

# NOTICE OF MEETING



## LOCAL TRAFFIC COMMITTEE MEETING

A Local Traffic Committee Meeting of Byron Shire Council will be held as follows:

Venue	Conference Room, Station Street, Mullumbimby
Date	Tuesday, 28 July 2020
Time	10.30am
Committee Members	Ian Shanahan – Transport for NSW Snr Constable Chris Davis – Police Cr Basil Cameron Tamara Smith MP

**BYRON SHIRE COUNCIL**  
LOCAL TRAFFIC COMMITTEE MEETING

**BUSINESS OF MEETING**

**1. APOLOGIES**

**2. DECLARATIONS OF INTEREST – PECUNIARY AND NON-PECUNIARY**

**3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS**

- 3.1 Local Traffic Committee Meeting held on 12 May 2020

**4. MATTERS ARISING**

**5. OUTSTANDING ISSUES/RESOLUTIONS**

**6. REGULATORY MATTERS**

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2020.....59  
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**7. MATTERS FOR TRAFFIC ENGINEERING ADVICE**

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**8. DEVELOPMENT APPLICATIONS**

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**REGULATORY MATTERS**

**Report No. 6.1 Bay Lane, Byron Bay - Proposed Closure Update**

**File No:** I2019/2137

**Summary**

A report was brought to the 29<sup>th</sup> November 2019 LTC meeting recommending changes to traffic conditions within Bay Lane, Byron Bay between Jonson Street and Fletcher Street to pedestrianise the laneway (Attachment 1).

The original concept design submitted with the November 2019 report is also provided (Attachment 2).

The LTC recommendations were adopted by Council at the 12<sup>th</sup> December 2020 Council meeting.

It has been subsequently identified that there is a residential driveway located at approximate chainage of 30m. This driveway provides access for 10 tourist accommodation units. The design and location of the driveway meant it was previously missed during site inspections. However, during stakeholder engagement it has now been identified.

As a result, Council proposes to modify the Bay Lane design and is submitting the modified design to the LTC for their information (attachment 3).

It is noted that recommendation 1c) states: *Detail design to be generally in accordance with attached drawing E2019/79917 and must include appropriate regulatory signage and relevant time plates;*

Council believes the proposed modifications are generally in accordance with the attached drawing E2019/79917. However, for the sake of openness staff thought it prudent to inform LTC of the changes.

The modification primarily consists of the driveway mid way along Bay Lane and the introduction of bollards between the driveway and the traffic Island mid way along Bay Lane.

Note, the removal of the loading zone from Bay Lane and the introduction of a new loading zone on Jonson St near the entrance to Bay Lane was addressed at the November LTC meeting under a separate report. The loading zone and no stopping signage have been shown to ensure both projects tie in together.

The development approval for the Beach Hotel has been reviewed and staff can confirm a condition of consent is for the Beach Hotel to service their business via an on-site loading bay.

The recommendation below is an exact copy of the recommendation supported in the November 2019 LTC meeting, however, the drawing reference number has been changed to reflect the proposed modifications.




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**RECOMMENDATION:**

**That Council supports:-**

1. The people-focused activation of Bay Lane, Byron Bay through regulating access of vehicles into Bay Lane, subject to the following:-
  - a) Vehicle access within Bay Lane, between chainages CH 0-75m (approx.), be prohibited generally between 5pm to 5am;
  - b) Vehicle access between chainages CH 0-75m be permitted generally between 5am to 5pm; and
  - c) Detail design to be generally in accordance with attached drawing E2020/29627 and must include appropriate regulatory signage and relevant time plates;
2. The following modifications to traffic flow in Bay Lane:-
  - a) Maintaining one way traffic flow between chainages 0-75m (approx.);
  - b) Change traffic flow to two way between chainages 75-150m; and
  - c) Detail design to be generally in accordance with attached drawing E2020/29627 and must include appropriate regulatory signage and relevant time plates.

**5 Attachments:**

- 1 Report 19/11/2019 Local Traffic Committee Bay Lane - Traffic Management, I2019/1514 , page 5 [↓](#) 
- 2 Concept - Bay Lane modifications, E2019/79917 , page 10 [↓](#) 
- 3 Bay Lane - 2758\_SK01-C, E2020/29627 , page 11 [↓](#) 

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**Report No. 6.4**                      **Bay Lane - Traffic Management**  
**File No:**                              I2019/1514

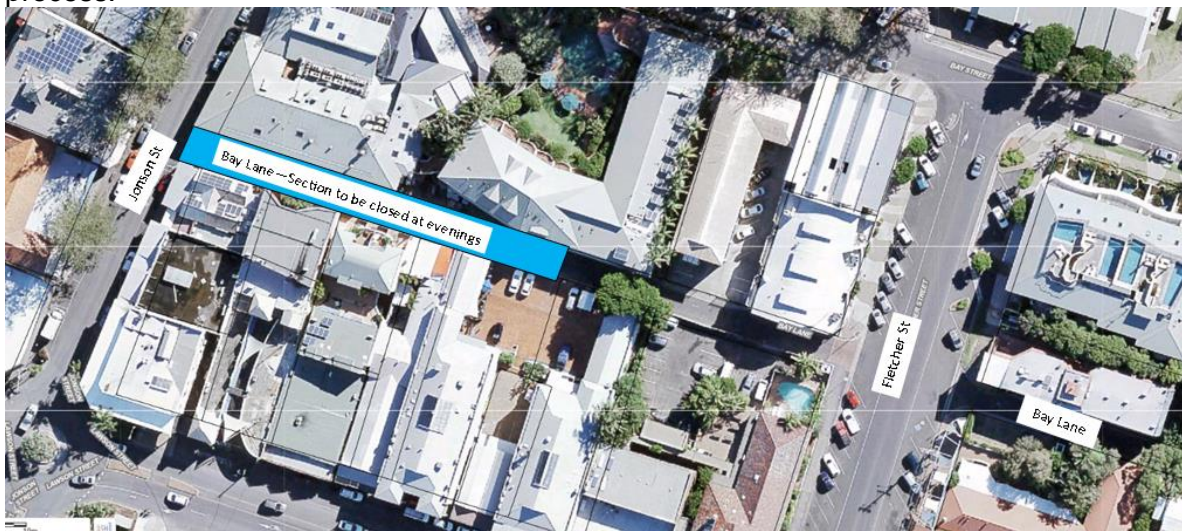
**Summary**

- 5      This report seeks Council's support to manage vehicular access to the western portion of Bay Lane, Byron Bay.

10      Bay Lane is a one way (west to east) service laneway connecting Jonson Street and Fletcher Street. The length of road under consideration is approximately 75m. Refer to Figure 1 for the section under consideration.

It is proposed to permit vehicular access into the section of Bay lane between 5am to 5pm and to prohibit vehicular access between 5pm to 5am.

- 15      It is proposed to do this through a combination of regulatory signage, modifying traffic flow directions and installation of traffic control devices that are non regulatory and not part of the LTC process.



**Figure 1 – Bay Lane proposed controlled access.**

20      **Project Concept**

Refer to Attachment 1 for Council's concept design to control access into Bay Lane between 5pm and 5am.

25      The street landscape would not be altered and Bay Lane would maintain its laneway feel. It is proposed to regulate vehicular access off Jonson St into Bay Lane in the following manner:

- 30      i. Permit vehicular access into Bay Lane off Jonson St between 5am to 5pm;  
          ii. Prohibit vehicular access into Bay Lane off Jonson St 5pm to 5am;  
          iii. Install a No Entry sign (R2-4n) at the Jonson St / Bay Lane entrance with a 5m – 5am time plate (R5-603).  
          iv. Install a No Right Turn sign (R2-6) at the Jonson St / Bay Lane entrance with a 5m – 5am time plate (R5-603).  
          v. Install one way painted and signage arrows, as required.

35      Note: Attachment 1 shows a concept entry statement that may be installed to create a visual feature that helps calm traffic entering the laneway between 5am – 5pm and increase pedestrian safety. It's wide enough to permit service vehicle access. A removable bollard may be installed, as required, across the entrance of Bay Lane to acts as Hostile Vehicle Mitigation device if an event is held within the laneway between 5pm to 5am. The visual feature shown in attachment 1 is not a

regulatory feature and is just indicative of what could be done to help increase pedestrian safety, particularly between 5pm to 5am.

Two (2) car parks gain access off Jonson St at approximate chainage 80m. To maintain access to these car parks between 5pm and 5am the following modifications are proposed to regulate traffic at the eastern end of Bay Lane.

- i. Install a blister with No Entry signage at CH75m to prevent cars travelling west past this point. The image below illustrates what this structure would look like.
- ii. Remove on street loading bays along the full length of Bay Lane.
- iii. Change traffic flow to permit two-way access off Fletcher St. Note, Bay Lane carriage width between chainage 80m-120m is 5.5m. Between CH 120m and 150m Bay Lane carriage width is 7m. Between CH 120-150m Bay Lane is currently 2-way to permit access to a youth hostel basement car park.



Note: Attachment 1 shows a concept removable bollard may be installed adjacent to the mid point blister, as required, to act as Hostile Vehicle Mitigation device if an event is held within the laneway between 5pm to 5am. The bollard would not be a regulatory feature and is just indicative of what could be done to help increase pedestrian safety between 5pm-5am.

### Background

The project aims to create an iconic place making venue in the heart of Byron Bay where patrons come and experience a Melbourne Laneway type feel with pop up stalls, lighting and music.

Figure 2 below shows a montage of venues similar to the style Byron Shire Council is attempting to create between 5pm to 5am through regulating traffic as proposed above.





Figure 2 – Montage of laneway venues that priorities pedestrian

### Traffic Data

Two traffic counts have been done in Bay Lane: 1) August 2017, located 30m west of the Fletcher St intersection, and 2) Oct 2019 30m east of Jonson St. These counts reveal almost identical traffic patterns as seen in the virtual counts shown below:

* Virtual Day (7)																		
Time	Total	Total	Total	Cl%	Cl%	Cl%	Cl%	Cl%	Cl%	Cl%	Cl%	Cl%	Cl%	Cl%	Cl%	Cl%	Mean	Vpp
		AB	BA	1	2	3	4	5	6	7	8	9	10	11	12			85
0000	5	5	0	94.4	0.0	5.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	25.0	-	
0100	1	1	0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	20.7	-	
0200	1	1	0	83.3	0.0	16.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	24.8	-	
0300	1	1	0	75.0	0.0	25.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	21.1	-	
0400	1	1	0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	22.9	-	
0500	4	4	1	72.4	0.0	17.2	10.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	23.8	-	
0600	14	10	5	58.6	0.0	28.3	10.1	3.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	22.6	29.9	
0700	13	10	2	87.5	0.0	11.4	1.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	21.4	26.6	
0800	22	20	2	88.3	0.6	10.4	0.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	22.4	28.4	
0900	25	22	2	90.7	0.0	8.1	0.6	0.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	20.9	26.3	
1000	25	23	2	92.5	0.6	5.8	1.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	19.6	24.5	
1100	19	17	2	89.2	0.0	10.0	0.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	20.6	25.9	
1200	23	21	2	90.1	1.2	8.0	0.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	20.0	25.2	
1300	19	16	2	92.4	0.0	6.8	0.0	0.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	19.9	25.2	
1400	17	15	2	92.4	0.0	6.8	0.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	21.1	27.0	
1500	26	24	2	94.4	0.0	5.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	21.5	26.6	
1600	26	23	2	93.9	0.0	6.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	20.4	25.9	
1700	28	27	1	95.9	0.0	3.6	0.0	0.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	21.2	27.7	
1800	20	18	1	99.3	0.0	0.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	19.1	24.1	
1900	17	17	1	96.7	0.0	3.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	18.9	24.8	
2000	13	13	1	97.8	0.0	1.1	0.0	1.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	19.8	24.1	
2100	10	9	1	97.1	0.0	2.9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	22.0	-	
2200	9	9	0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	22.1	-	
2300	4	4	0	96.0	0.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	22.7	-	
07-19	261	237	24	92.5	0.2	6.7	0.4	0.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	20.7	26.3	
06-22	315	285	31	91.6	0.2	7.1	0.8	0.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	20.7	26.3	
06-00	328	297	31	91.9	0.2	6.9	0.8	0.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	20.7	26.3	
00-00	341	309	32	91.7	0.2	7.0	0.9	0.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	20.8	26.6	

Vehicles - 2390

Posted speed limit - 50 km/h, Exceeding - 0 (0.00%), Mean Exceeding - 0.00 km/h

Maximum - 43.7 km/h, Minimum - 10.0 km/h, Mean - 20.8 km/h

85% Speed - 26.6 km/h, 95% Speed - 31.0 km/h, Median - 20.2 km/h

20 km/h Pace - 11 - 31, Number in Pace - 2231 (93.35%)

Variance - 33.57, Standard Deviation - 5.79 km/h

Another traffic count was done between 14<sup>th</sup> Oct to 23 Oct 2019 with the follow summary data:

# BYRON SHIRE COUNCIL

## REGULATORY MATTERS

## 6.1 - ATTACHMENT 1

\* Virtual Day (8)

Time	Total	Total	Total	C1%	C1%	C1%	C1%	C1%	C1%	C1%	C1%	C1%	C1%	C1%	C1%	C1%	Mean	Vpp
<--		AB	BA	1	2	3	4	5	6	7	8	9	10	11	12			85
0000	4	0	4	100.0	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	25.4	-	
0100	2	0	2	100.0	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	26.6	-	
0200	2	0	2	100.0	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	26.4	-	
0300	1	0	1	100.0	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	22.7	-	
0400	1	0	1	100.0	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	24.8	-	
0500	3	0	3	66.67	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	18.9	-	
0600	19	3	16	78.95	0.000	15.79	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	17.8	21.6	
0700	13	1	12	91.67	0.000	8.333	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	19.0	26.5	
0800	23	2	21	90.91	0.000	9.091	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	16.3	23.0	
0900	29	2	27	92.86	0.000	7.143	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	17.2	23.1	
1000	23	1	22	86.36	0.000	13.64	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	14.7	19.5	
1100	23	1	22	82.61	0.000	13.04	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	15.2	20.3	
1200	22	1	22	86.36	0.000	9.091	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	15.6	22.0	
1300	22	0	21	90.48	0.000	4.762	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	14.6	18.8	
1400	23	1	22	90.91	0.000	9.091	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	14.4	19.2	
1500	20	1	19	90.00	0.000	5.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	17.6	23.9	
1600	18	1	17	94.12	0.000	5.882	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	17.1	23.9	
1700	25	1	24	95.83	0.000	4.167	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	14.9	20.7	
1800	19	1	18	94.44	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	13.1	17.9	
1900	17	0	16	93.75	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	12.8	17.8	
2000	10	0	10	100.0	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	13.0	-	
2100	9	0	9	100.0	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	15.4	-	
2200	8	1	8	100.0	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	18.5	-	
2300	6	0	5	100.0	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	23.6	-	
07-19	258	13	245	90.31	0.000	8.527	0.388	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	15.7	21.8	
06-22	313	17	296	90.06	0.000	8.654	0.641	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	15.6	21.4	
06-00	326	18	309	90.49	0.000	8.282	0.613	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	15.8	21.6	
00-00	340	18	322	90.59	0.000	8.235	0.588	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	16.1	22.1	

Vehicles = 2720

Posted speed limit = 50 km/h, Exceeding = 1 (0.037%), Mean Exceeding = 56.12 km/h

Maximum = 56.1 km/h, Minimum = 5.0 km/h, Mean = 16.1 km/h

85% Speed = 22.14 km/h, 95% Speed = 27.36 km/h, Median = 15.30 km/h

20 km/h Pace = 5 - 25, Number in Pace = 2501 (91.95%)

Variance = 38.15, Standard Deviation = 6.18 km/h

Based on the Virtual Week from this count:

- Total daily traffic was approximately 340vpd
- 91% were Class 1 vehicles suggesting most vehicles are patrons of car parks east of the lane closure.
- Peak traffic volumes were between 8am-6pm.
- 85<sup>th</sup> % speed are between 22-26km/hr
- Between 5pm-5am total traffic volumes were between 115-120 vehicles.

- 10 Based on the above, traffic volumes impacted by traffic regulation between 5pm-5am is considered to be minimal.

## RECOMMENDATION:

That Council supports:-

1. The people focused activation of Bay Lane through regulating access of vehicles into Bay Lane, subject to the following:
  - a) Vehicle access within Bay Lane, between chainages CH 0-75m (approx.), be prohibited generally between 5pm to 5am;
  - b) Vehicle access between chainages CH 0-75m be permitted generally between 5am to 5pm;
  - c) Detail design to be generally in accordance with attached drawing E2019/79917 and must include appropriate regulatory signage and relevant time plates;

**2. The following modifications to traffic flow in Bay Lane:**

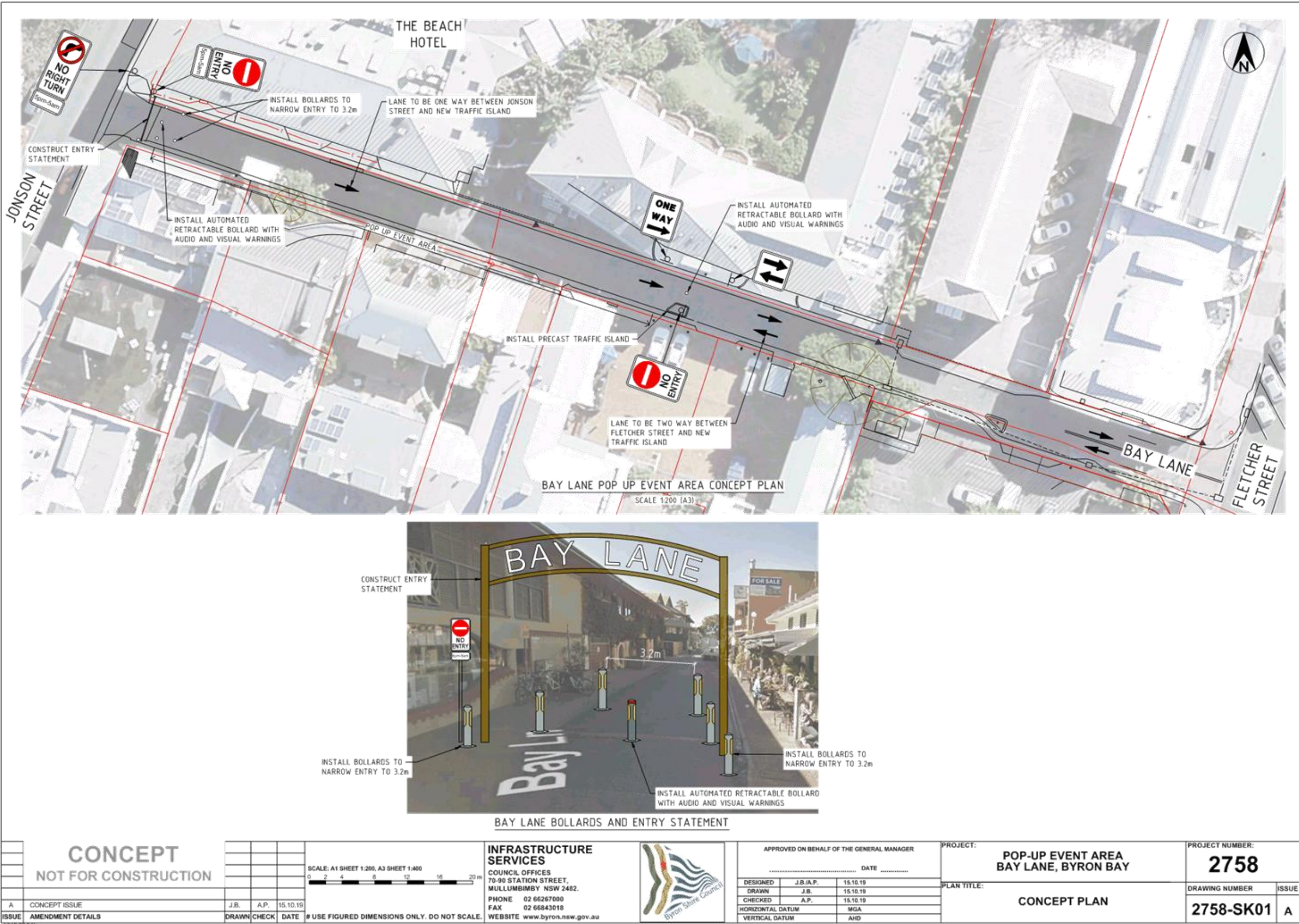
- a) Maintaining one way traffic flow between chainages 0-75m (approx.);**
- b) Change traffic flow to two way between chainages 75-150m;**
- c) Detail design to be generally in accordance with attached drawing E2019/79917 and must include appropriate regulatory signage and relevant time plates;**

**Attachments:**

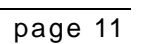
- 1 Concept - Bay Lane modifications, E2019/79917

5









**Report No. 6.2**  
**File No:**

**Event - Falls Festival**  
**I2020/952**

**SUMMARY**

5 This report is for the 2020/21 Falls Festival to run between 31 December 2020 to 2<sup>nd</sup> January 2021.

Camping areas will open 29<sup>th</sup> December 2020 and close 3<sup>rd</sup> January 2021 to help spread traffic volumes across a wider period.

10

The proposed TMP and TCP are identical to last year which is considered to have run well.

**BACKGROUND**

15 North Byron Parklands has been granted permanent approval and for this event they anticipate up to 35,000 patrons and 3,000 staff and guests.

**Traffic Management**

20 Conditions of approval require a comprehensive traffic monitoring program which has been undertaken diligently each year.

Generally traffic management will remain substantially the same as last year. However, as stated within the draft TMP (see attachment 1), following on from the Traffic Evaluation Report observations and recommendations for previous Falls Festival events, together with updated approvals provided under State Significant Development 8169 Development Consent, it is proposed to implement the following traffic improvements for the 19/20 event:

25

- Gates will be open from 29 December (subject to ticket sales exceeding 20,000) to allow an additional day for camping patrons to arrive before the event commences;
- 30 • Contingency TCP is included for managing queueing incident that may have the potential to impact the Pacific Motorway;
- New egress route for Northbound traffic via new Gate E to Wooyung Rd, together with associated TCPs.

35 Note, Wooyung Road is within Tweed Shire. This egress point is for departing campers and is expected to noticeably help reduce traffic impacts within Byron Shire.

A number of traffic regulation measures are proposed for Tweed Valley Way and surrounding roads, namely:

40

A reduced speed zone on Tweed Valley Way is proposed from approximately 540m south-east of Yelgun Road to 100m north of Jones Road. This is designed to improve safety with respect to traffic leaving the site as well as traffic queued in the right turn lane on Tweed Valley Way. This reduced speed zone is continued to Jones Road similarly as was done during previous festivals for service vehicles entering and exiting

45

A No Stopping zone is proposed on Tweed Valley Way and Brunswick Valley Way from Shara Boulevard in the south to the Byron Shire boundary in the north. The purpose of this is two-fold:

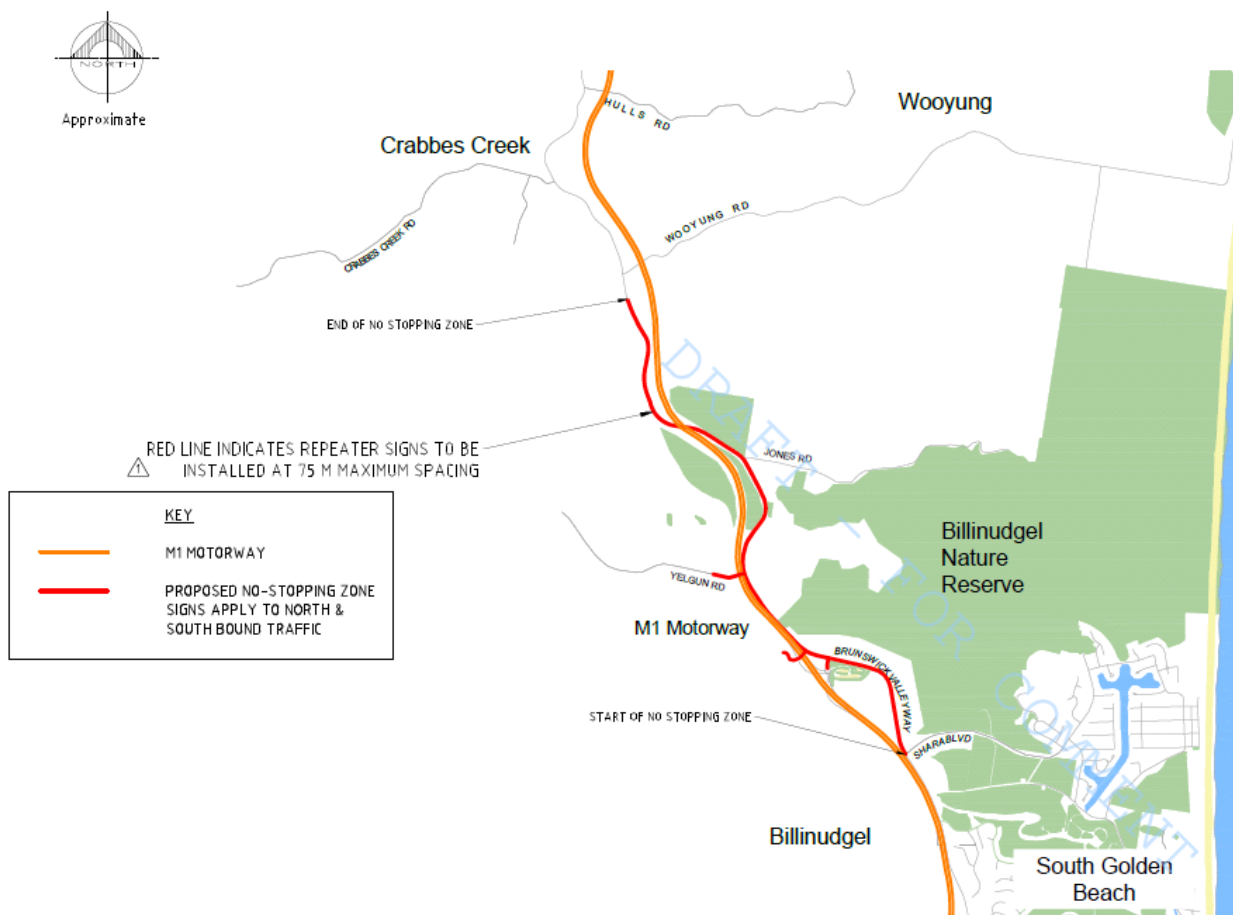
- 50 • *Eliminate parking by patrons not familiar with the area on Tweed Valley Way which is a high speed road;*
- *Improve tools to manage trespassers, in particular from the north.*

Below are two snippets from the TCP to illustrate the above proposed traffic control:

55



Figure 1 – No Stopping Plan



## 6.2

REFER DETAIL A FOR TRAFFIC CONTROL CONTINGENCY PLAN  
REFER REPORT FOR PERMITTED USE OF JONES ROAD.  
TO BE USED ONLY FOR:  
• INGRESS ONLY OF BUSES / VIPS  
• INGRESS & EGRESS OF RESIDENTS  
NB: SECURITY TO ENFORCE

GREEN LINE INDICATES 60 KM/HR  
REPEATER SIGNS AT 100 M MAX SPACING

GATE B NOT TO BE USED DURING FESTIVAL

ANY EXISTING CONTRADICTIONARY ROAD SIGNAGE TO BE COVERED

PLAN  
NTS

- 5 As part of the new state approval the applicant must meet the following conditions in relation to traffic management:

**KEY PERFORMANCE INDICATORS**

D16. The Applicant must address the KPIs in Table 6 in a PER required under Condition D17. The Planning Secretary may amend the KPIs identified in Table 6 for future events after considering the results of the PER required in Condition D17.

