

Meeting notes

Subject:	Operational signage plan – Southern focus group meeting 1		
Date:	Thursday 8 February 2018	Time:	2pm to 4pm
Location:	Macleon Civic Hall, 50 River Street, Maclean		
Attendees:	<ul style="list-style-type: none"> Corey Bertalli, Grafton Chamber of Commerce Peter Gordon, Maclean Chamber of Commerce Bev Mansfield, Yamba Chamber of Commerce Marc McIntyre, Ulmarra Coldstream Gallery Brad Layton, South Grafton Chamber of Commerce 		
Project team:	<p>Roads and Maritime Services:</p> <ul style="list-style-type: none"> Wes Stevenson (Facilitator), Manager Program and Delivery Strategy Shane Green, Director - Major Projects, Northern Irwin Perring, Project Development Manager Phil Oliver, Manager Guidance and Delineation Daniel Boorman, Senior Guidance and Delineation Officer Brett Woods, Project Support Engineer <p>Pacific Complete:</p> <ul style="list-style-type: none"> Cleo Andrews, Communication and Stakeholder Engagement Caitlyn Jenkinson, Communication and Stakeholder Engagement Nick Morton, Section Manager – Glenugie to Maclean Brock Tupper, Senior Project Engineer – Glenugie to Maclean Michael Bill, Technical Manager – Maclean to Devils Pulpit 		
Apologies:	Sonia Deakin, Iluka Chamber of Commerce; Bruce Bird, Wooli Chamber of Commerce; Elizabeth Fairweather, Clarence Valley Council		

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

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	<ul style="list-style-type: none"> Need to comply with relevant Australian Standards, guidelines and criteria to ensure motorists are able to find locations and make journey decisions 		
3.2	<ul style="list-style-type: none"> Service signposting (white legend on blue background): <ul style="list-style-type: none"> Identifies rest areas, services and facilities such as food, fuel, hospitals and airports 	PO	Note
3.3	<ul style="list-style-type: none"> Tourist signage (white legend on brown background): <ul style="list-style-type: none"> Used to locate tourist attractions and drives Tourist signs determined by TASAC (Tourist Attraction Signposting Assessment Committee) which includes Destination NSW, RMS and regional tourism organisations 	PO	Note
3.4	<ul style="list-style-type: none"> Bypassed towns: <ul style="list-style-type: none"> Location markers may be provided for bypassed towns on approaches to help direct motorists to town centres RMS is establishing a location marker guidelines which identifies eligibility criteria Trial signage in place at Macksville An update will be provided on the outcome of Macksville trial when it becomes available – to be discussed further at next meeting 	PO	Note
3.5	<ul style="list-style-type: none"> Councils have provided initial feedback on the signage plan which is being incorporated into the plans 	IP	Note
3.6	<ul style="list-style-type: none"> This meeting will focus on directional signage, with any comments/views on other signposting types also appreciated. 	WS	Note
3.7	<ul style="list-style-type: none"> Overview of contents of USB provided to members containing signage plans and signposting guidelines 	IP	Note
4.	Draft signposting strategy – roll maps	IP	
4.1	<ul style="list-style-type: none"> Signage plan rolls maps presented to the members 		Note
5.	Discussion and questions		
5.1	<ul style="list-style-type: none"> PG asked why more locations can't be signposted? <u>Response</u>: Limitations about places that are signposted to ensure readability/visibility for drivers. Guidelines and criteria in place that govern the signposting plan with the aim of finding a balance between enough signs to provide direction and maintaining driver safety through fewer distractions 	WS	Note
5.2	<ul style="list-style-type: none"> PG asked about timing for signposting. <u>Response</u>: Signposting plan will be finalised by the end of 2018 pending approval by Department of Planning and Environment. Some design features need to be finalised earlier, including sign locations, so the footings can be designed and installed to meet construction program. 	IP	Note
5.3	<ul style="list-style-type: none"> CB noted Grafton is a long way from the new highway in respect to being a bypassed town / eligibility for location markers <u>Response</u>: Directional signposting proposed for the interchanges will note the distance to Grafton. Grafton will be assessed on its eligibility for a bypassed town sign / location marker based on RMS policies and strategy. There would also be other options examined during the development of the plan. 	PO / DB	Note
5.4	<ul style="list-style-type: none"> Question about the locations of any VMS signs to be installed in the area. <u>Response</u>: Project team to provide next meeting with proposed VMS 	BW	19/02/18

Item	Notes	Who	Action
	locations		
6.	Meeting close		
6.1	<ul style="list-style-type: none"> Confirming next steps in consultation process following focus group meetings will be public display in late 2018, then the signage policy will be submitted to Department of Planning and Environment for approval 	CA	Note
6.2	<ul style="list-style-type: none"> Advised members that project team would be in touch to confirm the date for providing feedback and timing for next meeting 	CA	Note
6.3	<ul style="list-style-type: none"> Members provided with a USB containing electronic copies of the signposting plan and RMS signage guidelines 	CA	Note

Next meeting: Monday 19 March 2018, 2pm to 4pm