and Procedures (e.g. the Procurement Policy).

Any decisions or recommendations outside of this Committee's delegation will to be forwarded to the City's Executive representative for tabling with the Executive Leadership Team for determination.

## **7. Review and assessment of the Committee**

The City reserves the right to review or dissolve the Committee at any time by a resolution of Council.

In the event that a committee fails to meet quorum requirements for 2 consecutive scheduled meetings, a report may be tabled with Council seeking to either refresh the committee membership or dissolve the committee.

## **8. Member Obligations**

All members of this Committee must, in all circumstances follow:

- a) The City's Code of Conduct
- b) The City of Coffs Harbour Committee Management Policy
- c) The Committee's Terms of Reference
- d) Any relevant details in their letter of appointment

In the event a committee member fails to meet their obligations as detailed in the documents listed above, the City may terminate the committee members position and seek a replacement member.

Note: It is important that Committee members work in good faith with the City in achieving the City's and Committee's objectives. Member's actions are to be in accordance with the Committee's Terms of Reference and are not to publicly disparage the City; for example, through sharing information that is inaccurate or misleading.