**Table 6** Key performance indicators for a large event

Issue	Key Performance Indicators
Traffic Management	<ul style="list-style-type: none"> <li>A minimum level of service (LoS) C is to be maintained at the Yelgun interchange including merges and diverges.</li> <li>The level of service for local traffic and through traffic on the Tweed Valley Way should not fall below a LoS D, with a maximum of LoS E for no more than 4 hours a day.</li> <li>Queue lengths on the link road between Tweed Valley Way and the Yelgun interchange must be limited to a maximum of 60 metres.</li> <li>Queue lengths on the interchange ramps must not be within 210 metres of the start of the ramp.</li> <li>On-site queuing is not to extend onto the Pacific Highway or the Tweed Valley Way at any time.</li> </ul>

D27. The Applicant must prepare a Traffic Management Plan for the development to the satisfaction of the Planning Secretary. The Plan must:

- (a) be prepared by a suitably qualified and experienced person(s);
- (b) be prepared in consultation with BSC, TSC and RMS;
- (c) detail the measures to be implemented to ensure road safety and network efficiency, including:
  - i. ensuring no queuing on Tweed Valley Way and Yelgun Interchange off-ramps;
  - ii. details of traffic diversion strategies;
  - iii. ensuring Gate A is only used by trucks or other heavy vehicles (including buses) on event days and shoulder days associated with large and medium events; and
  - iv. ensuring local traffic movements, including residents of Jones Road and Yelgun Road, are given priority and can access their properties;
- (d) include demand management strategies to reduce private car use while promoting alternatives forms of transport; and
- (e) contain a Traffic Monitoring Program to monitor the impact of increased traffic generation on the amenity of the area and the effectiveness of the traffic management measures implemented, including but not limited to:
  - i. data collection of vehicle arrival and departure times, occupancy rates and directions of travel for staff, campers and day patrons;
  - ii. patronage of bus services, including bus occupancy rates, arrival and departure times
  - iii. modal share by vehicle type, including comparison with the modal share as described in the EIS and RTS;
  - iv. queue monitoring, background travel counts on the Pacific Highway and Tweed Valley Way and vehicle volumes on the Yelgun Interchange; and
  - v. procedures and protocols for monitoring, including frequency.

D29. At least two months prior to any medium or large event, the Applicant must prepare a Traffic Control Plan (TCP) for the development. The Plan must:

- (a) be prepared by a suitably qualified and RMS accredited Work Site Traffic Controller;
- (b) be submitted to the Byron and Tweed Local Traffic Committees for endorsement and submitted to BSC and TSC for approval on roads under their control;
- (c) be designed in accordance with the requirements of the RMS's Manual, Traffic Control at Work Sites Version 2, and the current Australian Standards, Manual of Uniform Traffic Control Devices Part 3, 'Traffic Control Devices for Works on Roads';
- (d) include details on reduced speed zones and special event clearways and signage to prohibit parking in the surrounding road network and in the Yelgun rest area;
- (e) include a Traffic Incident Management Plan that details a range of approved contingency measures capable of avoiding significant impacts on the level of service. The contingency plan must be fully documented and include emergency contact names and phone numbers; and
- (f) be designed to achieve the traffic key performance indicators under Condition D16.

Following approval of the TCP, a copy of the TCP must be submitted to RMS and the Planning Secretary.

**Traffic Monitoring**

As stated within the draft TMP:

Although no traffic controllers are required to manage traffic under normal conditions, traffic controllers would need to be on call to assist in managing queues during any queuing on the public road that may occur as a result of unforeseen circumstances. Back of queue warning vehicles would need to be available to warn inbound vehicles on the public road of any queues ahead. It is the responsibility of the festival management to ensure the public road is monitored and potential queuing is predicted in advance of any queuing appearing.

**KEY ISSUES**

1. A northern egress point through to Wooyung Rd (Tweed Shire) was adopted last year and is being adopted again.
2. Separate approval of the TMP & TCP required by the RMS Traffic Engineering Department.

**COUNCIL IMPLICATIONS**

- **Budget/Financial**

The event organisers are to be invoiced for the relevant Approval of Road Events pursuant to s144 of the Roads Act fee as per the Fees & Charges 2018/19.

- **Asset Management**

N/A

- **Policy or Regulation**

Regulatory traffic signage as delegated to council for authorisation in conjunction with NSW Road Rules.

Traffic management is to be in accordance with Australian Standards and RMS guidelines.

- **Consultation**

A condition of the endorsement of this event is that appropriate consultation is undertaken, including:

- Advertising the impact of the event in the local newspaper and on the Council website.
- Informing community and business that are directly impacted.
- Liaising with bus and taxi operators.
- Consulting with emergency services.

- **Legal and Risk Management**

Congestion caused by the event will directly affect a RMS controlled asset – Pacific Highway. Separate approval of the TMP & TCP required by the RMS Traffic Engineering Department.

**RECOMMENDATION:**

That Council endorse the Falls Festival 2020/21 to be held at the North Byron Parklands site, Yelgun from 31 December 2020 to 2 January 2021 (with campers arriving from 29<sup>th</sup> December 2020 and allowed to depart no later than 3<sup>rd</sup> January 2021), inclusive, subject to the following conditions: -

- a) Separate approvals by NSW Police and RMS being obtained;

- b) The development of a Traffic Management Plan and Traffic Control Plan(s) by those with relevant RMS accreditation. These plans are to be submitted to Byron Shire Council at least 2 months prior to the event for approval of traffic regulation on roads under Byron Shire control;**
- c) The Traffic Management Plan and the Traffic Control Plan to be implemented by those with relevant and current RMS accreditation;**
- d) The temporary 'No Stopping' where applied, including on Brunswick Valley Way and Tweed Valley Way (between Shara Boulevard and north to the Shire boundary), is implemented prior to the event and in accordance with relevant state requirements and Australian Standards;**
- e) A communications protocol be developed and maintained by those involved in the implementation of traffic management including monitoring during the event and ability to implement contingency plans as and when directed;**
- f) Monitoring of vehicle volumes that arrive and depart the festival site and on the local road network;**
- g) The holding of an event debrief within the month following the festival which includes but not limited to Council, RMS and Police;**
- h) The event organiser:**
  - i) advertising the impact of the event via a notice in the local weekly paper a minimum of one week prior to the operational impacts taking effect, noting it must include the event name, specifics of any traffic impacts or road closures and times, alternative route arrangements, event organiser, a personal contact name and a telephone number for all event related enquiries or complaints;**
  - ii) providing a copy of the advert for Council's web page;**
  - iii) give consideration of any submissions received;**
  - iv) informing community and businesses that are directly impacted (e.g. adjacent to the event) via written information which is delivered to the property in a timely manner so as to document, consider and respond to any concerns raised;**
  - v) arranging for private property access and egress affected by the event;**
  - vi) liaising with bus and taxi operators and ensuring arrangements are made for provision of services during conduct of the event;**
  - vii) consulting with emergency services and any identified issues be addressed;**
  - viii) holding \$20m public liability insurance cover which is valid for the event; and**
  - ix) paying of Council's Road Event Application Fee and Local Traffic Committee Fee prior to the event.**

**Attachments:**

- 1 Falls Festival 2020-21 TMP, E2020/52226 , page 19  

2 Falls Festival 2020-21 TCP, E2020/52225 , page 44  



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### **Traffic Management Plan Falls Festival 2020/21 at North Byron Parklands, Yelgun, NSW**

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Author: Hayden Kress  
Date: 23/06/2020

**Greg Alderson & Associates**

Chartered Professional Engineers and Scientists

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**Contact Information**

43 Main Street  
Clunes NSW 2480

Telephone: 02 6629 1552

office@aldersonassociates.com.au  
www.aldersonassociates.com.au

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**Personnel**

Hayden Kress, BEng(Civil) Hons  
RMS Prepare a Work Zone TMP (SOC 213014)

20470 TMP\_Rev1

2



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**1.0 Introduction**

Greg Alderson and Associates (GAA) have been engaged by *Look up and Live Pty Ltd* to update the Traffic Management Plan from previous events for the Falls Festival Byron at North Byron Parklands in Yelgun that is to be held during the New Year's period of 2020/21. The festival will be held from 31 December 2020 to 2 January 2021. Camper bump in will commence on Tuesday 29 December 2020, allowing an additional day for arrivals of camping patrons compared to events prior to 2018/19. The camping areas close in the afternoon of 3 January 2021.

Following on from the Traffic Evaluation Report observations and recommendations for previous Falls Festival events, together with updated approvals provided under State Significant Development 8169 Development Consent, it is proposed to implement the following traffic improvements for the 2020/21 event:

- Gates will be open from 29 December (subject to ticket sales exceeding 20,000) to allow an additional day for camping patrons to arrive before the event commences;
- Contingency TCP is included for managing potential queueing incident that may have the potential to impact the Pacific Motorway;
- Egress route for Northbound traffic via new Gate E to Wooyung Rd, together with associated TCPs.

It is proposed that this years event will have a patronage of up to 35,000 which is classed as the Large Summer Event.

**1.1 Project brief**

The aim of the Traffic Management Plan (TMP) is to prescribe traffic management and control procedures for the Falls Festival at Yelgun, in order to satisfy the conditions of consent as set out in the Development Approval from the Independent Planning Commission, dated 13<sup>th</sup> March 2019 and in accordance with recent modifications to the consent. In conjunction with this Traffic Management Plan a Traffic Monitoring Protocol will be developed by our office. These documents will set out data collection methods in order to provide sufficient data to assess future and potentially larger events at the event site.

**1.2 Relevant standards, specifications and guidelines**

This TMP has been prepared in accordance with the following standards, specifications and guidelines:

- RMS Guide to Traffic and Transport Management for Special Events Version 3.5
- RMS Traffic Control at Worksites manual
- Australian Standards (in particular AS1742)
- Quality Assurance specifications
- Austroads Guide to Traffic Management

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**Definitions**

<b>AADT</b>	Average Annual Daily Traffic; average traffic volume per day after application of correction factors.
<b>ADT</b>	Average Daily Traffic; average traffic volume per day, based on a limited survey period, typically 1 week.
<b>Background Traffic</b>	Traffic composition as would typically exist without superposition of event traffic.
<b>BSC</b>	Byron Shire Council.
<b>BVW</b>	Brunswick Valley Way.
<b>FFB</b>	Falls Festival Byron.
<b>Heavy Vehicle</b>	For the purposes of this report; anything other than a pedestrian, cyclist, motorbike or car.
<b>KPI</b>	Key Performance Indicator; as defined in the conditions of consent for the development.
<b>LOS</b>	Level of Service; Service level of roads based on certain traffic statistics as defined in other documents.
<b>NBP</b>	North Byron Parklands.
<b>Peak Flow Rate</b>	Hourly volume of vehicles during busiest part of assessment period.
<b>PER</b>	Performance Evaluation Report.
<b>TCP</b>	Traffic Control Plan.
<b>TMP</b>	Traffic Management Plan.
<b>TSC</b>	Tweed Shire Council.
<b>TVW</b>	Tweed Valley Way.

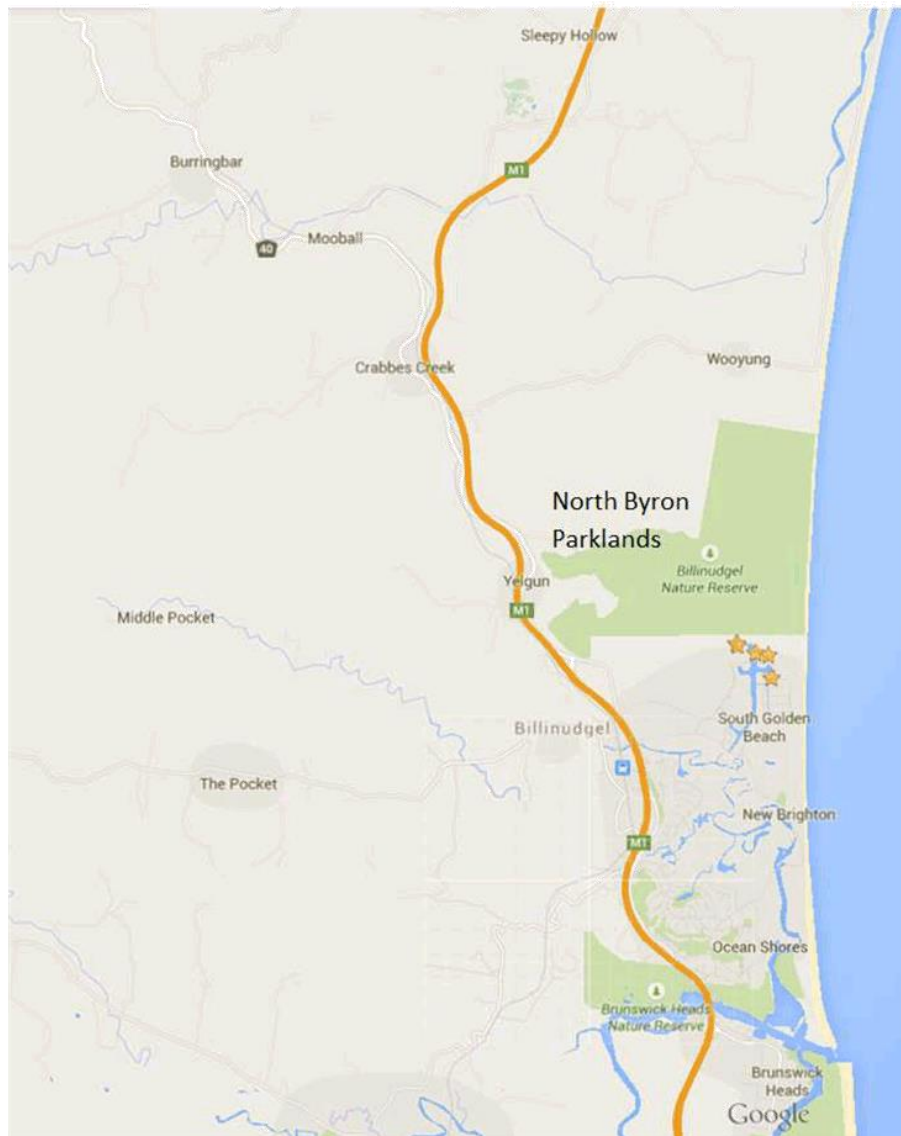
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**1.3 Site location**

The subject site is formally known as Lots 46, 402-404, 410 DP 755687; Lots 10, 12, 14 DP 875112; Lots 2, 12 DP 848618; Lot 101 DP 856767; Lots 30-31 DP 880376; Lots 101-102, 107 DP 1001878; Lot 1 DP 1145020, Tweed Valley Way and Jones Road, Yelgun. The southernmost entry to the site is located at approximately 1km to the North from the Yelgun Interchange and Yelgun Rest Area.

**Figure 1** below depicts the location of the site with respect to its locality.



**Figure 1 - Site locality, Source of map: Google Maps 2015**

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**1.4 Event description**

The Falls Festival Byron is a music and arts festival that will be held at North Byron Parklands from 31 December 2020 until 2 January 2021.

Falls Festival operates in such a way that it is held at other locations in the same period, so that artists can be transported between event locations. In that format it has been held successfully at Marion Bay in Tasmania and Lorne in Victoria for over 25 years.

The Falls Festival was held at North Byron Parklands for the first time during the 2013/14 New Year's Eve period and held each year since that date. All festivals were a success from a traffic engineering perspective with no major impacts on the public roads during peak arrival periods.

Although the event days are 31 December 2020 until 2 January 2021, the campgrounds will open on 29 December 2020 (subject to ticket sales) and close on 3 January 2021, allowing camping patrons to arrive a day earlier if they choose to purchase the appropriate ticket. We expect this to be a very effective measure to reduce the likelihood of any significant queuing incidents on Tweed Valley Way.

It will only be necessary to implement this measure if patron numbers are to exceed 20,000. Smaller events are unlikely to have peak arrival periods causing queueing external to the site and therefore will not require an additional arrival day. Three types of tickets, plus a camping ticket will be sold for this event and are summarised in Table 1.

As compared to previous years, separate tickets will be required to be purchased to camp on the site. This TMP has been based on the assumption the number of campers and flow rates remains similar to previous years. Festival Management will monitor sales of camping tickets to confirm this assumption remains true. If not, contingency plans should be put in place.

With the additional day being available for camping patron arrivals early on 29 December, it is anticipated that peak arrival rates for camping vehicles will not likely cause any KPI breaches. The estimated arrival profile is:

- Sunday 29 December – 20% of camping patrons
- Monday 30 December – 60% of camping patrons
- Tuesday/ Wednesday/Thursday – 20% of camping patrons
- Friday 3 January - Egress

**Table 1 - Overview of ticket types**

Ticket name	Arrival dates	Festival entry dates	Departure date	Anticipated number of tickets
<b>3 Day Festival Ticket</b>	29, 30 and 31 Dec	31 Dec – 2 Jan	3 Jan	30,000
<b>2 Day Festival Ticket</b>	31 Dec or 1 Jan	31 Dec – 1 Jan or 1 Jan – 2 Jan	2 or 3 Jan	4,000
<b>1 Day Ticket</b>	31 Dec or 1 Jan or 2 Jan	31 Dec or 1 Jan or 2 Jan	1, 2 or 3 Jan	1,000
<b>Camping Ticket</b>	Applies as additional ticket to all above			

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The Falls Festival will function as an approved 'Large Event' with an anticipated maximum patronage of 35,000 people with additional staff, stallholders, contractors and guests. The fifth column in Table 1 depicts the anticipated number of ticket holders of each ticket type based on information provided to our office by festival management. Validity of this TMP and associated traffic control plans is subject to compliance with these attendance numbers and also providing the additional camping arrival day on 29 December to reduce peak arrivals of camping vehicles.

**1.5 Event Calendar**

The festival schedule can be summarised as follows:

Tuesday 29/12/19	Camp grounds open day 1
Wednesday 30/12/19	Camp grounds open day 2
Thursday 31/12/19	Event day 1
Friday 1/1/20	Event day 2
Saturday 2/1/20	Event day 3
Sunday 3/1/20	Campground closure, camper departure

Car pass sales are used to control arrival days of patrons. For previous years, typically 60% of car passes are sold for 30 December and the remaining 40% for 31 December. For the 2020/21 event Festival Management will monitor sales of camping tickets to confirm the distribution of camping tickets remains similarly or better distributed across the days for camper arrivals. It is likely that there will be a better distribution with the additional day being made available for camping. Some campers may depart on night of the 2<sup>nd</sup> of January but the majority of campers would leave the site on the 3<sup>rd</sup>, which is the day that the camping area will close.

**1.6 Conditions of Consent**

The following is an overview of the consent conditions that have been provided to this office detailing the various conditions that are relevant to the festival traffic operation and are thus relevant to this TMP. This TMP is therefore formally responding to those conditions of consent, as contained within the State Significant Development 8169 Development Consent. A Condition Compliance Summary Table is provided later in this document, summarising what conditions are complied with and in which section of this report they are addressed.

**1.6.1 D16 – Table 6, Traffic Management****KEY PERFORMANCE INDICATORS**

D16. The Applicant must address the KPIs in Table 6 in a PER required under Condition D17. The Planning Secretary may amend the KPIs identified in Table 6 for future events after considering the results of the PER required in Condition D17.

**Table 6** Key performance indicators for a large event

Issue	Key Performance Indicators
Traffic Management	<ul style="list-style-type: none"> <li>A minimum level of service (LoS) C is to be maintained at the Yeilgun interchange including merges and diverges.</li> <li>The level of service for local traffic and through traffic on the Tweed Valley Way should not fall below a LoS D, with a maximum of LoS E for no more than 4 hours a day.</li> <li>Queue lengths on the link road between Tweed Valley Way and the Yeilgun interchange must be limited to a maximum of 60 metres.</li> <li>Queue lengths on the interchange ramps must not be within 210 metres of the start of the ramp.</li> <li>On-site queuing is not to extend onto the Pacific Highway or the Tweed Valley Way at any time.</li> </ul>



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**1.6.2 D27 – Traffic Management Plan**

**TRAFFIC MANAGEMENT**

**Traffic Management Plan**

- D27. The Applicant must prepare a Traffic Management Plan for the development to the satisfaction of the Planning Secretary. The Plan must:
- (a) be prepared by a suitably qualified and experienced person(s);
  - (b) be prepared in consultation with BSC, TSC and RMS;
  - (c) detail the measures to be implemented to ensure road safety and network efficiency, including:
    - i. ensuring no queuing on Tweed Valley Way and Yelgun Interchange off-ramps;
    - ii. details of traffic diversion strategies;
    - iii. ensuring Gate A is only used by trucks or other heavy vehicles (including buses) on event days and shoulder days associated with large and medium events; and
    - iv. ensuring local traffic movements, including residents of Jones Road and Yelgun Road, are given priority and can access their properties;
  - (d) include demand management strategies to reduce private car use while promoting alternatives forms of transport; and
  - (e) contain a Traffic Monitoring Program to monitor the impact of increased traffic generation on the amenity of the area and the effectiveness of the traffic management measures implemented, including but not limited to:
    - i. data collection of vehicle arrival and departure times, occupancy rates and directions of travel for staff, campers and day patrons;
    - ii. patronage of bus services, including bus occupancy rates, arrival and departure times
    - iii. modal share by vehicle type, including comparison with the modal share as described in the EIS and RTS;
    - iv. queue monitoring, background travel counts on the Pacific Highway and Tweed Valley Way and vehicle volumes on the Yelgun Interchange; and
    - v. procedures and protocols for monitoring, including frequency.

**1.6.3 D29 – Traffic Control Plan**

**Traffic Control Plan**

- D29. At least two months prior to any medium or large event, the Applicant must prepare a Traffic Control Plan (TCP) for the development. The Plan must:
- (a) be prepared by a suitably qualified and RMS accredited Work Site Traffic Controller;
  - (b) be submitted to the Byron and Tweed Local Traffic Committees for endorsement and submitted to BSC and TSC for approval on roads under their control;
  - (c) be designed in accordance with the requirements of the RMS's Manual, Traffic Control at Work Sites Version 2, and the current Australian Standards, Manual of Uniform Traffic Control Devices Part 3, 'Traffic Control Devices for Works on Roads';
  - (d) include details on reduced speed zones and special event clearways and signage to prohibit parking in the surrounding road network and in the Yelgun rest area;
  - (e) include a Traffic Incident Management Plan that details a range of approved contingency measures capable of avoiding significant impacts on the level of service. The contingency plan must be fully documented and include emergency contact names and phone numbers; and
  - (f) be designed to achieve the traffic key performance indicators under Condition D16.

Following approval of the TCP, a copy of the TCP must be submitted to RMS and the Planning Secretary.

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**2.0 Large Event**

The Independent Planning Commission gave development approval for the site on the 13<sup>th</sup> of March 2019 for a variety of events including 'Large' events such as the proposed Falls Festival Byron 2020/21 event.

