

# Meeting notes

<b>Subject:</b>	Operational signage plan – Northern focus group meeting 1		
<b>Date:</b>	Tuesday 6 February 2018	<b>Time:</b>	2pm to 4pm
<b>Location:</b>	Broadwater Community Hall, Little Pitt Street, Broadwater		
<b>Attendees:</b>	<ul style="list-style-type: none"> <li>Pat Carney, Wardell Progress Association</li> <li>Brian O'Farrell, Evans Head Business and Community Chamber</li> <li>Cr David Wright, Ballina Shire Council</li> <li>Tracey Doherty, Richmond River Cane Growers Association</li> <li>Daniel Ainsworth, Broadwater community</li> <li>Ryan Gaiter, Richmond Valley Council</li> <li>John Barnes, New Italy Rest Area and Museum</li> <li>Leah Beavis, Woodburn Chamber of Commerce</li> </ul>		
<b>Project team:</b>	<div> <b>Roads and Maritime Services:</b> <ul style="list-style-type: none"> <li>Wes Stevenson (Facilitator), Manager Program and Delivery Strategy</li> <li>Irwin Perring, Project Development Manager</li> <li>Phil Oliver, Manager Guidance and Delineation</li> <li>Daniel Boorman, Senior Guidance and Delineation Officer</li> <li>Brett Woods, Project Support Engineer</li> </ul> </div> <div> <b>Pacific Complete:</b> <ul style="list-style-type: none"> <li>Cleo Andrews, Communication and Stakeholder Engagement</li> <li>Caitlyn Jenkinson, Communication and Stakeholder Engagement</li> <li>Matthew Wilkinson, Portion Lead – Broadwater to Pimlico</li> <li>Christopher Davis, Portion Lead – Devils Pulpit to Broadwater</li> </ul> </div>		
<b>Apologies:</b>	Leanne Cawley, Ballina Business Chamber; Vaughan Macdonald, Richmond Valley Council		

Item	Notes	Who	Action
<b>1.</b>	<b>Welcome / introduction</b>		
1.1	<ul style="list-style-type: none"> <li>Introductions – attendees and project team members</li> </ul>	WS	Note
1.2	<ul style="list-style-type: none"> <li>Overview of participation guidelines and nomination form</li> </ul>	WS	Note
1.3	<ul style="list-style-type: none"> <li>Timing for future meetings: <ul style="list-style-type: none"> <li>No objections raised by group for 2-4pm timeslot</li> <li>No objections raised to holding second meeting before Easter</li> <li>Project team will contact members after meeting to arrange second meeting.</li> </ul> </li> </ul>	WS / CA	Note
<b>2.</b>	<b>Background / definitions / reasons for the plan and workshop</b>		
2.2	<ul style="list-style-type: none"> <li>Purpose of the meeting: <ul style="list-style-type: none"> <li>Project team is preparing operational signage plan for the upgraded highway</li> <li>Seeking feedback from Councils, business and tourism groups to help inform the draft plan prior to public consultation</li> <li>Focus groups (northern and southern sections) have been formed to provide feedback on the draft plan</li> <li>Public consultation period will be held in late 2018.</li> </ul> </li> </ul>	WS / IP	Note
<b>3.</b>	<b>Background on RMS signposting policies, TASAC guidelines</b>		
3.1	<ul style="list-style-type: none"> <li>Directional signposting (white legend on green background): <ul style="list-style-type: none"> <li>Indicate the direction to destinations and the names of roads</li> </ul> </li> </ul>	PO	Note

Item	Notes	Who	Action
	<ul style="list-style-type: none"> <li>Need to comply with guidelines and criteria to ensure motorists are able to find locations and make journey decisions</li> </ul>		
3.2	<ul style="list-style-type: none"> <li>Service signposting (white legend on blue background):               <ul style="list-style-type: none"> <li>Identifies rest areas, services and facilities such as food, fuel, hospitals and airports</li> </ul> </li> </ul>	PO	Note
3.3	<ul style="list-style-type: none"> <li>Tourist signage (white legend on brown background):               <ul style="list-style-type: none"> <li>Used to locate tourist attractions and drives</li> <li>Tourist signs determined by TASAC (Tourist Attraction Signposting Assessment Committee) which includes Destination NSW, RMS and regional tourism organisations</li> </ul> </li> </ul>	PO	Note
3.4	<ul style="list-style-type: none"> <li>Bypassed towns:               <ul style="list-style-type: none"> <li>Location markers may be provided for bypassed towns on approaches to help direct motorists to town centres</li> <li>RMS is establishing a location marker guidelines which identifies eligibility criteria</li> <li>Trial signage in place at Macksville</li> <li>An update will be provided on the outcome of Macksville trial when it becomes available – to be discussed further at next meeting</li> </ul> </li> </ul>	PO	Note
3.5	<ul style="list-style-type: none"> <li>Councils have provided initial feedback on the signage plan which is being incorporated into the plans</li> </ul>	IP	Note
3.6	<ul style="list-style-type: none"> <li>This meeting will focus on directional signage, but comments/views on other signposting types would be appreciated.</li> </ul>	WS	Note
<b>4.</b>	<b>Draft signposting strategy – roll maps</b>		
4.1	<ul style="list-style-type: none"> <li>Signage plan rolls maps presented to the members</li> </ul>	IP	Note
<b>5.</b>	<b>Discussion and questions</b>		
5.1	<ul style="list-style-type: none"> <li>TD requested some sort of signage to notify motorists of cane burning activities which take place 6 months of the year.</li> <li>TD asked about the proposed locations for permanent variable message signs (VMS)</li> <li>Response: Project team have noted the request for signage and will provide proposed VMS location (pending approval for information to be provided to the public as locations might not yet be confirmed)</li> </ul>	BW	19/03/18
5.2	<ul style="list-style-type: none"> <li>Question about posted speed limit for the road between Woodburn and Broadwater after the project is complete</li> <li>Response: This road includes the existing Pacific Highway and a new section of service road. The sign posted speed is yet to be confirmed and would be developed in consultation between RMS and the relevant Council.</li> </ul>		Note
5.3	<ul style="list-style-type: none"> <li>BO asked if the road from Woodburn through Evans Head to Broadwater could have a themed name such as 'Ocean Way', 'Water Way' or similar</li> <li>Response: The names of newly constructed local roads or adjusted existing roads will be managed by the relevant Council. A process of consultation and approval would be undertaken by Council with the Geographical Names Board before the name of these roads can be finalised.</li> </ul>		Note

Item	Notes	Who	Action
5.4	<ul style="list-style-type: none"> <li>DA suggested a tourist drive from the Woodburn interchange through Woodburn, Broadwater and Wardell, terminating at the Coolgardie Road interchange</li> <li>Response: This option was noted by the project team and the group was advised Tourist Drives are approved through TASSAC and would normally be nominated by the relevant Councils</li> </ul>		Note
5.5	<ul style="list-style-type: none"> <li>PO advised the group about some of the options and opportunities being looked at by RMS for signposting destinations off the highway. PO committed to providing additional information on those options for the next group meeting.</li> </ul>	PO	19/03/18
<b>6.</b>	<b>Meeting close</b>		
6.1	<ul style="list-style-type: none"> <li>Advised members that project team would be in touch to confirm the date for providing feedback and timing for next meeting</li> </ul>	CA	Note
6.2	<ul style="list-style-type: none"> <li>Members provided with a USB containing electronic copies of the signposting plan and RMS signage guidelines</li> </ul>		Note

**Next meeting:** Tuesday 20 March 2018, 2pm to 4pm