This is the first year in which Falls festival will be operating under a "Large" event profile. Previous SITG events have been successfully run at this scale or larger at the site. As such, lessons learned from previous SITG events may be directly applicable to the upcoming event.

The event manager can familiarise themselves with previous SITG Traffic Evaluation Reports and TMP's for additional relevant information, noting that SITG is a different type of festival that has significantly higher attendance by day patrons.

**2.1 Observations from Previous Falls Festivals at the site**

From a traffic engineering perspective, Falls Festival Byron 2018/19 and 2019/20 had many successes, with highlights including reductions in illegal parking at the Yelgun Rest Area and fewer pedestrian movements on the Tweed Valley Way. Two minor failures from the previous 17/18 event in regard to the given Key Performance Indicators (KPI's) were rectified and traffic movements were greatly improved. No KPI breaches were observed during the 19/20 event. As a result, the KPI table from 2019/20 was constructed as below.

**Table 2 - KPI Table**

Description	Criterion	KPI met (Y/N)				
		Saturday	Sunday	Monday	Tuesday	Wednesday
Maximum queue length on northbound off ramp	210m from start of diverge	Y	Y	Y	Y	Y
Maximum queue length on southbound off ramp	210m from start of diverge	Y	Y	Y	Y	Y
Minimum Level of Service on Yelgun Interchange	C	Y	Y	Y	Y	Y
Minimum Level of Service along Tweed Valley Way	D (E up to 4 hours daily)	Y	Y	Y	Y	Y
Maximum queue length on Link Road	60m	Y	Y	Y	Y	Y
On site queuing not to extend to Pacific Hwy	0m	Y	Y	Y	Y	Y
On site queuing not to extend to Tweed Valley Way	0m	Y	Y	Y	Y	Y

As recommended previously, contingency traffic control plans will also be required to ensure safe traffic management in the event of KPI breaches.

The adopted Traffic Management Plan SSD 8169 (under the issued consent), recommends bump trucks be available for contingency measures on the Pacific Highway and that mobile VMS vehicles are used for end of queue warning along Tweed Valley Way/ Brunswick Valley Way. These shall be available on standby if required.



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**2.2 Traffic Management Approach for the Falls Festival 2020/21**

During previous Falls Festivals, it was observed that during the holiday period, background traffic volumes on Tweed Valley Way and Brunswick Valley Way did not increase significantly. Although traffic volume increases on the Pacific Motorway were monitored, correlation with increases on Tweed Valley Way and Brunswick Valley Way was minimal.

During previous Falls Festivals, traffic controllers were placed on standby to manage any congestion that may occur during arrivals. Generally no issues have been observed, however contingency traffic management was implemented on Tweed Valley Way during the queuing incident on Saturday 30 December 2017, along with internal traffic contingency measures including on site queuing utilising a carpark "snake".

This year the queuing observed in 2017 is likely to be prevented from occurring by opening the site one day early for camping arrivals. If any incident occurs there is a documented contingency TCP that would be implemented. In addition to this, the RMS traffic operations centre stationed at St Helena would be contacted and they may implement electronic warning signage on the permanent signs on the motorway and at Ewingsdale Road to warn motorists approaching the area on the motorway.

Mobile VMS vehicles will be used to warn motorists of end-of queue approaches.

Traffic controllers are implemented at Gate C during the camping departure day with the successfully trialled 2-lane departure. Traffic controllers will be on standby to implement TCP's at Gate E and TVW/ Wooyung Road intersections during camping departure day as required.

At last year's event, the Levels of Service on Tweed Valley Way were satisfactory during departures, and particularly for northbound vehicles there is capacity for a higher departure rate. This will be monitored again this year including during the departures from Gate E.

This year, traffic controllers are proposed to be used on the public roads as required:

- at Gate C during the 2-lane camping departure;
- at Jones Road for managing heavy vehicle arrivals;
- at Gate E to manage camping departures;
- at the Wooyung Rd/Tweed Valley Way Intersection during camping departures.

A reduced speed zone on Tweed Valley Way is proposed from approximately 540m south-east of Yelgun Road to 100m north of Jones Road. Free flow vehicle speeds on Tweed Valley Way are relatively high, in particular on the downhill section from Jones Road towards Gate B. Reducing the speed limit at the site frontage will improve safety with respect to traffic leaving the site as well as traffic queued in the right turn lane on Tweed Valley Way. This reduced speed zone is continued to Jones Road similarly as was done during previous festivals for service vehicles entering and exiting Jones Road.

A no stopping zone is proposed on Tweed Valley Way and Brunswick Valley Way from Shara Boulevard in the south to the Byron Shire boundary in the north. The purpose of this is two-fold:

- Eliminate parking by patrons not familiar with the area on Tweed Valley Way which is a high speed road;
- Improve tools to manage trespassers, in particular from the north.

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Similar to recent Splendour in the Grass and Falls events at North Byron Parklands, patrons travelling along the Pacific Motorway will be encouraged to exit the Motorway at Pottsville and at Brunswick Heads to alleviate pressure on Yelgun Interchange. Experience with previous events has shown that this method is particularly effective for campers who are not as familiar with the local road network as local day patrons.

**2.3 Temporary Bus Bay Brunswick Heads**

The Traffic Control Plan, includes a plan for Temporary Bus Bay Park Street, Brunswick Heads. The purpose of this plan is to provide a safer bus stop for the expected increase in bus patronage due to the Falls Festival.

It is proposed that the Park Street bus stop will also be utilised by the Falls Shuttle bus service. The implementation of the temporary bus bay plan includes:

1. Falls Festival intends to provide a security guard at this bus stop to ensure crowd control and to keep the footpath adjacent to the bus stop passable.
2. Falls Festival will also provide a clean-up team to service this area. This would ensure that the bus stop area remains clean and tidy so that the Brunswick Community and Council are not left with a clean-up problem as a result of the additional bus patronage due to the festival.
3. Water filled barriers, as per the Temporary Bus Bay Plan, are proposed to provide added safety for patrons. The need for these barriers is because the footpath at the location of the bus stop is raised and there is a garden bed, both of which reduce the available footpath space for persons waiting for buses.

This plan has been prepared to address a request from local shop keepers in Park Street that sought to have additional facilities for the increased bus patronage as a result of the similar festivals in the past.

**2.4 Stacked parking and camping**

It is proposed to carry out stacked camping and parking at the Falls Festival Byron. This method has been tried and tested at the Falls & Splendour festivals in Byron. A schematic figure of this arrangement is depicted in Figure 2.

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**Figure 2 - Stacked camping and parking**

The process of stacked parking and camping is as follows.

As camper vehicles arrive, they are directed to a certain area, where they will be parked behind the car in front of them and parallel to vehicles besides them. The patrons then set up their tent next to their car. An aisle is kept free between two rows of tents for pedestrian and firefighting purposes.

After the patrons have parked their car, it will not be physically possible to leave the campgrounds in their own car before the car in front of them has done so. Thus, there will be no private car traffic generation by 2 and 3 day campers during event days. Private car traffic generation by campers resulted in significant traffic volumes during the festival days of a previous Falls Festival. This issue has thus been resolved.

Charter buses will be sourced by festival management to ensure sufficient transport capabilities are available during the festival, in particular for day trippers to Pottsville, Brunswick Heads and Byron Bay. We understand that in recent years, additional bus trips are scheduled for Brunswick Heads and less trips for Byron Bay to alleviate the congestion at Byron Bay and improve the economic benefits to local business in Brunswick Heads.

Internally, as the separation between car parking and camping has been removed (as is depicted in Figure 3), there is increased flexibility for directing traffic flows through the site. Any congestion due to ticketing issues or wet weather can thus be more easily negated.

It should be noted that this system of stacked parking and camping fundamentally differs from the combined parking and camping that caused the congestion during SITG 2013. During that festival, there was insufficient infrastructure in place to direct traffic flows and also the camping and parking was ad-hoc, not structured. The proposed structured parking/camping system for the coming Falls Festival Byron has been tried and proven at the Falls festival in Lorne for years and also for recent Falls Festival Byron and Splendour in the Grass events.

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Festival management will liaise with the NSW Police to encourage drug searches to occur after vehicles have been parked in order to prevent any hold ups during peak arrival periods. Ticketing by mobile ticketing stations also occurs after vehicles have been parked.

Lastly, we have been informed that the stacked parking/camping system is likely to improve patron experience on the campers departure day. Patrons will better understand that they cannot leave the site until the vehicle in front of them has left, thus enhancing acceptance of delays.

In summary the benefits of the structured stacked parking/camping system are as follows:

- Elimination of private vehicle traffic generation by day trippers during the festival;
- More efficient use of space;
- Improved convenience for campers, having the tent set up next to their car;
- Improved patron experience during the departure day.

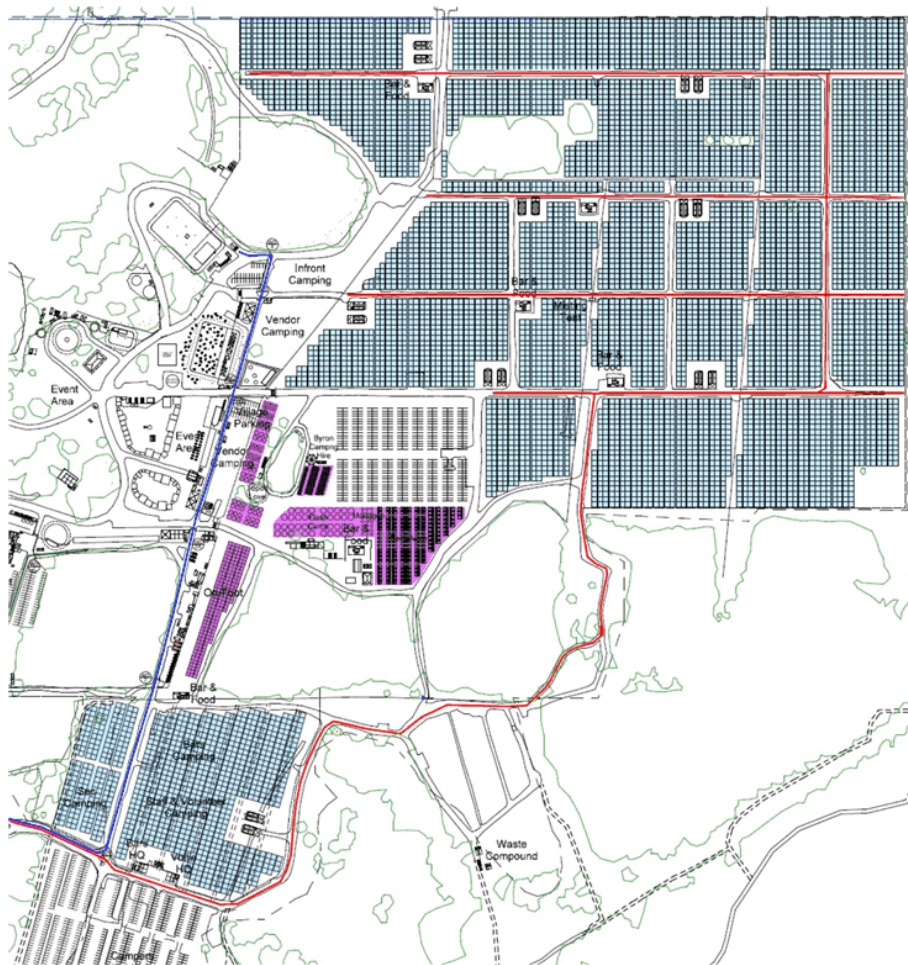


Figure 3 - Stacked parking/camping marked in blue



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**3.0 Traffic impact modelling**

No traffic impact modelling has been undertaken for the 2020/21 event.

The upgrading of the Link Road intersection during 2016 has relieved the major bottleneck for traffic arriving at the festival site. Falls Festival events since the upgrade have resulted in no known traffic KPI breaches or traffic safety issues around the Link Road, and therefore no impacts on the Pacific Highway.

Observations during camping arrivals at the 17/18 Falls Festival resulted in some concerns regarding the peak arrival period impacts on TVW. With an additional day for camping arrivals, the existing intersection arrangements and TCPs are considered sufficient. In addition, there is a documented contingency TCP included.

If due to the traffic volumes the Spine Road would experience congestion, the following mitigation measures could be employed:

- Use southern car park for a snake or for temporary parking during a peak;
- Close southbound traffic on Spine Road and create a 2-lane one-way northbound situation during peak ingress using cones or bollards. Sufficient staff and material are to be present on site to instigate this if required.
- Direct outbound traffic to Gate E to separate inbound and outbound traffic streams if required.

Based on the previous modelling carried out for this event, the public road network has the capacity to cope with the traffic scenarios modelled for this event. The Spine Road would need to be monitored closely during the peak ingress period to be able to enact mitigation measures if the Spine Road reaches capacity.

**4.0 Contingencies and emergency evacuation**

North Byron Parklands has constructed roads within the site which are above various flood levels. North Byron Parklands has machinery, such as a large tractor, to tow vehicles which may have broken down on the internal road system. The Falls staff will be trained in the need to keep the internal roads clear, and if necessary arrange a contra flow situation, to temporarily pass a broken down vehicle.

Any contingency measures carried out by relevant authorities are to ensure the safety of any persons associated with the cause of the contingency measures to be carried out, as well as the efficient operation of the road network. It is paramount that queuing on the Pacific Motorway, Tweed Valley Way and Brunswick Valley Way be prevented at all times.

As the Police have the authority to take control of the site in an emergency, the Traffic Control Plan will then be overridden as the Police see fit.

As part of good management of the operation of this Traffic Control Plan, it is necessary that all relevant staffed be adequately briefed on the possibility of the need to evacuate the site in an emergency. In the case of bushfire and flooding there is some warning time that is available to the Police, to give them the opportunity to prepare to evacuate the site.

With the formalisation of Gate E, the site now has major entry and exit points both to the north and south. It will be necessary for the appointed traffic control staff to be on duty during an emergency evacuation, to quickly and efficiently move patrons through the site to the exit points.

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The evacuation strategy by the Police is to take into account time of day, site occupancy and suitability of access roads. If the site is full and the call for evacuation is made by the Police, orderly egress commencing with the day patrons, followed by the campers, will be necessary.

The draft emergency evacuation plan for fire, nominates that patrons congregate in "assembly points" and from there the whole site would then be evacuated. This would be at the discretion of the LEMO Police Controller.

The draft emergency evacuation plan for the fire addresses different evacuation scenarios. In instances where evacuation by vehicle is available, evacuation is to the various entry/exit points. In instances where vehicle evacuation of the site is not appropriate, emergency assembly locations within and adjoining the site are nominated for site occupants to assemble under supervision.

Emergency vehicle access is available from Gate C, Gate D, Jones Road (Gate A) and Wooyung Road (Gate E).

Although no traffic controllers are required to manage traffic under normal conditions, traffic controllers would need to be on call to assist in managing queues during any queuing on the public road that may occur as a result of unforeseen circumstances. Back of queue warning vehicles would need to be available to warn inbound vehicles on the public road of any queues ahead. It is the responsibility of the festival management to ensure the public road is monitored and potential queuing is predicted in advance of any queuing appearing.

## **5.0 Monitoring for Traffic Management During the Festival**

Traffic monitoring is required to provide input for the Performance Evaluation Report under the current approval for the site.

It is proposed to install classified traffic counters at the locations listed below, at least two weeks before the Festival. These counters will be used to gain a confirmation of the background traffic levels, and then the increase that can be attributed to the Festival.

- North bound off ramp at Yelgun;
- South bound off ramp at Yelgun;
- North bound on ramp at Yelgun;
- South bound on ramp at Yelgun;
- Tweed Valley Way to the North of Jones Road;
- Tweed Valley Way between Yelgun Road and Billinudgel Road;
- Brunswick Valley Way opposite the Yelgun Rest Area;
- Spine Road (2 counters – each lane);
- Wooyung Rd east of Gate E;
- Wooyung Rd West of Gate E.

On-site surveys will need to be carried out to estimate the vehicle occupancy for camper vehicles. Data on the use of any bus services is to be provided by Festival Management after the event so that mode-share calculations can be carried out.

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**6.0 Risk assessment**

A risk assessment for the traffic operation of this festival is described in this chapter. The risk assessment is set up such to identify potential risks to public health as a result of the festival traffic operations. The key performance indicators (KPI's) as defined by the development approval are aimed to reduce the likelihood of occurrence by requiring management of traffic queue growth and level of service.

Additional risk reducing measures such as contingency plans and creating a temporary low speed environment at high risk locations are part of the traffic management tools recommended in this Traffic Management Plan.

Lastly, there are risks due to hazards that might occur that are outside the control of the event management or traffic controllers. These hazards would include extreme weather conditions and crashes on the public road due to drivers' negligence. In order to reduce the risk effect of these hazards, risk mitigating strategies are recommended in this risk assessment.

It is noted that it is the combined responsibility of festival management and government authorities to ensure that there is sufficient funding available and personnel in place for adequate implementation of the traffic control plans, infrastructure and risk mitigation measures.

The risk assessment proposed in this report is provided as a guide. We recommend that after all relevant staff, consultants and contractors have been engaged, that a risk management meeting is held prior to the event. During this risk management meeting a final risk assessment shall be established which would be included in the event management manual. This risk management meeting shall include:

- NBP General Manager
- Falls Byron General Manager
- Event Traffic Manager
- Traffic Engineer
- Traffic Control Manager
- Police representative
- Ambulance representative
- RFS representative
- RMS representative
- Council representatives (BSC and TSC)

The classification of risks for the purpose of this risk assessment is depicted in Figure 4 and associated definitions are provided in Table 2.

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**Figure 4 - Risk classification matrix**

		LIKELIHOOD OF OCCURANCE			
		1. Very likely (could happen anytime)	2. Likely (could happen sometime)	3. Unlikely (could happen, but only rarely)	4. Very Unlikely (could happen but probably never will)
<b>CONSEQUENCE</b>	A. Death or permanent disability	1	1	2	3
	B. Long term illness or serious injury	1	2	3	4
	C. Medical attention or several days off work	2	3	4	5
	D. First aid needed	3	4	5	6

**Table 2 - Risk definitions**

<b>Risk Class</b>	<b>Time Frame for Corrective Action</b>	<b>Role/Responsibility</b>
Class 1 – Extreme risk	Immediate action required	Senior management – Executive
Class 2 – Very high risk	Immediate action required	Senior management
Class 3 – High risk	Immediate action required	Senior management
Class 4 – Medium risk	Close-of-business of current day	Management responsibility must be specified
Class 5 – Low risk	Within 24 hours	Manage by routine procedures
Class 6 – Very low risk	Within 48 hours	Manage by routine procedures

The risk assessment is provided below.





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RISK ASSESSMENT												
Activity	Hazard description	Direct consequence	Potential indirect consequence	Initial Risk Rating			Method for risk mitigation	Responsible person for mitigation implementation	Person responsible for ensuring sufficient funding to enact mitigation	Residual Risk Rating		
				L	C	Risk Class				L	C	Risk Class
Traffic control on public road	Traffic controller hit by car	Injury or death	Traffic congestion and queue growth	3	A	2	Ensure proper implementation of traffic control plan Ensure TC staff compliance with WHS regulations and other relevant legislation	Traffic control manager Supervisors and overseers	Festival General Manager Festival General Manager	4	A	3
On-site vehicle processing	Insufficient rate at which vehicles are processed	Traffic congestion and queue growth	Collision on public road	2	A	1	Ensure sufficient staff for vehicle processing Ensure adequate equipment to enable staff to process vehicles safely and efficiently Enactment of snake in southern car park to create additional vehicle storage Traffic controllers on public road to control back of queue	Parking manager Parking manager Event traffic manager Traffic control manager	Festival General Manager Festival General Manager Festival General Manager Festival General Manager	4	A	3
Patron arrival, departure and additional festival traffic generation throughout event	Higher patron arrival flow than anticipated	Traffic congestion	Collision on public road	2	A	1	Traffic management plan to allow for sufficient contingency Contingency plans available for enactment if needed Queue warning vehicle implementation	Traffic Engineer Traffic Engineer and traffic control manager Traffic control manager	Festival General Manager Festival General Manager Festival General Manager	4	A	3
	More concentrated arrival peak than anticipated	Traffic congestion	Collision on public road	2	A	1	Traffic management plan to allow for sufficient contingency Contingency plans available for enactment if needed Queue warning vehicle implementation	Traffic Engineer Traffic Engineer and traffic control manager Traffic control manager	Festival General Manager Festival General Manager Festival General Manager	4	A	3
	Crash on critical intersection or traffic lane	Injury or death	Traffic congestion and queue growth	3	A	2	Secure crash site Provide required aid to persons involved Manage traffic at crash site Manage back of queue	Police Emergency services Police Traffic control manager	NSW Police Force NSW Ambulance Service NSW Police Force Festival General Manager	4	A	3
	On-site crash	Injury or death	Traffic congestion and queue growth	2	A	1	Ensure adequate on-site road network Ensure sufficient visibility through corners Ensure low speed environment Prevent occurrence of sudden stopping Secure crash site Provide required aid to persons involved Manage traffic at crash site Manage back of queue	NBP General Manager NBP General Manager and Event Traffic Manager Event traffic manager Event traffic manager Police Emergency services Police Traffic control manager	NBP shareholders NBP shareholders and Festival General Manager Festival General Manager Festival General Manager NSW Police Force NSW Ambulance Service NSW Police Force Festival General Manager	3	C	4
	On-site vehicle break down	Traffic congestion and queue growth	Collision on public road	2	A	1	Remove vehicle from traffic lane Enactment of snake in southern car park to create additional vehicle storage Traffic Management Plan to include low speed zones in high risk areas Traffic controllers on public road to control back of queue	Event traffic manager Event traffic manager Traffic Engineer Traffic control manager	Festival General Manager Festival General Manager Festival General Manager Festival General Manager	4	B	4
	Queue on motorway, motorway off ramp or arterial road	Traffic congestion and queue growth	Potential back of queue crash	3	A	2	Contingency plans available for enactment if needed Queue warning vehicle implementation	Traffic Engineer and traffic control manager Traffic control manager	Festival General Manager Festival General Manager	4	A	3
	On-site fire or bush fire	Panic by drivers	Potential collisions on site and public road	2	A	1	Fire prevention by site planning, vegetation maintenance and crowd control Fire identification and fighting	NBP General Manager and Event Manager RFS and Event manager	NBP shareholders and Festival General Manager RFS and Festival General Manager	2	D	4
	Severe wind, rain and/or hail	Sudden stop of traffic flow and uncontrolled placing of vehicles on traffic lane and road shoulder	Collision	2	A	1	Monitor weather and issue severe weather warnings to staff, contractors and patrons Queue warning vehicle implementation VMS text to be changed to warn drivers of severe weather and traffic congestion	Event manager Traffic control manager Traffic control manager	Festival General Manager Festival General Manager Festival General Manager	3	B	3



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### **7.0 Copies of the Traffic Management Plan**

Copies of the Traffic Management Plan, after signature by the relevant persons nominated in the plan, shall be forwarded to the following authorities as a reference should there be any need for contact, such as in the case of an emergency.

- NSW Police Force,
- The local RMS office at Grafton,
- The NSW Ambulance Service,
- The Rural Fire Service, and
- Byron Shire Council.

### **8.0 Audit checklist**

Any Traffic Controllers shall complete the TCP Audit Check list as included in this report, before the start of the Festival and immediately prior to the closure of the Festival. The aim of this audit is to ensure that all the requirements of the TCP have been in place for the full duration of the event.

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<b>AUDIT CHECKLIST</b>				
<b>Date:</b>		<b>Time:</b>		<b>Auditor:</b>
<b>Office/Company:</b>			<b>Site Supervisor:</b>	
<b>Location:</b>				
<b>Nature of Activity:</b>				
<b>Duration of Activity:</b>				
<b>Road Configuration:</b>				
<b>1</b>	<b>Provision for Activity</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.1	Has an approved TCP been provided			
<b>2</b>	<b>Implementation</b>			
2.1	Are all signs & devices installed in accordance with TCP?			
2.2	Are there any contradictory, distracting or superfluous signs or markings?			
2.3	Are signs suitably placed with regard to:			
2.3.1	Sight distance			
2.3.2	Motorists approaching at high speed			
2.3.3	Queue lengths			
2.3.4	Visibility, shade, light glare?			
2.4	Are all signs displayed appropriate for the current conditions?			
2.5	Are there any damaged or defective signs?			
2.6	Have the needs of pedestrians been considered?			
2.7	Have the needs of cyclists been considered?			
2.8	Are safety barriers required?			
2.9	Are safety barriers installed correctly?			
2.10	Has access to the site been provided?			
<b>3</b>	<b>Documentation Sighted</b>			
3.1	TCP, including details & modifications			
3.2	Direction to Restrict (DTR)			
3.3	Traffic controllers certification			
4	Has the Signage been covered for non RTA Controllers operation as specified on the TC Plan			
<b>Comments/Findings</b>				
<b>Recommendations/Corrective Action</b>				
<b>Auditor (signed)</b>		<b>Site Supervisor:</b>		

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**9.0 Responsible organisations contact persons and signatures**

The following persons have read and understand this Traffic Management Plan prepared for The Falls Festival 2020/2021, to be conducted at the North Byron Parklands, Tweed Valley Way, Yelgun, and will implement this plan.

**Senior Accredited Traffic Controller:**

Name of responsible person who can be contacted on the following phone numbers:

Name: .....

Signature: .....

Phone: .....

Mobile Phone: .....

**Festival Site Manager:**

Name of responsible person who can be contacted on the following phone numbers:

Name: .....

Signature: .....

Phone: .....

Mobile Phone: .....

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**10.0 Approval condition compliance summary table**

This TMP has been prepared in accordance with the RMS Guide to Traffic and Transport Management for Special Events. **Table 3** below summarizes the compliance with the conditions of approval as listed in chapter 1.

**Table 3 - Condition compliance summary table**

Condition	Compliance achieved (y/n)	Location
B4 – Traffic management and parking	y	Chapter 2 and 3
C9 – Transport Management Plan	y	Chapters 2 and 3
C10 – Traffic Control Plans	y	Appendix B and C
C45 – Car Parking Management	y	Chapter 2
C46 – Access for Emergency Vehicles	y	Chapter 8
C47 – Pedestrian Access from Day Parking Area	y	Appendix A
C48 – Disabled Access	y	Appendix A
C51 – Emergency Evacuation plans	y	Chapter 8

**11.0 Chain of command**

The Traffic Engineer (TE) will be present at the site or the surrounding road network generally at the times of peak event traffic activity undertaking traffic monitoring and observations.

The responsibilities of the TE are:

- Certification of the installation and proper implementation of TMP and TCP,
- Liaison with Falls Festival management and Site Manager,
- Liaison with Traffic Control Supervisor,
- Undertake Traffic Monitoring activities,
- Provide Traffic Evaluation Report following each event.
- Design and Modification of existing approved Traffic Control Plans when required,
- Certification of new Traffic Control Plans when required.

The Traffic Control Manager (TCM) will be present at the site or surrounding road network during peak arrival and departure periods, and be available at all times to implement contingency measures.

The responsibilities of the TCM include:

- Liaison with Falls Festival management and Site Manager,
- Liaison with Camping Manager,
- Liaison with Parking Manager,
- Liaison with Traffic Engineer,
- Liaison with Council and RMS,
- Liaison with NSW Police,

Changes to Traffic Control Plans can only be made by an RMS accredited person with a Prepare a Work Zone Traffic Management Plan card. This would normally be either the TE or the TCM

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The TCM will supervise the operation of the TMP and TCP and ensure that the Traffic Controllers are advised of their roles in the traffic management. The TE will report any significant issues observed to the TCM as required.

The Event Management would be expected to contact the TE or TCM to discuss any traffic matters. The success of the implementation this TMP depends on a coordinated managed traffic approach and this will be achieved by following a chain of command protocol. This will also be reinforced in the Protocol issued to the contracted traffic control company.

**12.0 Conclusions and recommendations**

With demand management and close supervision of the traffic and parking it is possible to manage the 2020/21 Falls Festival at Yelgun such that it does not adversely impact on the Pacific Motorway or the local road network, outside the levels nominated in the development consent.

The KPI's nominated in the project approval can be met when the festival is managed as per this TMP.

An appropriately qualified traffic engineer should be present at critical times to enable effective evaluation of the implementation of the TMP and traffic control plans and make adjustments where required.

A designated person from Festival Management should also be the point of contact, with respect to traffic, camping patrons entry and day parking issues, buses and taxis, and for the liaison between traffic controllers, parking attendants and camping operators, RMS, Police, Byron Shire Council and Festival Management.

Traffic counters will be installed to monitor traffic flows both for rate and volume. Monitoring of the operation of the car parks, in particular the operation of the car parks for ingress and egress, is to be performed to ensure effective operation of the car parks.

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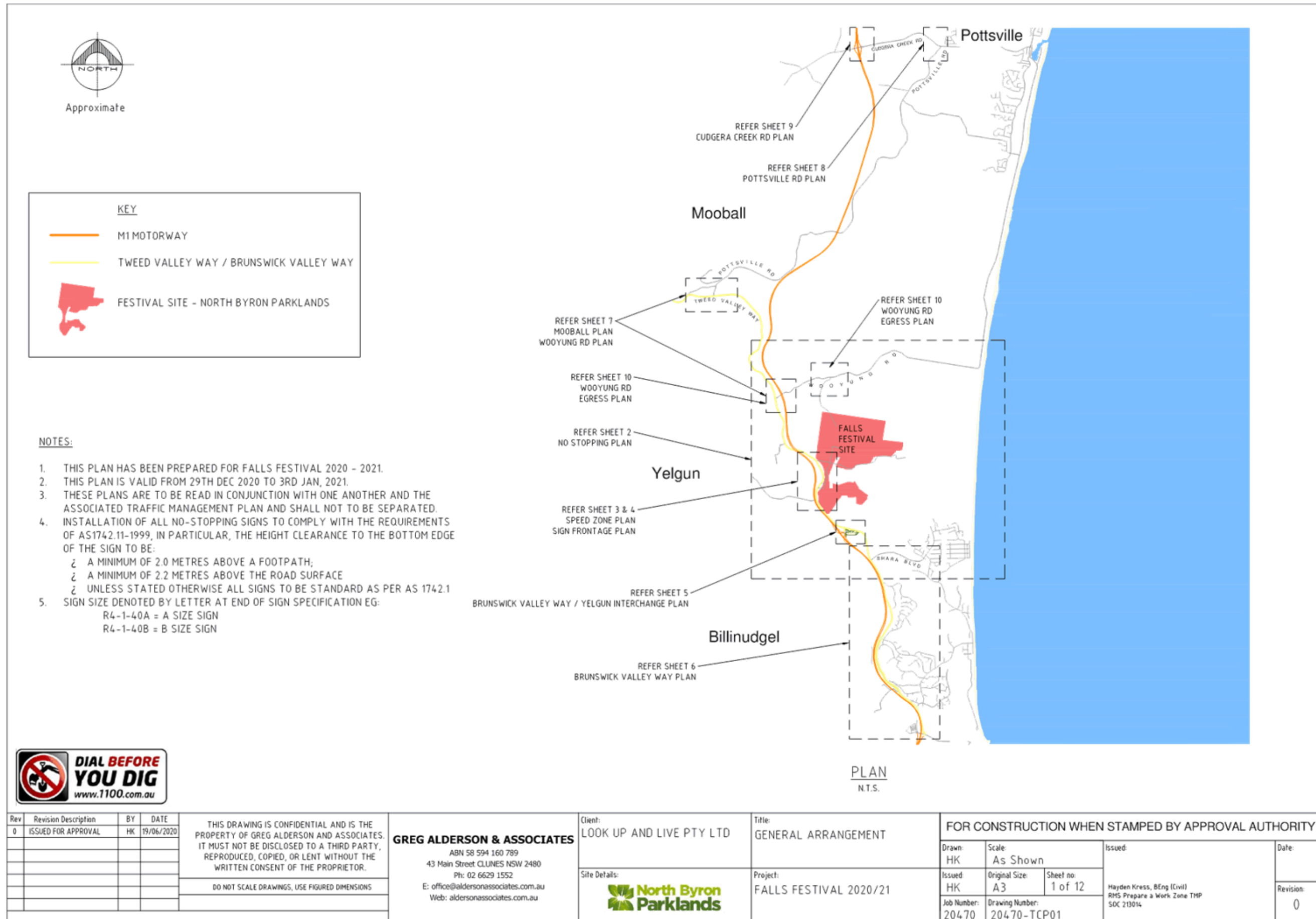
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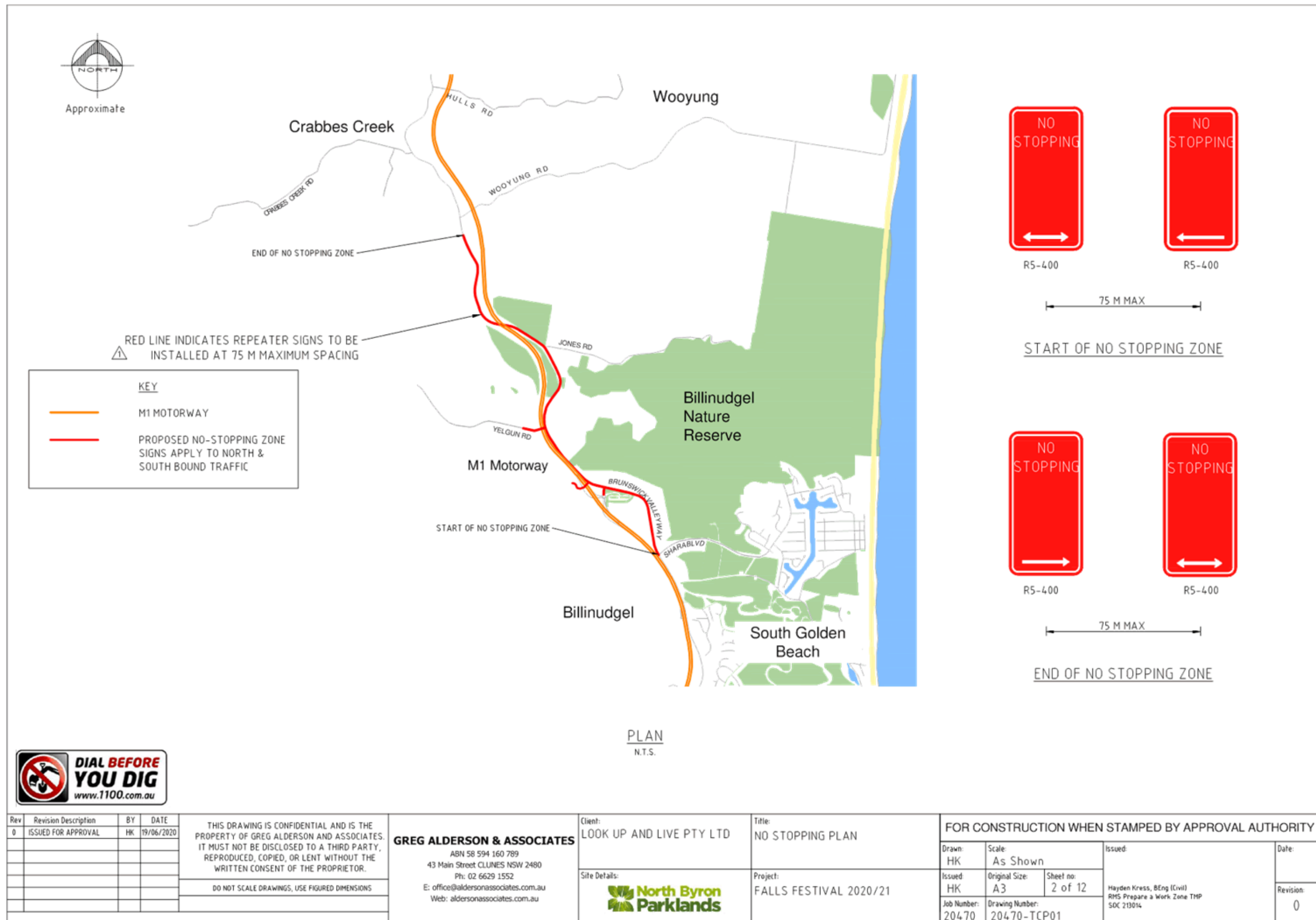
**APPENDIX A – Traffic control plans**

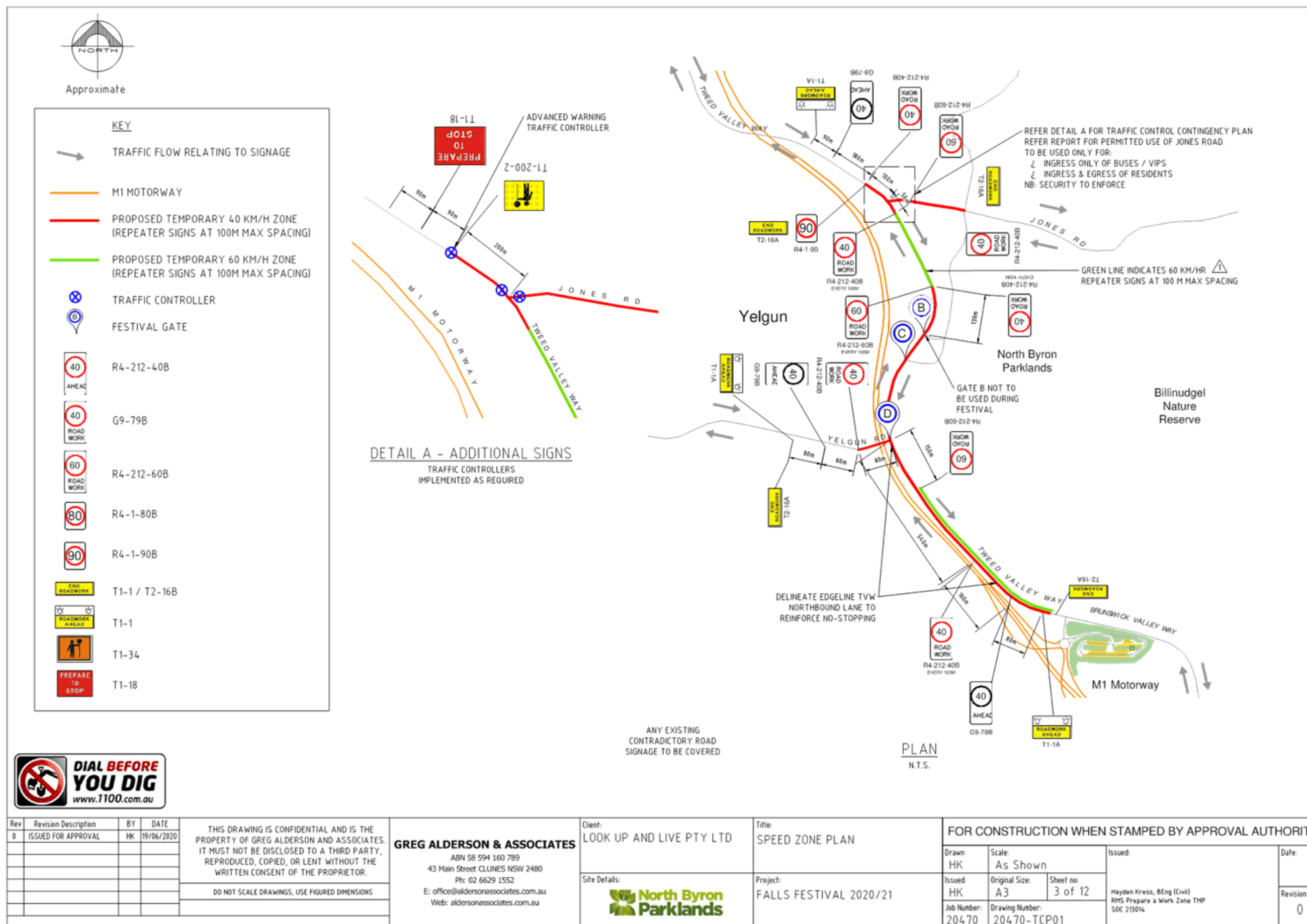
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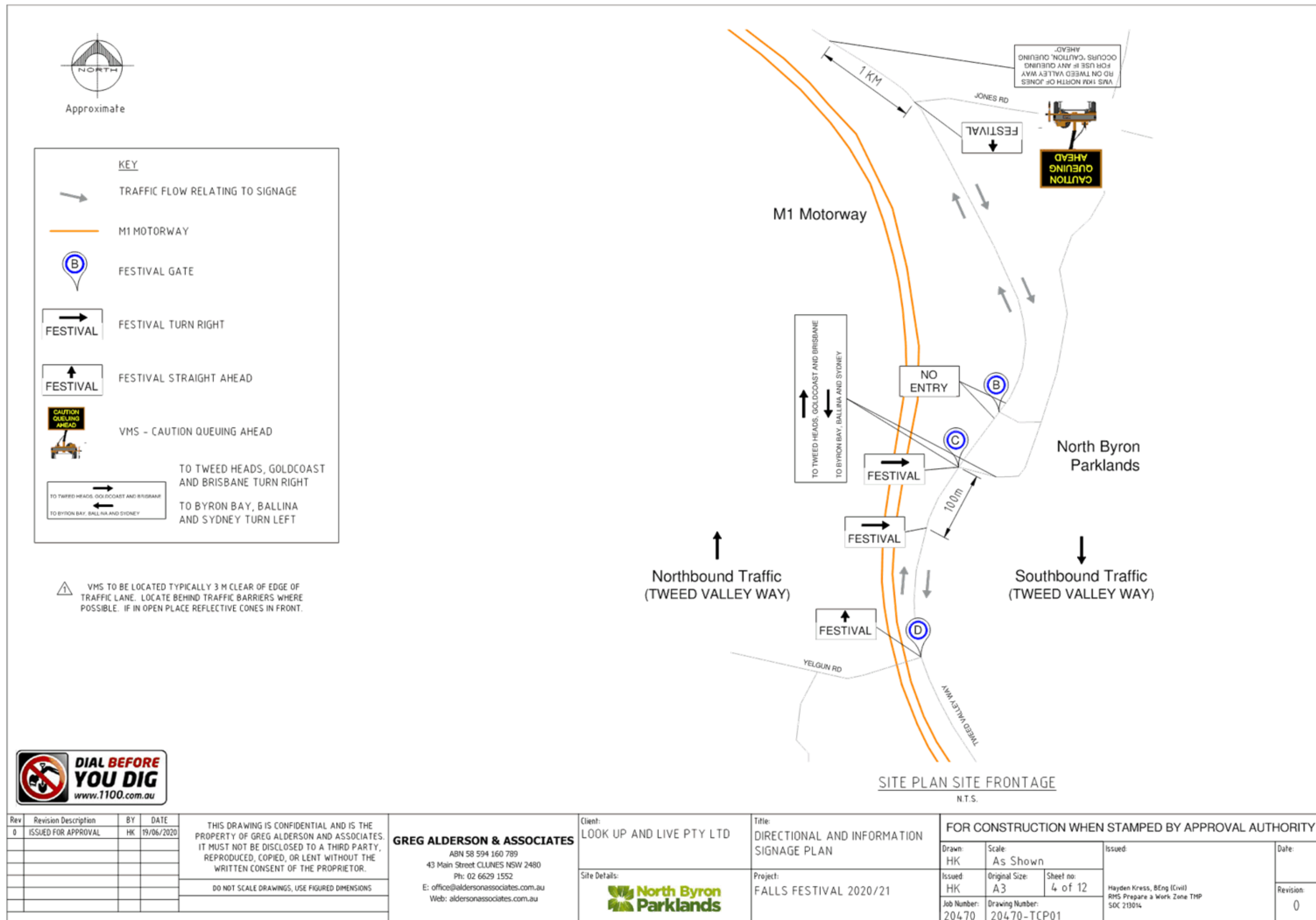


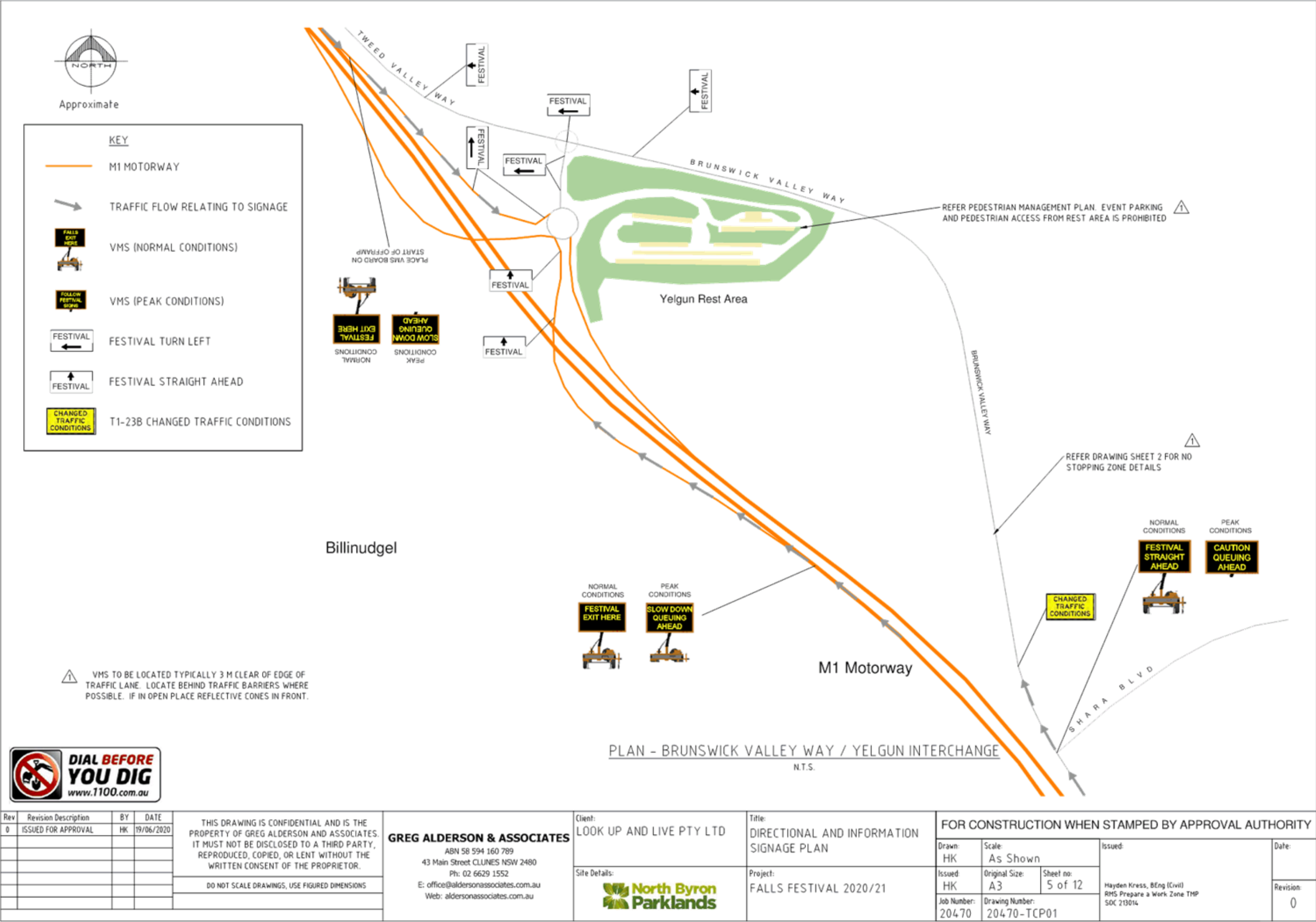


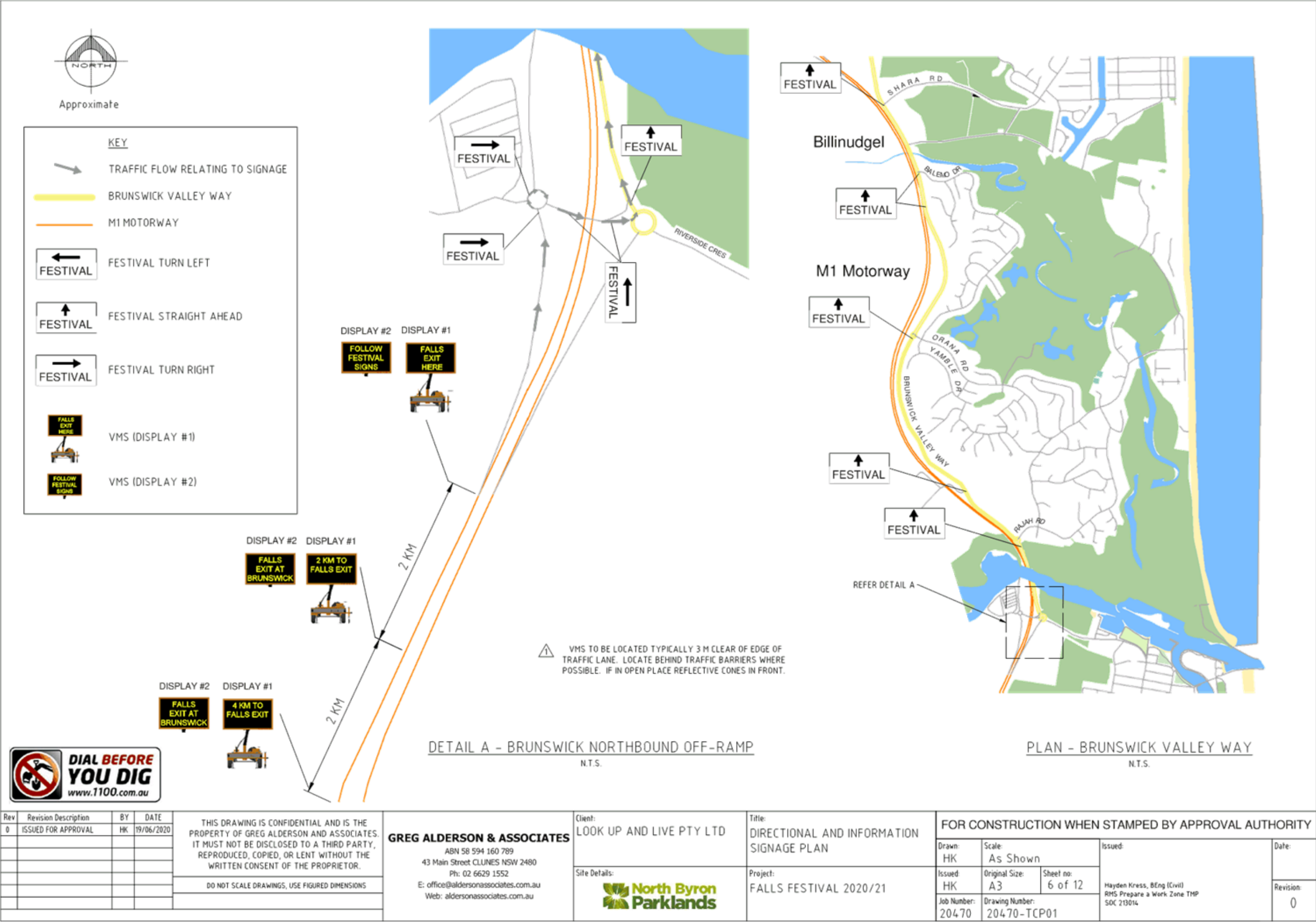




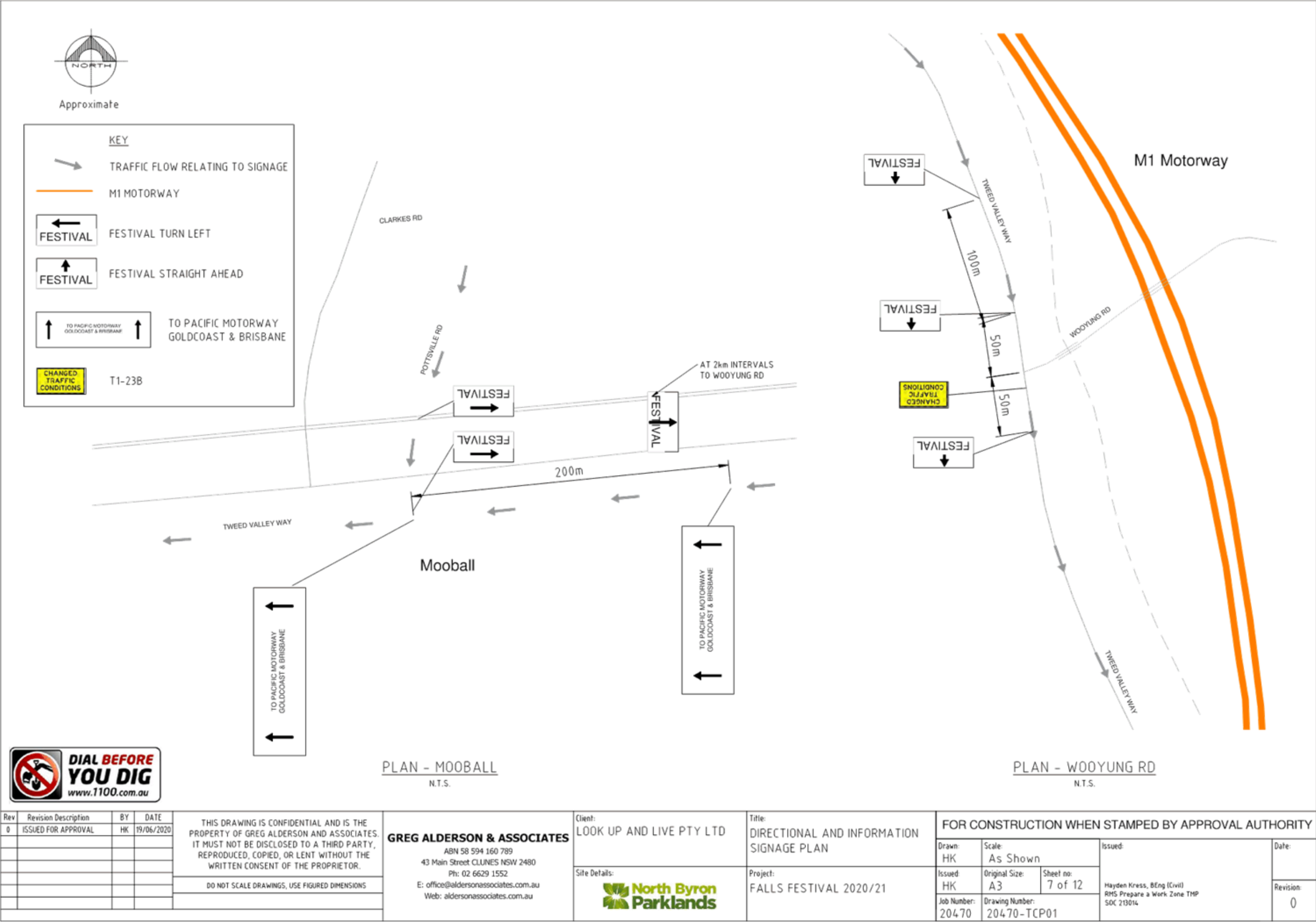


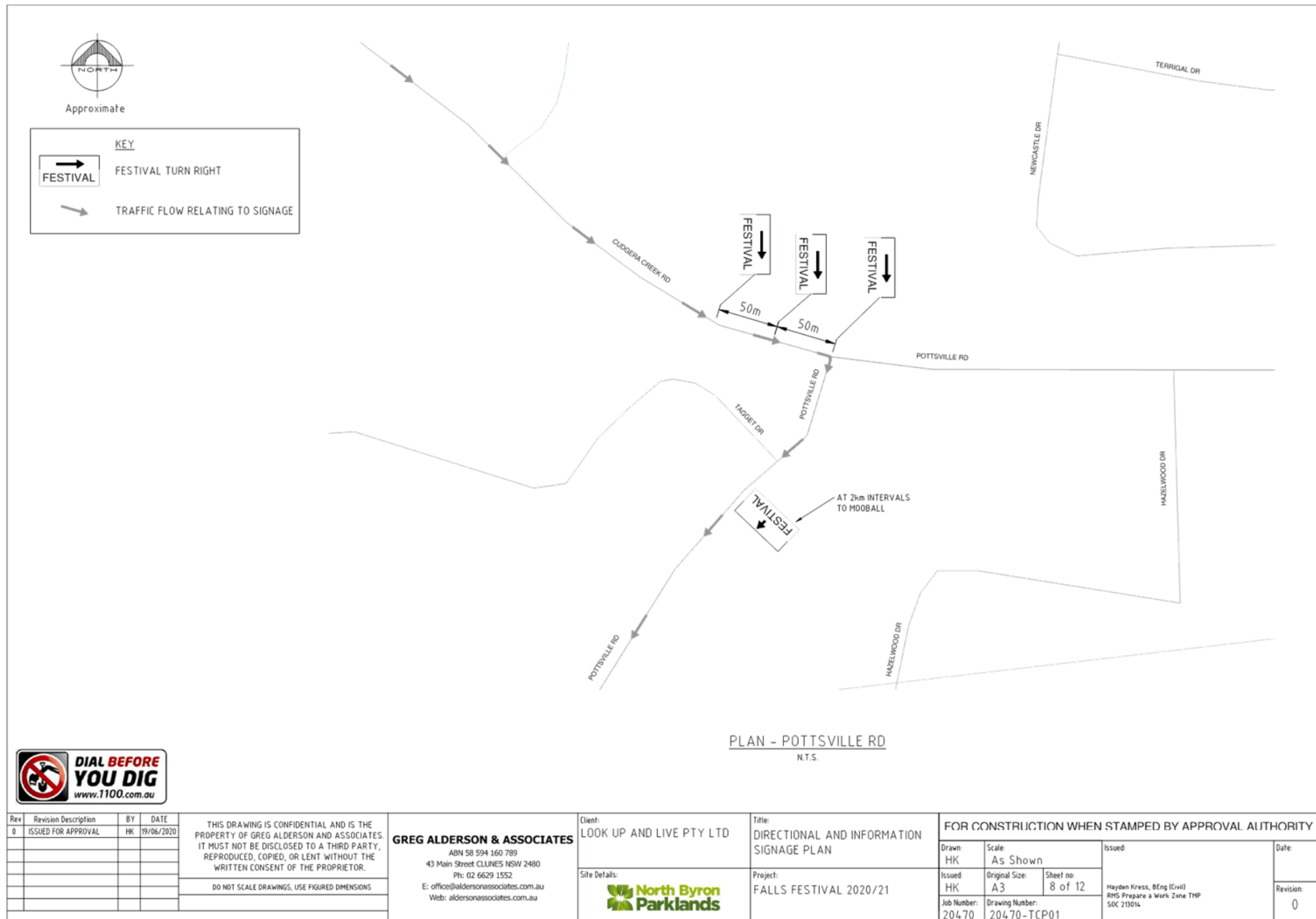


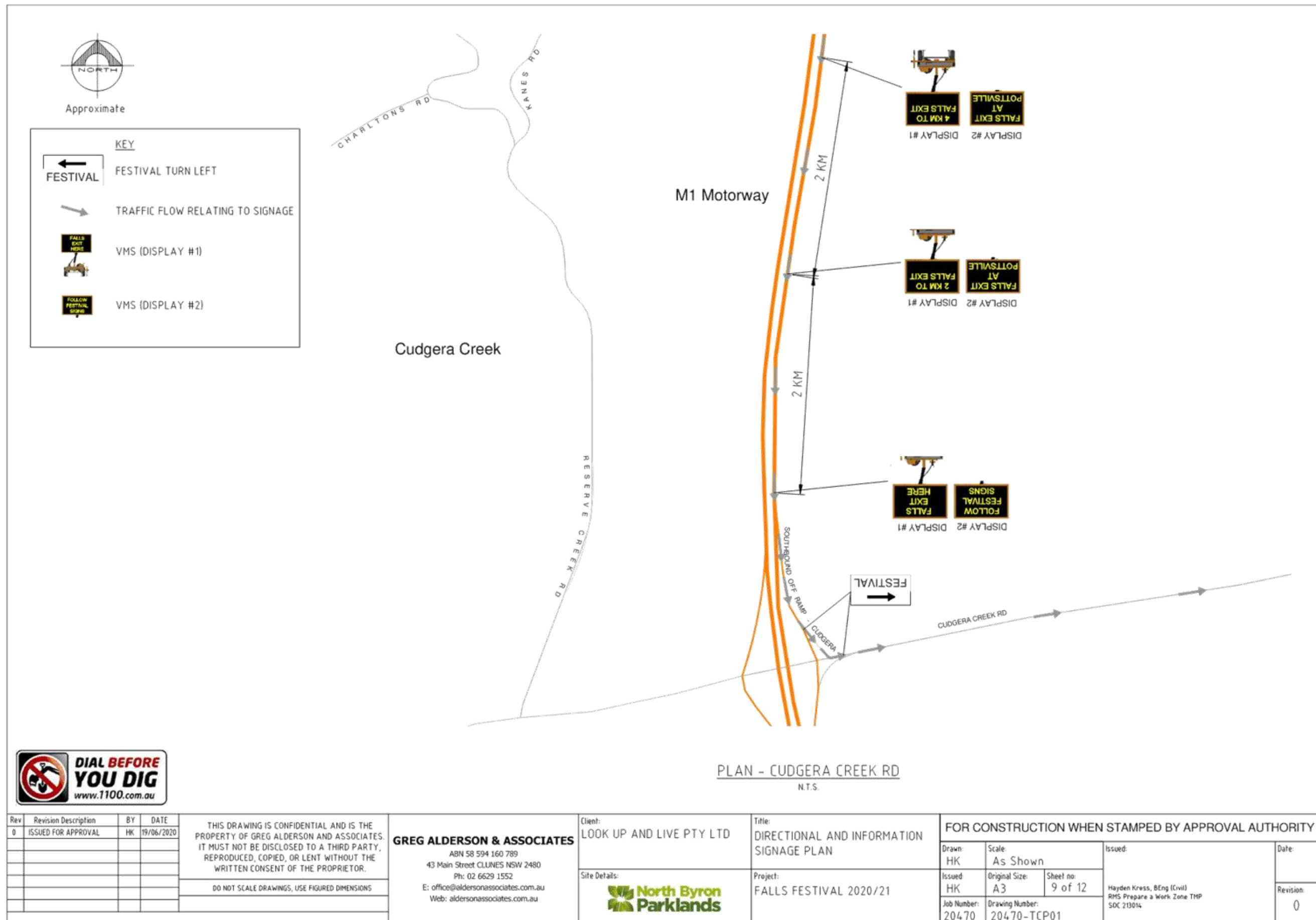


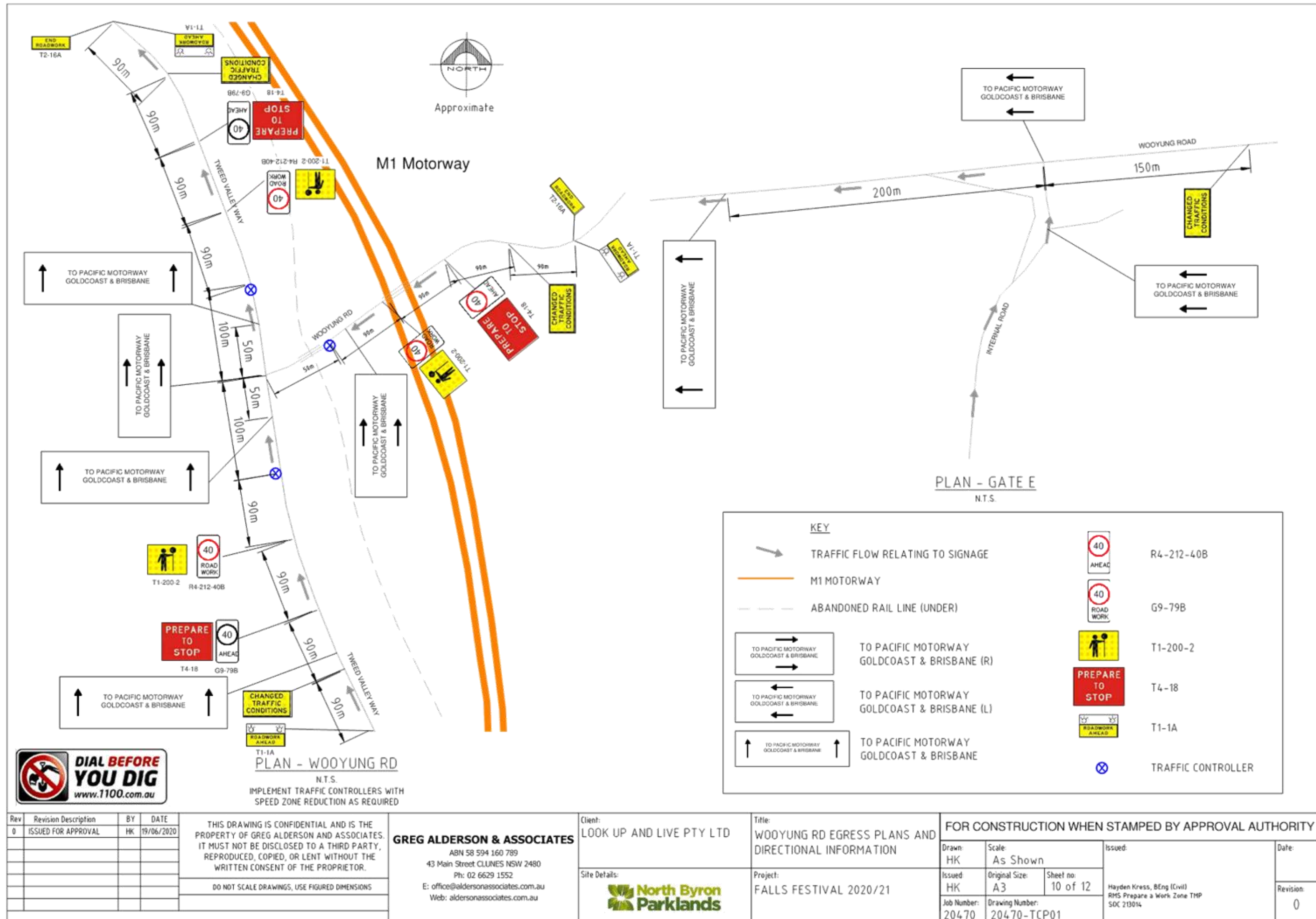




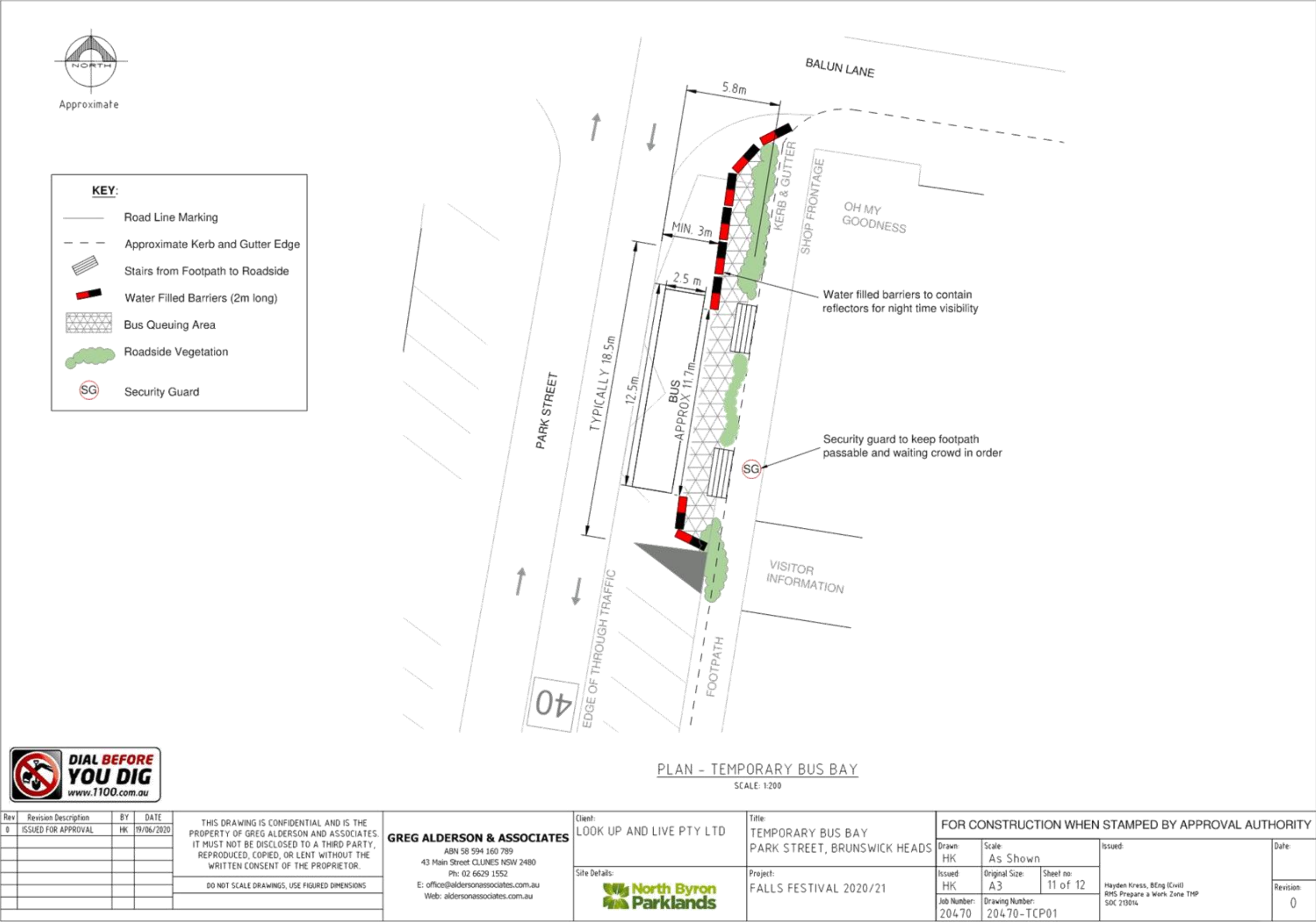


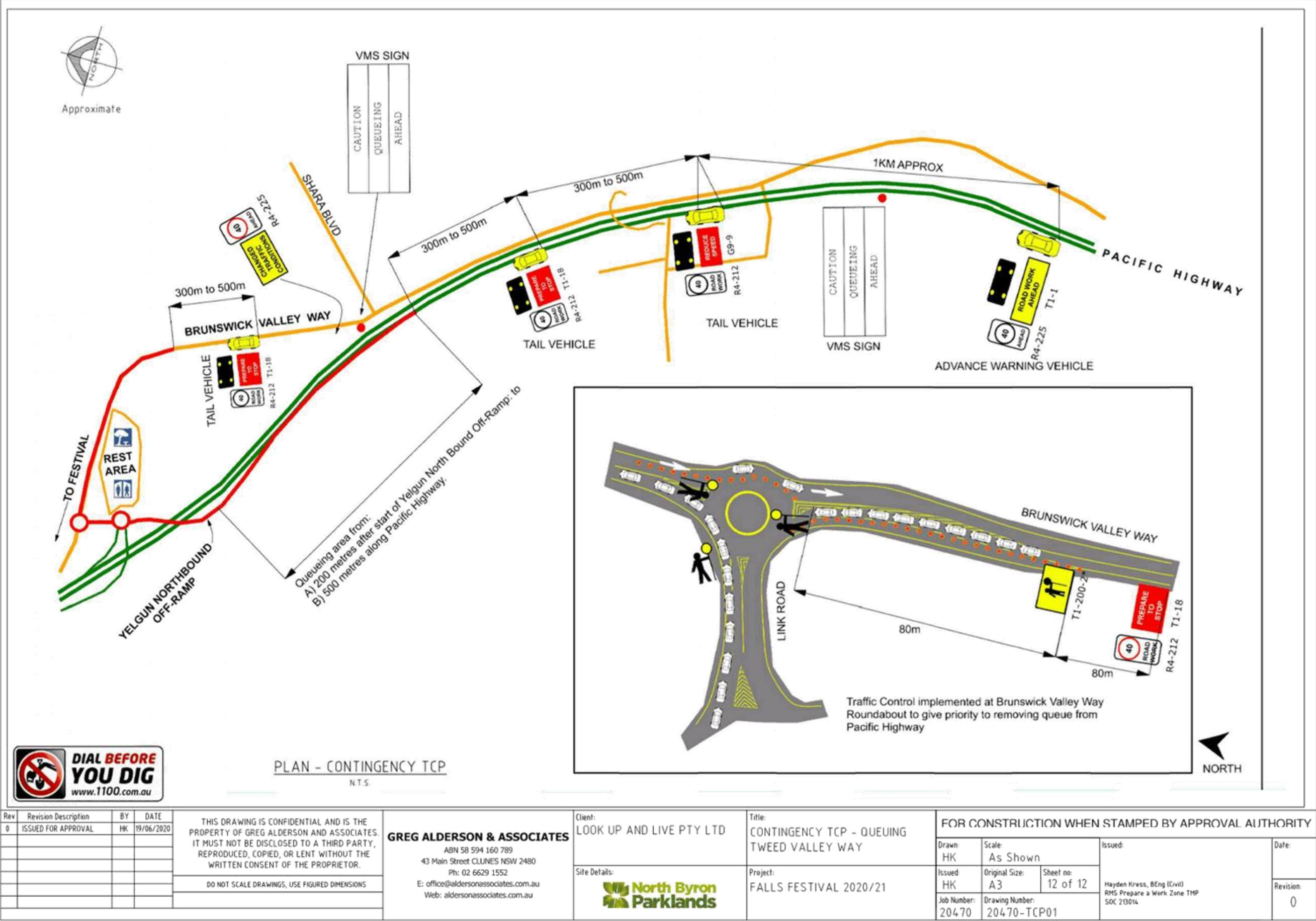














**Report No. 6.3**  
**File No:**

**Events - Mullum2Bruns Paddle 20 September 2020**  
**I2020/1041**

### SUMMARY

- 5 Council received an application, Traffic Management Plan (TMP) and Traffic Control Plan (TCP) from the Mullum2Bruns Paddle Committee for the Mullum2Bruns Paddle 2020 to be held Sunday 24 May 2020. This was approved by the LTC and Council res 20-084.

- 10 Due to the impact of COVID-19 the M2B Paddle committee have proposed an alternative date of Sunday 20 September 2020, if the event is able to proceed at that time under the current public health order.

### BACKGROUND

- 15 The following is a cut and paste from the January 2020 LTC meeting which supported the 2020 Mullum2Bruns event with the relevant dates changes.

- 20 As in past years the Paddle Committee is requesting permission for temporary one-way traffic of Brunswick Terrace, between Tincogan Street and Tyagarah Street, Mullumbimby, between 6:30am and 10:00am.

This will allow for the registrations and start of the 2020 Mullum2Bruns Paddle to be held on Sunday 20 September 2020.

- 25 Brunswick Terrace is to be one-way in the vicinity adjacent to the launch and registration area. The direction of traffic flow is shown below with blue lines.



- 30 The turn from Tincogan Street into Brunswick Terrace will have a “no right turn” sign also a “no left turn” into Brunswick Terrace when coming off the Federation Bridge into Brunswick Terrace.

Traffic control with relevant detour signs will be installed at the approaches to the impacted area. Plus no parking signs along the one way part of Brunswick Terrace is proposed to control traffic.

Uniformed Marine Rescue personnel will be patrolling the homes opposite the registration area to ensure that participants are not parking in front of or across driveways, thereby minimising inconvenience to the residents.

5 Participants will be diverted along the southern part of Brunswick Terrace to the intersection of Brunswick Terrace & Tincogan Street to enable them to cross to the starting area. The traffic controllers will hold traffic crossing to the registration zone until there are spaces for them to unload their craft.

10 A letter-box drop would be done 2 weeks prior to the event, informing residents in the surrounding streets of the temporary one-way traffic closures.

### 15 COUNCIL IMPLICATIONS

#### ▪ **Budget/Financial**

The event organisers to be invoiced for the relevant Approval of Road Events pursuant to s144 of the Roads Act fee as per the Fees & Charges 2019/20.

#### 20 ▪ **Asset Management**

N/A

#### ▪ **Policy or Regulation**

25 Regulatory traffic signage as delegated to council for authorisation in conjunction with NSW Road Rules.

#### ▪ **Consultation**

A condition of the endorsement of this event is that appropriate consultation is undertaken, which may include:

- 30 • Advertising the impact of the event in the local newspaper and on the Council website.
- Informing community and business that are directly impacted.
- Liaising with bus and taxi operators.
- Consulting with emergency services.

#### 35 ▪ **Legal and Risk Management**

Event organiser is required to hold \$20m public liability insurance cover which is valid for the event.

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**RECOMMENDATION:**

- 1. That Council endorse the Mullum2Bruns Paddle 2020 to be held Sunday 20 September 2020, that includes the temporary road closure below:**
    - Brunswick Terrace, Mullumbimby, between Tincogan Street and Tyagarah Street (to become one-way traffic), between 06:30am and 10:00am on Sunday 20 September 2020.**
  - 2. That the approval provided in Part 1 is subject to:**
    - a) the development of a Traffic Management Plan and Traffic Control Plan(s) for the 2020 event by those with relevant and current RMS accreditation;**
    - b) the Traffic Control Plan being implemented by those with relevant and current RMS accreditation;**
    - c) that the impact of the event be advertised via a notice in the local weekly paper a minimum of one week prior to the operational impacts taking effect, noting it must include the event name, specifics of any traffic impacts or road closures and times, alternative route arrangements, event organiser, a personal contact name and a telephone number for all event related enquiries or complaints;**
    - d) the event be notified on Council's webpage;**
    - e) the event organiser:**
      - i) undertake consultation with community and affected businesses including adequate response/action to any raised concerns;**
      - ii) undertake consultation with emergency services and any identified issues addressed;**
      - iii) holding \$20m public liability insurance cover which is valid for the event;**
      - iv) paying Council's Road Event Application Fee prior to the event;**
      - v) undertake a debrief within two weeks of the event involving event staff, Police (if they had incidents) and traffic controllers; and**
      - vi) Submit a debrief report to Council with any future event application.**
-

Report No. 6.4

Events - Bangalow Billycart Derby 2020 - Byron Street Road Closure  
20 September 2020

File No:

I2020/1042

### SUMMARY

Council received an event application from the Bangalow Lions Club for the annual Bangalow Billy Cart Derby to be held on Sunday 17 May 2020. This was approved by the LTC and by Council resolution 20-238.

Due to the impact of COVID-19 the Bangalow Billycart Derby team have proposed an alternative date of Sunday 20 September 2020, if the event is able to proceed at that time under the current public health order.

### BACKGROUND

The following comments are a cut and paste from the March 2020 LTC meeting which supported the event.

The format will be the same as previous years, with traffic diverted via Deacon Street. The Figure below summarises the area of road closure and proposed detour around the road closure adopted for all past events.



### KEY ISSUES

While the TCP has not been finalised yet the following items were noted from past years:

1. The proposed TCP places signage on Lismore to Bangalow Road (B62) and TfNSW controlled Granuaille Road.
2. The western end of Deacon Street is a laneway not suitable to Heavy Vehicles as a detour to the Pacific Highway. However, the volume of HV on Sunday's is very limited and not been a concern for previous years.

**COUNCIL IMPLICATIONS**

▪ **Budget/Financial**

- 5        The event organisers have been invoiced \$356.00 for the relevant Approval of Road Events pursuant to s144 of the Roads Act fee as per the Fees & Charges 2018/19.

▪ **Asset Management**

- 10       Not applicable.

▪ **Policy or Regulation**

- 15       All traffic control plans are to be developed and implement by people with the appropriate level and type of accreditation.

▪ **Consultation**

- 20       A condition of the endorsement of this event is that appropriate consultation is undertaken, including:
1.     Advertising the impact of the event in the local newspaper and on the Council website.
  2.     Informing community and business that are directly impacted.
  3.     Liaising with bus and taxi operators.
  4.     Consulting with emergency services.

25       ▪ **Legal and Risk Management**

- 30       This road closure directly affects TfNSW controlled asset – Lismore to Bangalow Road (B62) and TfNSW controlled Granuaille Road. TfNSW Traffic Engineering Department requires separate approval of the TMP and TCP.



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**RECOMMENDATION:**

**1. That Council endorse the Bangalow Billy Cart Derby to be held on Sunday 20 September 2020, that includes the temporary road closure below:**

- a. Byron Street, Bangalow between Ashton Street and Granuaille Road, between 6am and 4pm on Sunday 20 September 2020.**

**2. That the approval provided in Part 1 is subject to:-**

- a. Separate approvals by NSW Police and RMS being obtained, noting that the event is on a state road or may impact the state road network;**
- b. Traffic Control Plan(s) to be developed by people with the appropriate TfNSW accreditation;**
- c. Traffic Control Plan(s) to be implemented by people with appropriate accreditation;**
- d. That the impact of the event be advertised via a notice in the local weekly paper a minimum of one week prior to the operational impacts taking effect, noting it must include the event name, specifics of any traffic impacts or road closures and times, alternative route arrangements, event organiser, a personal contact name and a telephone number for all event related enquiries or complaints; and**
- e. The event notified on Council's webpage.**

**3. That the event organiser:-**

- a. Undertake consultation with community and affected businesses including adequate response/action to any raised concerns;**
  - b. Undertake consultation with emergency services and any identified issues addressed;**
  - c. Holding \$20m public liability insurance cover which is valid for the event; and**
  - d. Pays Council's Road Event Application Fee prior to the event.**
- 

**5 Attachments:**

- 1 Bangalow Billycart Derby - Traffic Management Plan (TMP) 2020, E2020/46679 , page 62** [!\[\]\(564903337f30b845a5f6979939a95fe6\_img.jpg\)](#) 

Traffic Management Plan

Bangalow Billycart Derby, 20<sup>th</sup> September 2020

- 5 a. Description: The plan involves the temporary closure of Byron Street Bangalow between the hours of 6.00am to 4.00pm on Sunday 20<sup>th</sup> September 2020.
- b. Impact of Proposed Measures: No significant traffic movement impact is expected in the village as traffic is diverted along Deacon Street.
- 10 c. Measures to re-assign traffic: As in previous years the Bangalow Police change the signage for Deacon Street to restrict parking and make it two- way traffic for the period of the temporary closure. Barricades and signage is placed on Byron Street at the intersection of Granuaille Road and Market Street to direct traffic into Deacon Street.
- d. Public Transport Services: there is no impact on Public Transport Services.
- 15 e. Emergency vehicles, heavy vehicles, cyclists and pedestrians: There is no impact on the movement of these instances along Deacon Street.
- f. Assessment of effect on existing and future developments: As far as existing developments are concerned there are no transport implications. Until they are advertised I have no ability to respond to  
20 future developments.
- g. Effects on Adjoining Council areas: there is no effect on traffic movements in adjoining council areas.
- h. Public consultation process: The proposed event has been organised for the past 20
- 25 i. years by either the Bangalow Lions Club or the Bangalow Chamber of Commerce with support from the local community. The proposed event dates have already been advertised on the Bangalow Chamber of Commerce web site and their Facebook page to alert businesses, residents and visitors. Signage is put up around Bangalow at least one  
30 month prior to the event. All the public schools in the shire are notified at least 3 months prior to the event. Since the event began there have been no adverse impacts on the village.

**BYRON SHIRE COUNCIL**

REGULATORY MATTERS

6.4 - ATTACHMENT 1

Yours sincerely  
Richard Millyard  
Bangalow Lions Club Co-ordinator  
Bangalow Billycart Derby

**Report No. 6.5****Byron to Suffolk Cycleway - Changes to Bangalow Road****File No:**

I2020/1061

**Background**

- 5 Safe cycling infrastructure connecting Byron Bay and Suffolk Park has been requested by the community and adjacent schools for many years. This project became the subject of a detailed investigation in 2017/18 that considered site constraints and developed multiple options, resulting in a preferred concept design that was endorsed by Council as follows:

**10 Res 19-066***Resolved:*

1. *That the results of the public exhibition of the Byron Bay to Suffolk Park Cycleway Investigation be noted.*
- 15 2. *That the public submissions, which are confidential attachments to the report, be noted and replies provided advising of Council's decision.*
3. *That Council:*
  - a) *Proceed with the Proposed Option Concept Design (Option 2B for the northern section and Option 1 for the Central and Southern sections) as the basis for development of the Byron Bay to Suffolk Park Cycleway.*
  - 20 b) *Proceed with Option 2B for the Northern Section, noting that:*
    - i. *Parking, impact to resident access and safety is carefully considered during the development of the detailed design.*
    - ii. *Option 4 should continue to be considered as a potential option for additional future works beyond the upgrade of the study corridor.*
  - 25 c) *Consider each of the suggestions submitted as part of the public exhibition process during the development of the detailed design, and implement/include in the design if suit able and feasible.*
  - d) *Undertake consultation with The Byron Bay General Store during the development of the detailed design and further progress of the project.*
  - 30 e) *Endorse the proposed naming the of the cycleway, as the 'Ben Donohoe Memorial Cycle Way'.*

This project was identified as Priority A in the Bike Plan, adopted in October 2019, and supports the goal of creating a cycle-friendly town in the Byron Bay Town Centre Masterplan.

Further information on the project and investigation including links to the report and endorsed concept designs can be found at the following links (due to large file sizes):

- <https://www.yoursaybyronshire.com.au/byron-bay-suffolk-park-cycleway>
- <https://www.byron.nsw.gov.au/Services/Footpaths-and-cycleways/Byron-Bay-to-Suffolk-Park-Cycleway>

Recent successful applications for funding through TfNSW and RMS Active Transport programs have enabled this project to proceed to detailed design and construction. Stages 1 and 2 are complete and preparations for Stages 3 and 4 of this project are well underway.

**Report**

Endorsement is sought for proposed changes to Bangalow Road between Browning Street and St Finbarr's Primary School. The detailed design attached to this report (E2020/53823) documents these changes, which include modification of existing road alignment, lane widths, line-marking, signage, bus-stop locations, crossings, and parking, as well as the addition of crossings and on-road cycle lanes.

It should be noted that this detailed design deviates from the original endorsed concept design in that the original design called for parking to be removed on the west side of Bangalow Road (and left on the east side where possible) to allow space for on-road cycle lanes. An issue was identified in that this scenario would force northbound busses to block the northbound vehicle lane

when stopping to drop-off or pick-up passengers, causing safety and traffic issues. The detailed design resolves this issue as it has the road deviating slightly at several locations throughout the corridor, allowing suitable space for bus stops to prevent this conflict. This change has resulted in less parking overall, but will improve traffic flow and allow for parking to be retained on both sides of Bangalow Road, rather than only one side.

Considerations have been made and consultation has taken place in accordance with the resolution. Crossings and cycling infrastructure have been included in line with the outcomes of the Bike Plan and PAMP.

Following LTC endorsement, detailed designs will be finalised and consulted upon with the community. As such, precise locations of lines, signs and crossings are yet to be determined. Should any changes be necessary to the regulatory infrastructure within these drawings prior to construction, approval will be sought through LTC.

Due to time constraints on this project, the detailed design supplied is the most up-to date version available at the issue of the agenda. The design will be further refined, revised and re-issued prior to the meeting, with as much notice given as possible.

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#### RECOMMENDATION:



**That Council supports the modification of Bangalow Road as per the detailed designs (E2020/53823) including the following:-**

- a) **Adjustment of the existing road alignment, lane widths, line-marking, signage, bus-stop locations and crossings;**
- b) **Addition of crossings, a bus stop and on-road cycle lanes.**
- c) **The removal of some parking on both sides of Bangalow Road where necessary to enable space for bus stops and cycle lanes.**

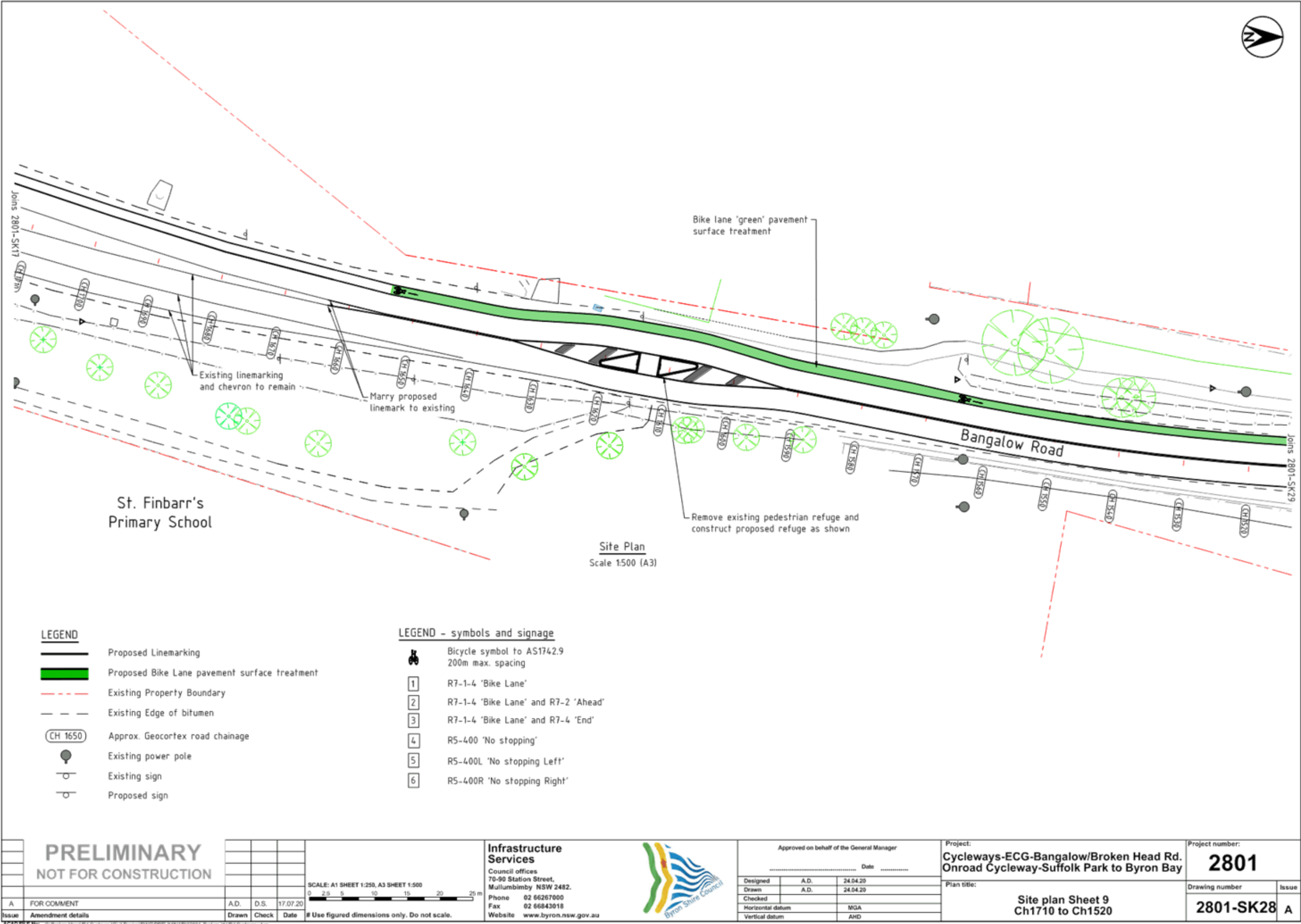
*Report writer: Have you mentioned an attachment in your recommendation? If so, include the TRIM number in brackets eg "...Attachment 1 (E2017/1234)..." It's necessary for the minutes document.*

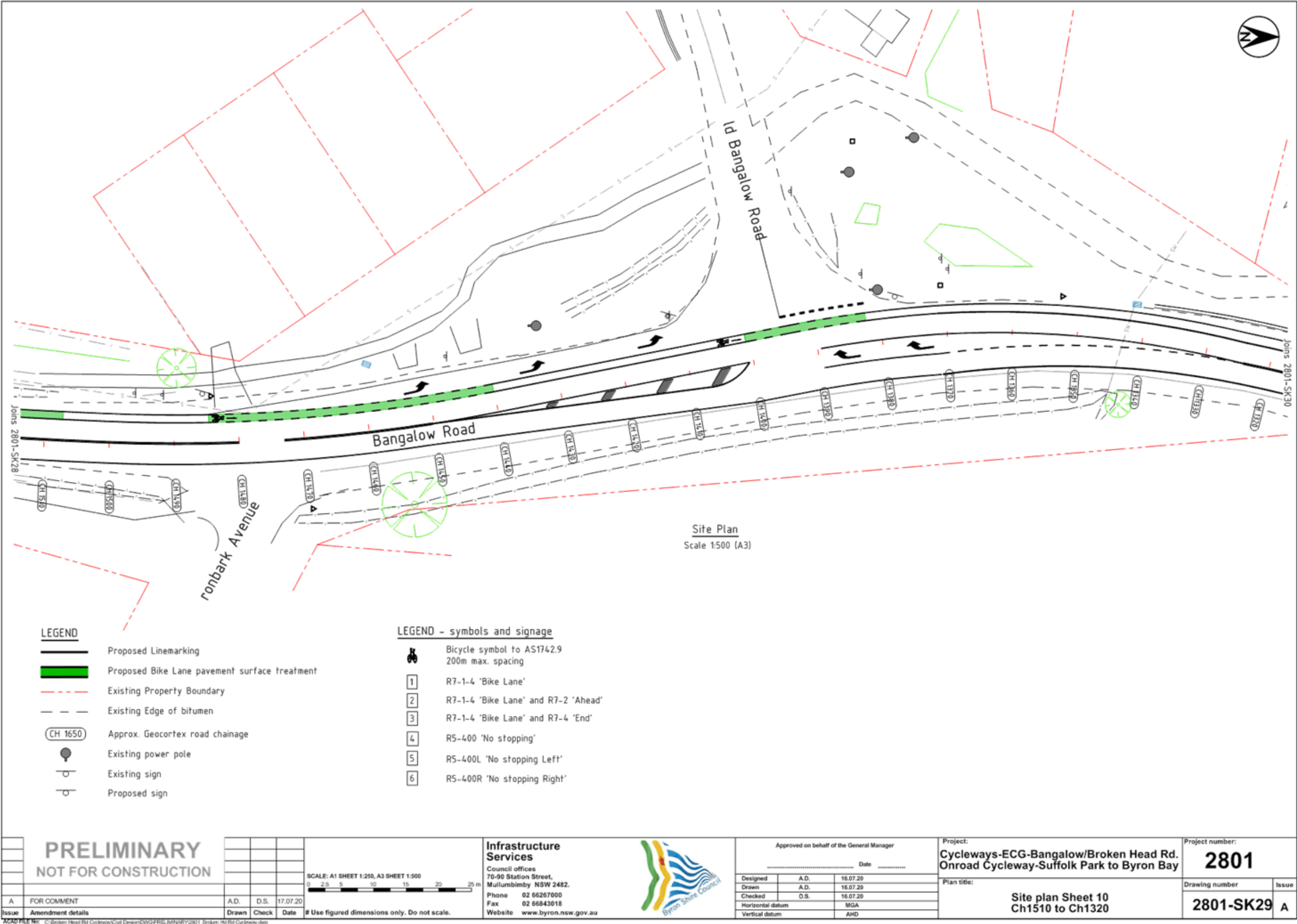
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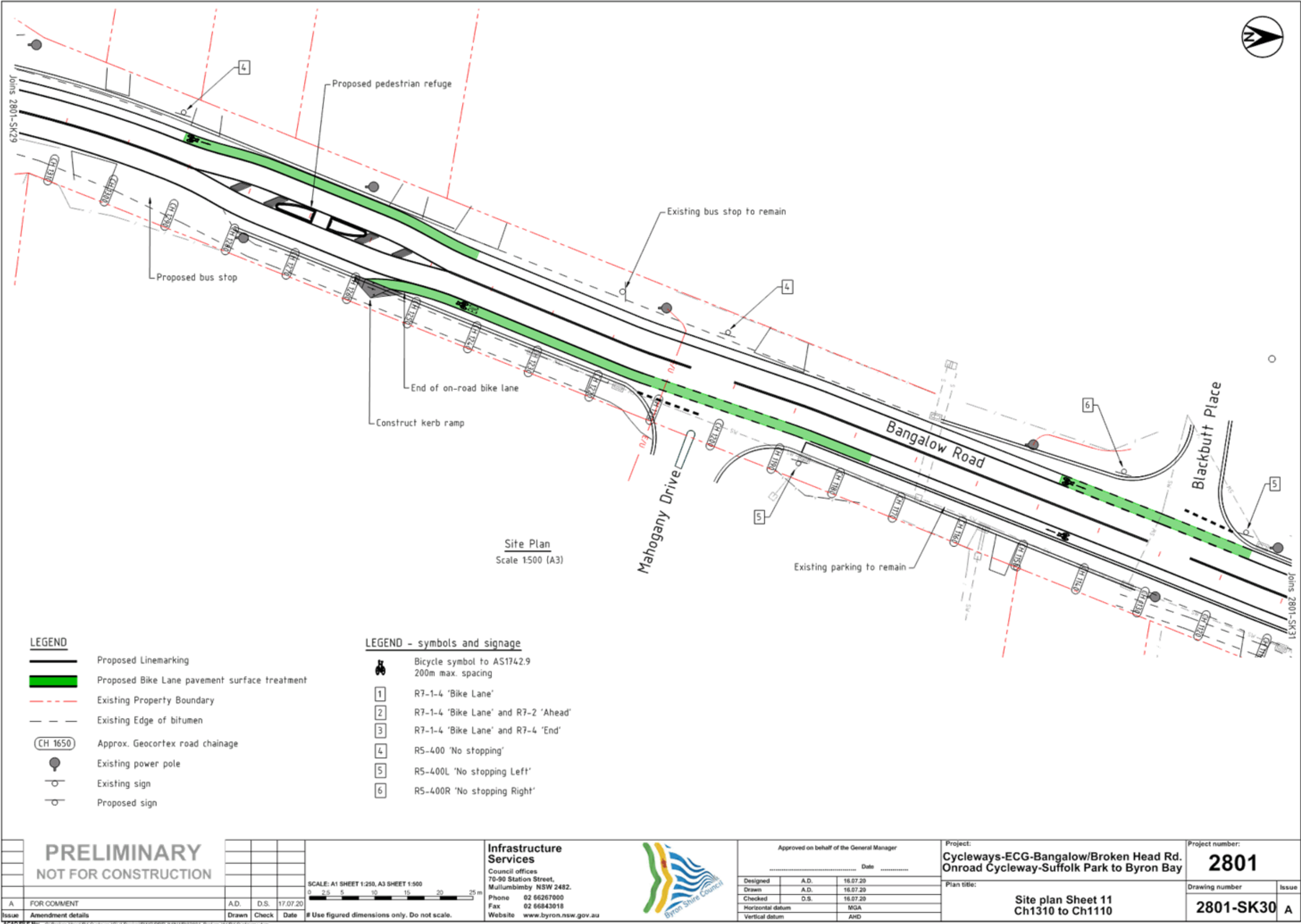
#### Attachments:

- 1 E2020 53823 24.2017.86.1 - 2801r2 - Byron to Suffolk Cycleway Detailed Design Stage 3 & 4 - LTC - 20 July 2020, E2020/53823 , page 66  

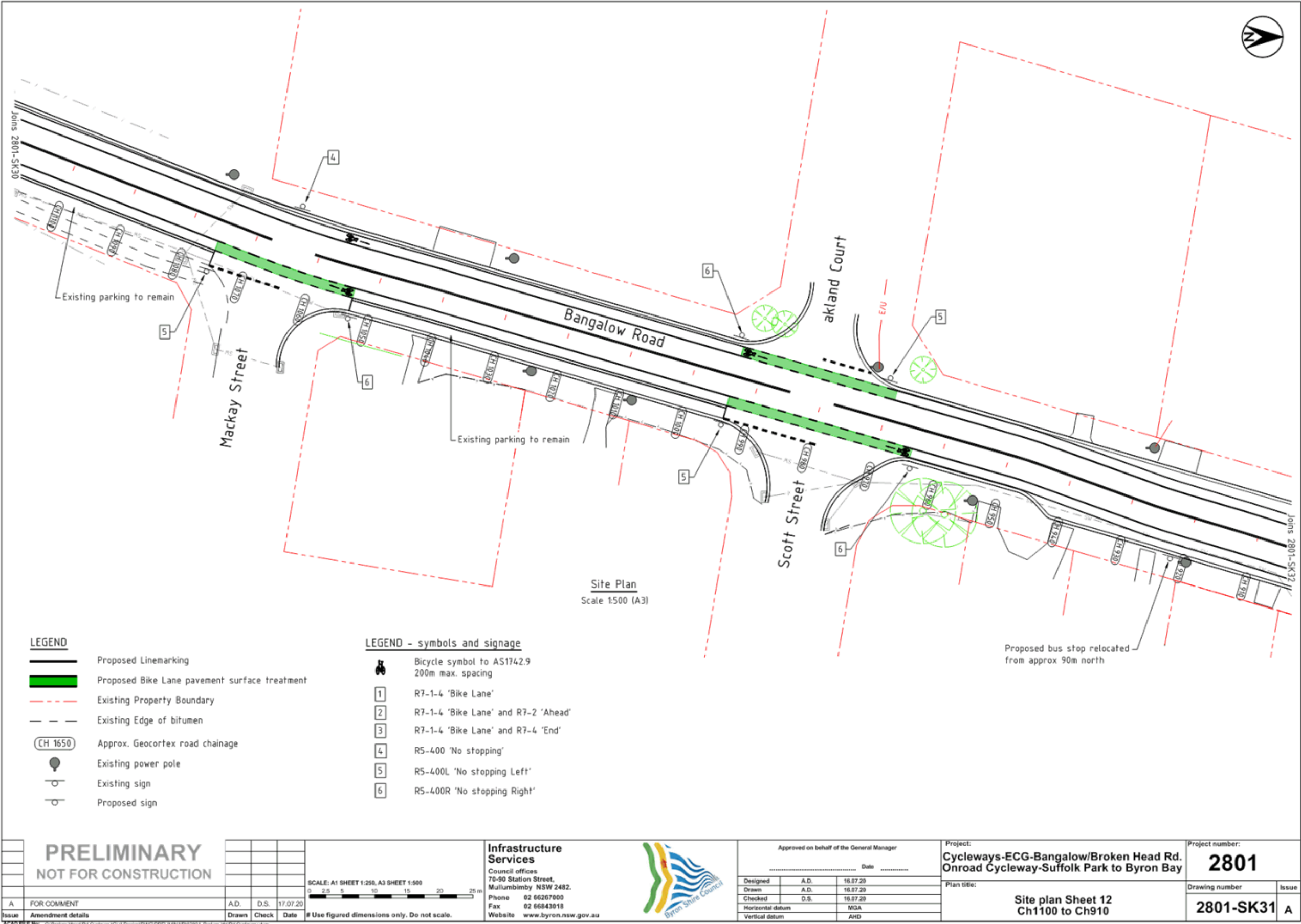


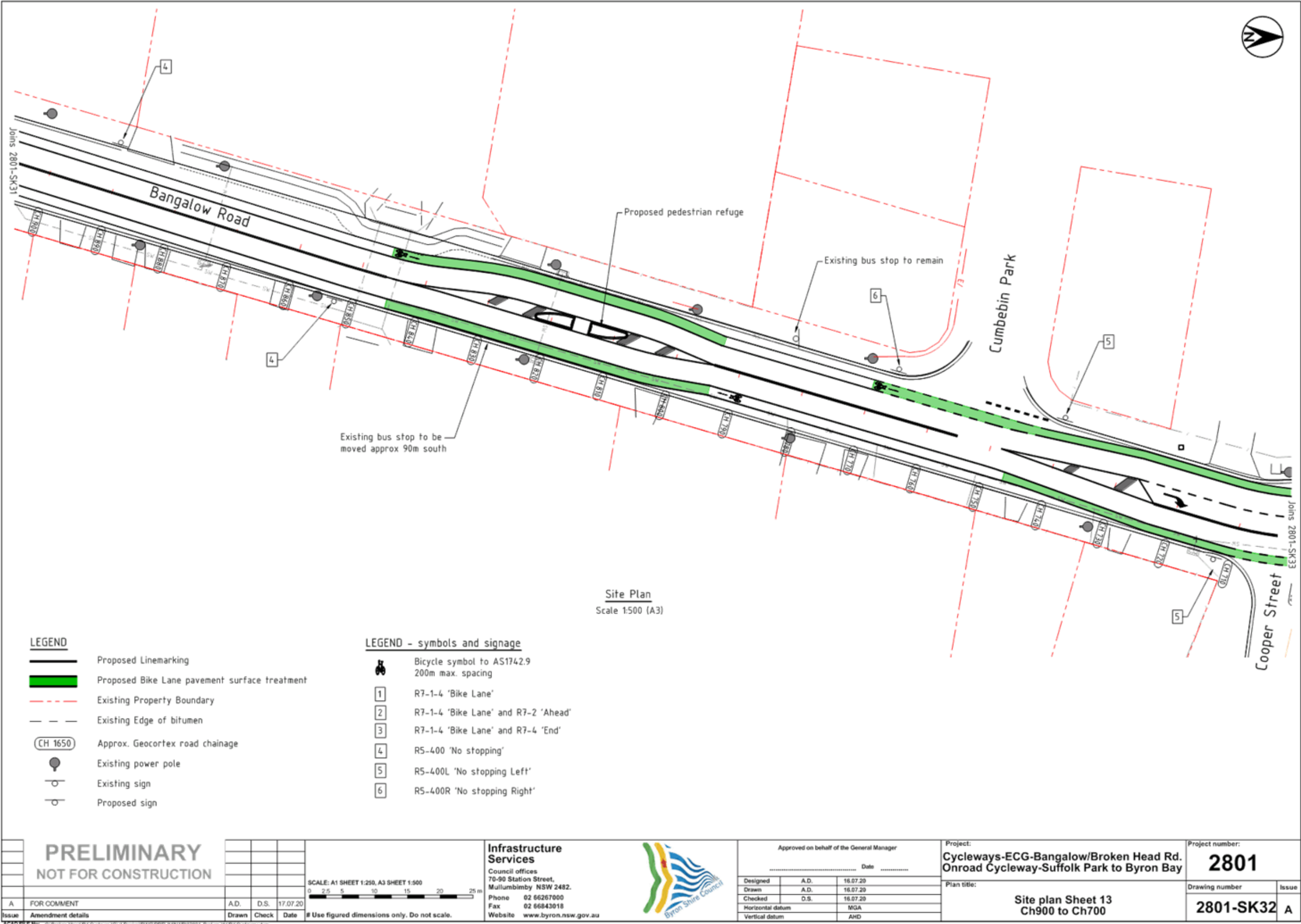




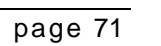


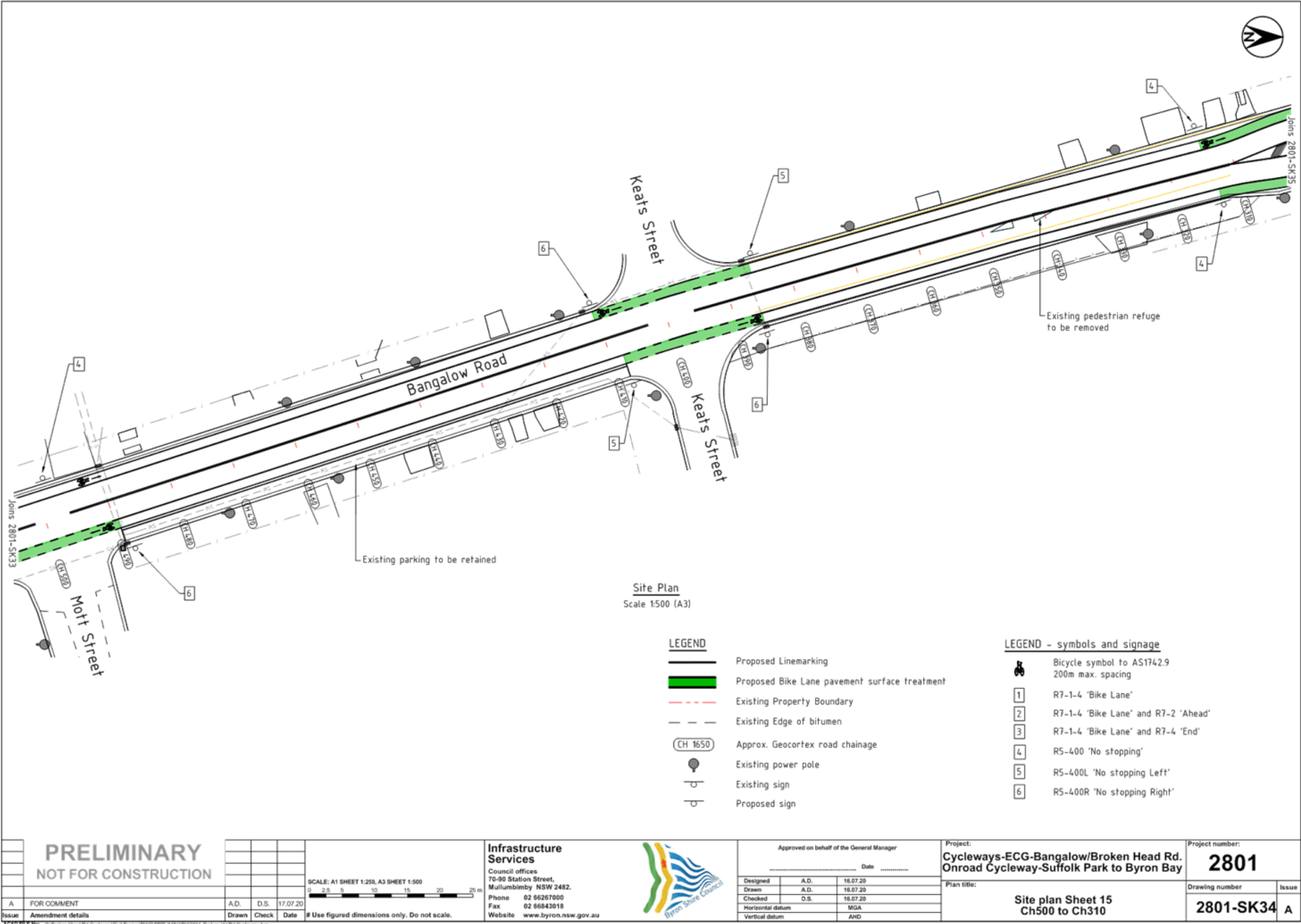


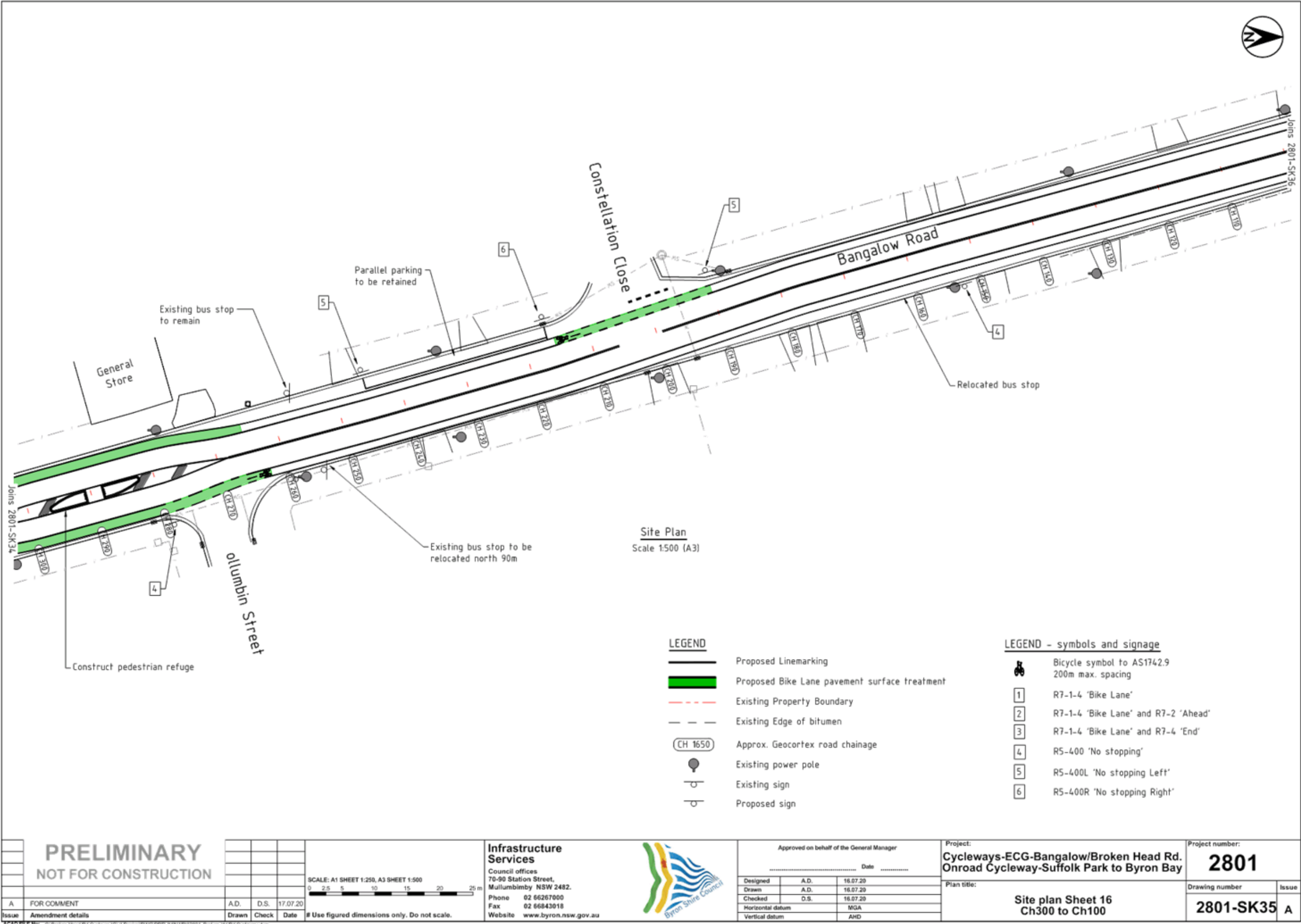




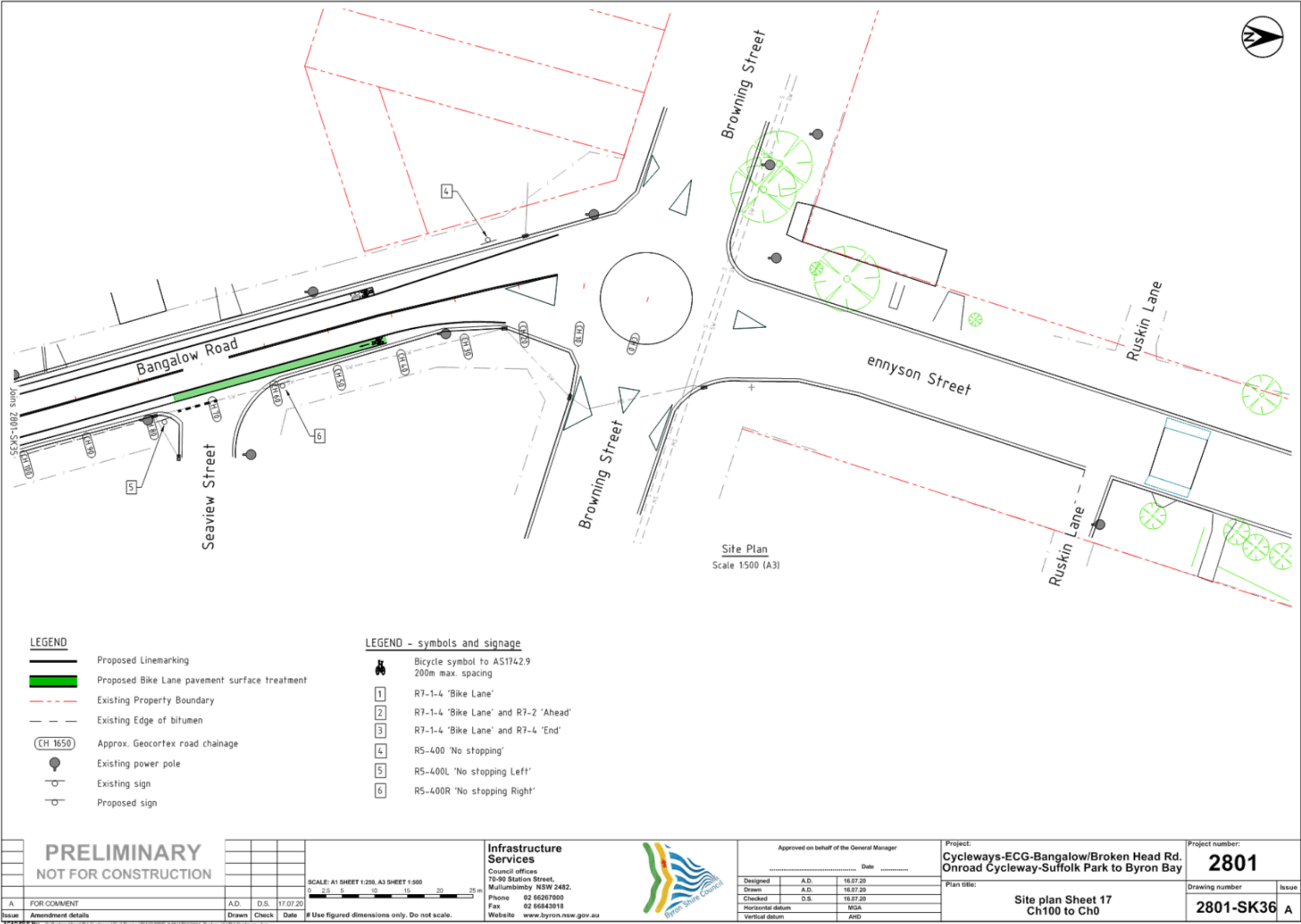












## MATTERS FOR TRAFFIC ENGINEERING ADVICE

**Report No. 7.1 Road Safety Awareness****File No:** I2020/805**SUMMARY**

The purpose of this report is to gain advice from the members of the Local Traffic Committee in regards to regulatory issues and resources that may support a road safety awareness campaign.

As way of background, a Notice of Motion was raised by Cr Cameron to address access and safety for Byron Shire road users. As a result, Council passed the following resolution with the last item the reason for this LTC report:

1. *That Council note the report.*
2. *That Council continue consultation with RMS and internally to develop a potential position description for the role of Road Safety Officer.*
3. *That Council undertake a review of the budget to confirm there are adequate funds available to fund up to \$40,000 to \$50,000 for a Road Safety Officer with RMS to fund the other 50% of the role.*
4. *That Council support the General Manger undertaking a review of the staff structure to confirm where a Road Safety Officer would be accommodated within the organisational structure.*
5. *That Council consider the development of a road safety campaign by way of a report to TIAC incorporating a discussion of items:*
  - a) *Development of an ongoing road safety awareness campaign to highlight access and safety for all road users with consultation at all stages with residents, active and vehicular road user groups, taking account of the steps set out in this motion.*
  - b) *Conducting road safety forums with residents*
    - i) *To highlight the needs of all road users and promote safe practices that help to keep vulnerable road users safe, and*
    - ii) *Seek feedback on safety and access issues that assist in the effective delivery of a road safety awareness campaign.*
  - c) *Providing a review of effective road safety awareness campaigns/options in both rural and urban contexts*
  - d) *Considering consultative actions for the development and delivery of a campaign.*
  - e) *Setting out a timeline of action for the development and delivery of a campaign*
  - f) *Providing advice on effective general signage to raise awareness of access and safety issues for placement on rural and urban roads with particular emphasis on known issues and locations including without limitation, active transport users on rural and urban roads, school bus times on rural roads and school zones*
  - g) *Providing further advice on the potential employment of a Road Safety Officer to support and conduct a road safety awareness campaign*
6. *That Council provide a report to the next Local Traffic Committee meeting seeking advice from RMS, NSW Police and the local Member on regulatory issues, available programs, funding and compliance actions to support a road safety awareness campaign.*

**REPORT**



Based on the above resolution, Council staff now request advice from TrfNSW (formerly RMS), NSW Police and the local Member on regulatory issues, available programs, funding and compliance actions to support a road safety awareness campaign.

Council staff also request advice on:

- 5
- The effectiveness of such campaigns,
  - recommended safety issues to address,
  - recommended actions to undertake,
  - effective general signage to raise awareness of access and safety in rural and urban environments.

10 **Resolution Item 2 and 3**

It is noted that a business case was submitted for a Road Safety Officer (RSO) in the 2020/21 financial year. The business case has been supported, but with significant funding restriction resulting from Covid-19 Council's 2020/21 budget did not include a RSO.

- 15
- Recent discussions were also held between Chantal Ensbey from TfNSW and several Council staff regarding the funding and position description associated with a RSO. TfNSW are providing Council with the latest version of the Local Government Road Safety Program Guideline that includes a position description for Road Safety Officers. It is noted that at least 50% of the RSO position must be committed to work directly relevant to TfNSW Road Safety Programs.

20 **Miscellaneous**

Additional discussions with TfNSW covered funding for road safety workshops and programs, such as, funding for Active Transport safety workshops or programs to coincide with the recent opening of several cycle ways around Byron Shire. The goal is to undertake these workshops within the 2020/21 financial year.

- 25
- It is noted that Council staff are actively looking to value add road safety items where project funding permits. An example of this is the recent upgrade of Main Arm Road where the project was delivered under budget. This cost saving then allowed Council to complete additional safety treatments in accordance with the recommended treatments options. In this case additional speed
- 30
- signage was recommended and Council purchased a Speed Radar Sign following consultation with TrfNSW staff. This treatment has two benefits; improving safety for road users and reducing wildlife road kill. Research undertaken by Councils Biodiversity Officer has confirmed speed radar signs as the most effective means to manage speed and therefore wildlife safety in rural areas.

- 35
- It is staff's long term goal to accrue as many of these signs as funding permits to rotate around rural areas of the Shire given they are considered one of the most effective safety measure identified.

It is also noted that:

- 40
- Council has recently developed a Pedestrian Access and Mobility Plan, Bike Plan, and several Master Plans for key towns. In addition, it is in the process of developing an Integrated Transport Management Plan.
- 45
- Council receives funding for Black Road Project and Safer Roads grants to improve known areas of road safety concerns within the Shire.

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**RECOMMENDATION:**

**That the Local Traffic Committee provide comments and advice to staff as requested.**

**Report No. 7.2**  
**File No:**

**Event - Chincogan Charge - 19 September 2020**  
**I2020/950**

**SUMMARY**

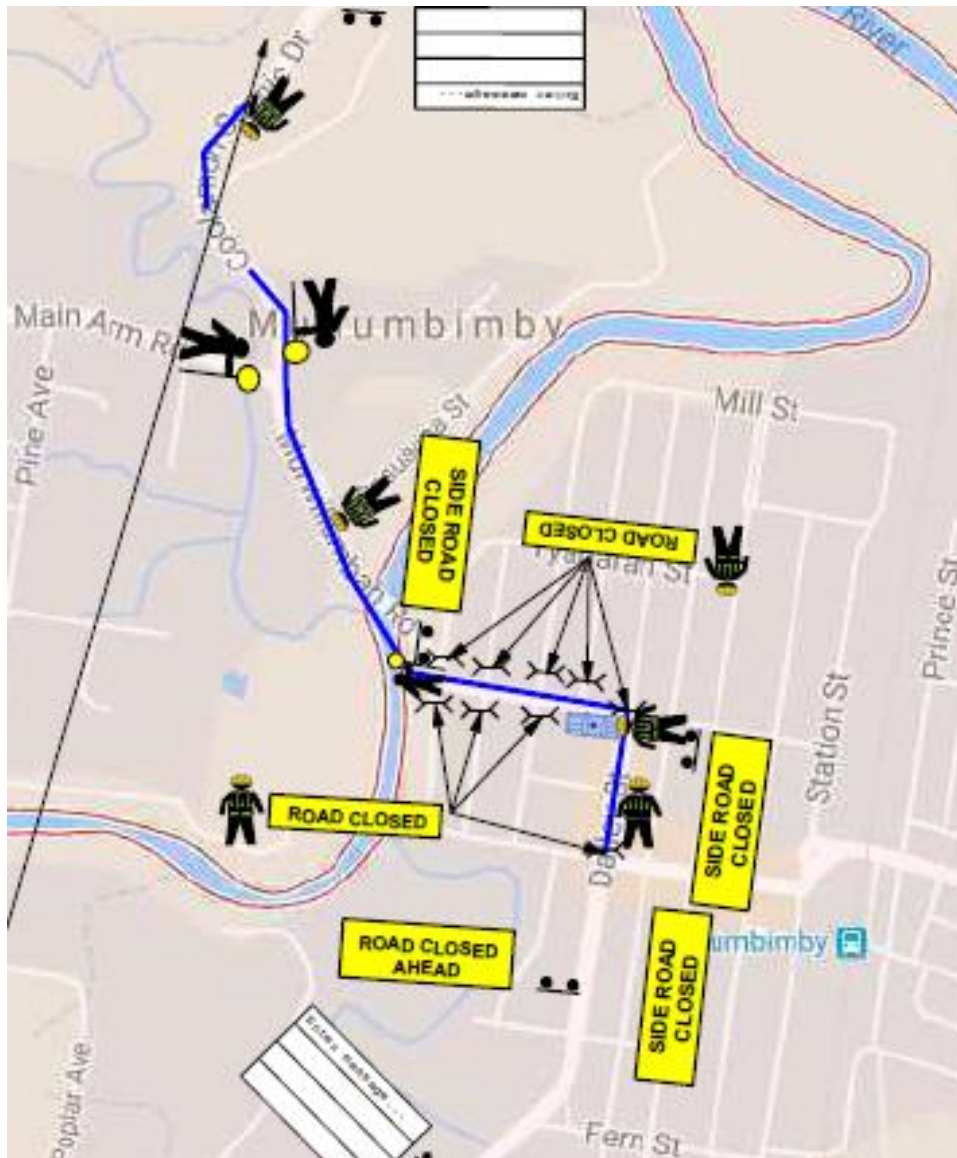
- 5 Council has received an event application and Traffic Control Plan (TCP) for the Chincogan Charge 2020 to be held on Saturday 19 September 2020.

**BACKGROUND**

- 10 For the 2020 event the organisers are proposing to follow the same course as 2019 with runners starting and finishing near Mullumbimby Police Station. The road course will require actions to control traffic and the implementation of prescribed traffic control devices such as No Parking signs to control vehicles. 500 participants are expected.

- 15 The figure below shows the expected impact on roads. The blue line indicates the approximate running path within the road reserve and the following major impacts are planned:

- Dalley Street, between the Post Office and the Civic Hall is expected to be closed between 12.30-5.30pm
- 20 • Mullwillumbah Road, at Federation Bridge to Main Arm Rd to be controlled by traffic controllers. The South bound lane will be used for contraflow traffic controlled by Traffic Controllers. Traffic will be allowed to access Main Arm Road in-between competitors. Traffic will be controlled at this point between 12.35-5.30pm
- 25 • Coolamon Scenic Drive from Main Arm Rd to 1913 Coolamon Scenic Drive. The South bound lane will be used for contraflow traffic controlled by Traffic Controllers. Traffic will be allowed to access Main Arm Road in-between competitors. Traffic will be controlled at this point between 12.40-5.30pm
- 30 • Once competitors cross the finish line they will move onto the footpath and head to the Mullumbimby Civic Memorial Hall for the presentation.
- The race itself is expected to finish at 4pm with presentations from 4-5.30pm.



The event co-ordinators have provided a Traffic Management Plan and a Traffic Control Plan. Both are provided at attachment 1 & 2..

5

### KEY ISSUES

1. The interaction of live traffic and the 500 participants running and walking.
2. Traffic control undertaken by RFS volunteers who may not have the appropriate RMS issued tickets for 'Traffic Control' and 'Implement Traffic Control Zone'.
3. Road closures affect traffic between the hours of 8.00am and 5.30pm at various locations
4. Poor natural lighting is available from 5.30pm so all participants to complete race by this time.
5. Possible obstruction of emergency services (Police, Fire Brigade) due to road closures in the immediate vicinity.

15

### COUNCIL IMPLICATIONS

#### ▪ Budget/Financial

The event organisers will be invoiced the following fees

- LTC application fees in accordance with Byron Shire Council 2020/21 Fees and Charges;
- Approval of Road Events pursuant to s144 of the Roads Act (Advertising of event and staff time to process); and

20

- Development Certification fees – section 138 with fees being the fee applicable at the date of payment.

- **Asset Management**

5 Not applicable.

- **Policy or Regulation**

Delegated to Council for authorisation in conjunction with:-

- 10 - Actions required to control traffic – Part 8 (Sections 114 to 124) Roads Act, 1993.
- Prescribed traffic control devices – division 1 of Part 4 (Sections 50 to 55) Road Transport (Safety and Traffic Management) Act, 1999.
- R5041 No Parking (specified times) – NSW Road Rules 168, \$108 fine.

- 15 ▪ **Consultation**

A condition of the endorsement of this event is that appropriate consultation is undertaken, including:

- 1. Advertising the impact of the event in the local newspaper and on the Council website.
- 2. Informing community and business that are directly impacted.
- 20 3. Liaising with bus and taxi operators.
- 4. Consulting with emergency services.

- **Legal and Risk Management**

25 Under the NSW Rural Fire Service - Service Standard 1.3.2, Powers of Officers (19 March 2013) Version Number 3.2;

*Clause 2.2 An Officer may:*

- 30 *(b) if he or she is the officer in charge of a brigade or group of brigades, close any street or public place in the vicinity of a fire, incident or other emergency to traffic;*

35 This event is not classified as an emergency therefore the RFS Volunteers will not be able to use the powers outlined in the service standard. To legally control traffic each RFS volunteer traffic controller will require a RMS issued 'Traffic Controller' ticket. The RFS volunteer traffic controller supervisor must have a RMS issued 'Implement Traffic Control Plans' ticket to set out signage as per the Traffic Control Plan.

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**RECOMMENDATION:**

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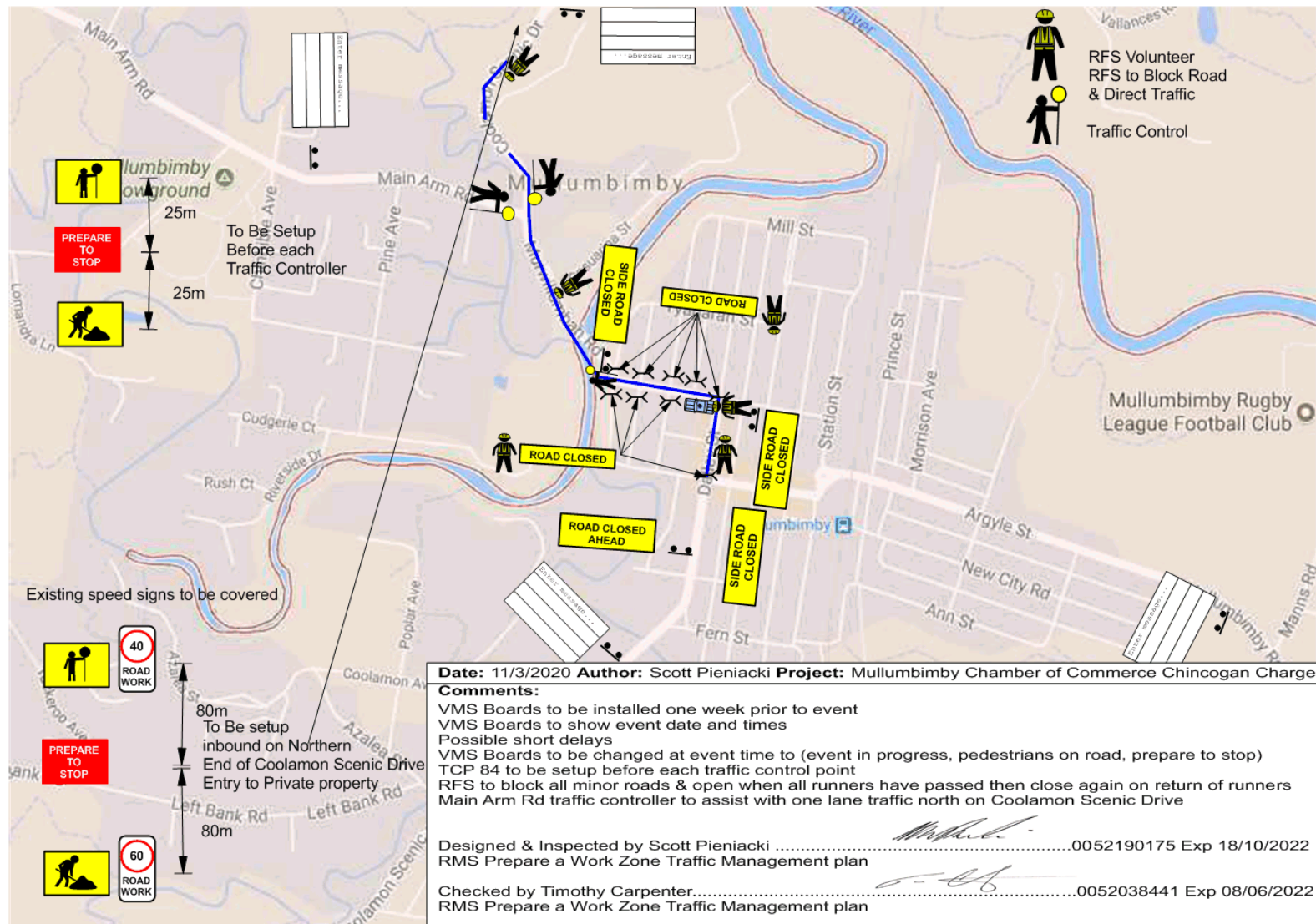
That Council support the Chincogan Charge 2020 to be held on Saturday 19 September 2020, between 8:00am and 5:30pm, subject to:-

1. Traffic control plan(s) and a Traffic Management Plan (TMP) being designed by those with the appropriate and relevant NSW (RMS) accreditation. The TCP(s) and TMP to include the closure of Dalley Street between Burringbar Street and Tincogan Street between 12.30pm-5.30pm;
2. The TCP to be generally in accordance with document E2020/46680 (Attachment 1);
3. Implementation of the approved Traffic Management Plan and Traffic Control Plan/s by those with appropriate RMS accreditation and the holding of current and appropriate levels of insurance and liability cover;
4. Separate approvals by NSW Police and RMS being obtained;
5. The impact of the event be advertised via a notice in the local weekly paper a minimum of one week prior to the operational impacts taking effect, noting it must include the event name, specifics of any traffic impacts or road closures and times, alternative route arrangements, event organiser, a personal contact name and a telephone number for all event related enquiries or complaints;
6. The event be notified on Council's webpage;
7. Informing community and businesses that are directly impacted (e.g. adjacent to the event) via written information which is delivered to the property in a timely manner so as to document, consider and respond to any concerns raised;
8. Undertake consultation with emergency services and any identified issues addressed;
9. Hold \$20m public liability insurance cover which is valid for the event
10. Pay Council's Road Event Application Fee and LTC application Fee prior to the event

**Attachments:**

- 5 1 Event - Chincogan Charge 2020 - Traffic Control Plan - Mullumbimby Chamber of Commerce, E2020/46680 , page 82 [!\[\]\(f2fdbbba686c1099e6b2b8779766e2d3\_img.jpg\)](#) 
- 2 Event - Chincogan Charge 2020 - Traffic Management Plan - Mullumbimby Chamber of Commerce, E2020/46683 , page 83 [!\[\]\(4f8bc95274d4d489592709b569351eb7\_img.jpg\)](#) 

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# BYRON SHIRE COUNCIL

## MATTERS FOR TRAFFIC ENGINEERING ADVICE

## 7.2 - ATTACHMENT 2

Table 1. TMP Performa (part 1 of 2)		
Question	Response (If no, state your reasons why)	
<b>A. Description or detailed plan of proposed measures.</b> Is a detailed plan of the proposed measures necessary?	<b>Event Name</b>	Chincogan Charge 2020
	<b>Organiser Name</b>	Jenelle Stanford, Mullumbimby Chamber of Commerce T. +61 2 6684 2127 M. +61 418 487 178 <a href="mailto:stationery.mullumnews@gmail.com">stationery.mullumnews@gmail.com</a>
	<b>Traffic Control</b>	Mullumbimby Fire Service Set out signs and control traffic Mullumbimby Fire Service – Volunteer Traffic Control and Spinefix
	<b>Date(s)</b>	19/09/2019
	<b>Times</b>	12:30 - 17:30
	<b>Roads affected</b>	<ul style="list-style-type: none"> <li>• Dalley St from (12:30 – 13:30)</li> <li>• Dalley St to Tincogan street (13:00 – 17:00)</li> <li>• Murwillumbah Rd (13:00 – 17:30)</li> <li>• Murwillumbah Rd to Coolamon Scenic Drive (13:00 – 17:30)</li> </ul>
	<b>Detours in place</b>	Traffic control in place with one lane of traffic in both directions for all roads affected.
	<b>Parking</b>	Parking is available for competitors at <ul style="list-style-type: none"> <li>• Ex services club car park and surrounding town</li> </ul> Parking for spectators is available at: <ul style="list-style-type: none"> <li>• 100+ @ Mullumbimby Civic Memorial Hall Block</li> <li>• Access to emergency services is to be maintained by traffic control devices</li> </ul>
	<b>Other</b>	Parking Signs on Ewingsdale Rd and tunnel rd
<b>B. Identification and assessment of impact of proposed measures.</b> Is a detailed assessment required?	<p>During each stage of the event, Volunteer's with lime green shirts stating 'volunteer', red and blue arrows will show participants the route. A 40km/hr speed zone with Witches hats will be used to separate participants from the live traffic.</p> <p>Due to the low traffic volume and low participant volume it is unlikely for a pedestrian and vehicle incident to occur.</p> <p><b>Traffic Controls - Stage 1 (12:30 – 17:30)</b>                      The Post Office to the Civic Hall intersection will be closed for the event, traffic controllers in place with 40km/hr speed zone, witches hats and all traffic in the Southbound lane in one direction from Tincogan street to Murwillumbah Rd.</p>	

# BYRON SHIRE COUNCIL

## MATTERS FOR TRAFFIC ENGINEERING ADVICE

## 7.2 - ATTACHMENT 2

Table 1. TMP Performance (part 2 of 2)	
Question	Response (If no, state your reasons why)
<p><b>C. Identification and assessment of impact of proposed measures.</b> Is a detailed assessment required? (Continued)</p>	<p><b>Traffic Controls - Stage 2 (12:35 – 17:30)</b> Mullwillumbah Rd at Federation Bridge to Main Arm Rd to be controlled by traffic controllers. The South bound lane will be used for contraflow traffic controlled by Traffic Controllers. Traffic will be allowed to access Main Arm Road in-between competitors.</p> <p><b>Traffic Controls – Stage 3 (12:40 – 17:30)</b> Coolamon Scenic Drive from Main Arm Rd to 1913 Coolamon Scenic Drive. The South bound lane will be used for contraflow traffic controlled by Traffic Controllers. Traffic will be allowed to access Main Arm Road in-between competitors.</p> <p>When this stage is completed with the last Southbound participate a vehicle will sweep up any participants who exceed the do not finish time.</p> <p>Once competitors cross the finish line they will move onto the footpath and head to the Mullumbimby Civic Memorial Hall for the presentation.</p> <p><b>Presentation (16:00 – 17:30)</b> After the presentation in the closed street they can access the Ex Services Club.</p>
<p><b>D. Measures to ameliorate the impact of re-assigned traffic</b> Is an assessment required?</p>	<p>This event will not impact the state arterial network. However vehicles will expect delays trying to access Mullumbimby from Ocean Shores or Main Arm Road.</p> <p>500 participants are expected on the course however that are no traffic flow data available at this time.</p> <p>A presentation at 16:00 – 17:00 is planned for Dalley street around the Mullumbimby Civic Memorial Hall</p>
<p><b>E. Assessment of public transport services affected.</b> Is an assessment required?</p>	<p>Event organisers will advise all Public Transport Services of the event and road closures.</p> <p>Public transport services will be given priority to proceed through the stages.</p> <p>Private vehicles will be able to use public parking available in Mullumbimby.</p>

# BYRON SHIRE COUNCIL

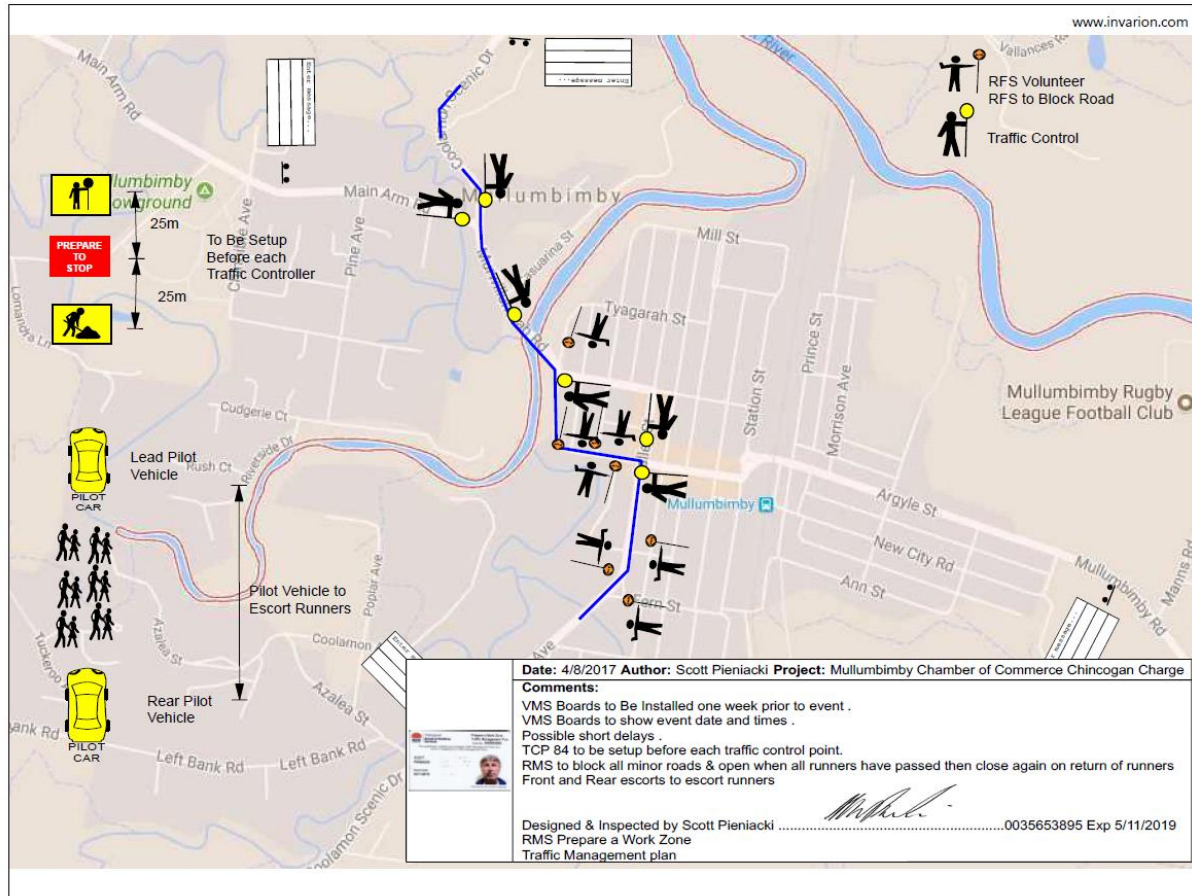
## MATTERS FOR TRAFFIC ENGINEERING ADVICE

## 7.2 - ATTACHMENT 2

Table 1. TMP Performance (part 2 of 2)		
Question	Response (If no, state your reasons why)	
<b>F. Details of provision made for emergency vehicles, heavy vehicles, cyclists and pedestrians.</b> Are these details required?	<b>Emergency</b>	Emergency vehicles will have right of way on all stages.  The NSW fire and rescue has created an Emergency Evacuation Plan for this event.
	<b>Heavy Vehicles</b>	Heavy vehicles will have priority on the affected roads. Being the weekend not many heavy vehicles are expected.
	<b>Cyclist</b>	Cyclist will have to follow traffic control in place and abide by road rules.
	<b>Pedestrians</b>	The existing footpath network will remain open. Conflicts between participants and pedestrians is classified as a low risk and not being controlled.
<b>G. Assessment of effect on existing and future developments with transport implications in the vicinity of the proposed measures.</b> Is an assessment required?	Residents are likely to be delayed due to the contraflow traffic arrangements.  Mullumbimby Community Market (08:00 to 14:00) is on but at the other end of town  A quick Google search has not identified any other major events in Mullumbimby that weekend including the showground's.	
<b>H. Assessment of effect of proposed measures on traffic movements in adjoining Council areas.</b> Is an assessment required?	No adjoining Council areas are to be affected by this event.	
<b>I. Public consultation process</b> Is a public consultation process required	The event organisers are using printed media, internet, socials and signage to make the public aware of the event.	
<b>J. Terrorism controls in place</b>	Due to the nature and small scale of the event there are no Terrorism controls in place as it has been assessed as a low risk.  The Police have been advised about this event.	



**Figure 1. Sketch of the site.**



[http://www.rms.nsw.gov.au/business-industry/partners-suppliers/documents/technical-manuals/tmpln\\_v2.pdf](http://www.rms.nsw.gov.au/business-industry/partners-suppliers/documents/technical-manuals/tmpln_v2.pdf)

**Report No. 7.3**  
**File No:**

**Events - Byron Coast Charity Walk 12 September 2020**  
**I2020/1040**

5 The Byron Charity Walk 2020 is seeking to gain LTC support and Council approval to change the date of the event.

In January 2020 the organisers gained approval to run the event on Saturday 30<sup>th</sup> May 2020. However, due to Covid-19 the event was postponed.

10 It is now proposed to run the 2020 Byron Coast Charity Walk on Saturday 12 September 2020 from 6.00am – 6.00pm. However, Services NSW have confirmed the Charity Walk is currently classified as a public gathering which permits a maximum of 20 people.

15 If the classification changes in time the organisers would like to proceed with the 12<sup>th</sup> September date for the event using the previously approved TMP and TCP.

However, if the restrictions remain in place and prevent a 12<sup>th</sup> September date the organisers propose a contingency date of Saturday 7<sup>th</sup> November.

20 The proposed route has not changed. For a copy of the previous LTC report and proposed TCP's refer to the attachments.

The recommendations below are cut and paste from the January LTC minutes with the dates changed.

25

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**RECOMMENDATION:**

1. **That Council support the Westpac Life Saver Rescue Helicopter fundraiser, Byron Coast Charity Walk, to be held Saturday 12 September 2020, with an alternative date of Saturday 7 November 2020.**
2. **That Council support in Part 1 is subject to:-**
  - a. **The development of a Traffic Management Plan and Traffic Control Plan(s) for the 2020 event by those with relevant and current RMS accreditation. The Traffic Control Plan(s) and Traffic Management Plan is to include, but is not limited to, the following:**
    - (i) **signage, which specifies the date, hours and nature of the event, be positioned at the entrance and exit of Seven Mile Beach Road one week prior to the event;**
    - (ii) **on the day of the event, at 500m intervals, and facing both directions of travel, signs advising of “ Special Event – Charity Walk Ahead” (or similar) are installed prior, and removed after, the event occurs; and**
    - (iii) **a safety induction for participants advising of hazards be provided.**
  - b. **Implementation of the Traffic Management Plan and Traffic Control Plans as designed by those with appropriate accreditation and implemented by people with appropriate accreditation, including traffic controllers.**
  - c **That the impact of the event be advertised via a notice in the local weekly paper a**






minimum of one week prior to the operational impacts taking effect, noting it must include the event name, specifics of any traffic impacts or road closures and times, alternative route arrangements, event organiser, a personal contact name and a telephone number for all event related enquiries or complaints.

**d. The event is notified on Council's webpage.**

**e. The event organiser:**

- i) Undertake consultation with affected community and businesses including adequate response/action to any raised concerns.**
- ii) Undertake consultation with emergency services and any identified issues addressed.**
- iii) Holding \$20m public liability insurance cover which is valid for the event.**
- iv) Paying Council's Road Event Application Fee prior to the event.**

**Attachments:**

- 5      1      Event information - Byron Coastal Walk - 12 September 2020 - Northern NSW Rescue Helicopter Service - Traffic control plans attached . Notification of alternative dates due to COVID-19, E2020/51850 , page 89 [!\[\]\(e492b5d52ab457a7a3c2826c4091dfee\_img.jpg\)](#) 
- 2      Event information - Byron Coastal Walk - 12 September 2020 - Northern NSW Rescue Helicopter Service - Traffic control plan - Raynor Lane, Lennox Head, E2020/51848 , page 92 [!\[\]\(6be2e1cb461308cfbb51376f893366b1\_img.jpg\)](#) 
- 10     3      Event information - Byron Coastal Walk - 12 September 2020 - Northern NSW Rescue Helicopter Service - Traffic control plan - Broken Head Reserve Rd & Seven Mile Beach Rd, E2020/51847 , page 93 [!\[\]\(638c4e65afbf8f3994df6311f702c5cb\_img.jpg\)](#) 
- 4      Event information - Byron Coastal Walk - 12 September 2020 - Northern NSW Rescue Helicopter Service - Traffic control plan - Lighthouse Rd & Tallow Beach Rd (2), E2020/51846 , page 94 [!\[\]\(fff2f1ab464b6499fbd670c53975d01d\_img.jpg\)](#) 
- 15     5      Event information - Byron Coastal Walk - 12 September 2020 - Northern NSW Rescue Helicopter Service - Traffic control plan - Lighthouse Rd & Brooke Dr, E2020/51845 , page 95 [!\[\]\(7b15c50d99dd17d24287fa3462c0eca8\_img.jpg\)](#) 
- 6      Report 28 01 2020 Local Traffic Committee Events - Byron Coast Charity Walk 30 May 2020, E2020/54165 , page 96 [!\[\]\(5805878645fad67a387f5350a725cb48\_img.jpg\)](#) 

**From:** [Kellie Pinkerton](#)  
**To:** [Gilmore, Jess](#)  
**Subject:** FW: 2020 Byron Coast Charity Walk Traffic Control Plans (updated)  
**Date:** Friday, 10 July 2020 1:58:53 PM  
**Attachments:** [image006.png](#)  
[image007.png](#)  
[image008.png](#)  
[image009.png](#)  
[image010.png](#)  
[image011.png](#)  
[TCP - Northern NSW Rescue Helicopter Service - Byron Coastal Walk 2020 - Lighthouse Rd & Brooke Dr.pdf](#)  
[TCP - Northern NSW Rescue Helicopter Service - Byron Coastal Walk 2020 - Lighthouse Rd & Tallow Beach Rd.pdf](#)  
[TCP - Northern NSW Rescue Helicopter Service - Byron Coastal Walk 2020 - Broken Head Reserve Rd & Seven Mile Beach Rd.pdf](#)  
[TCP - Northern NSW Rescue Helicopter Service - Byron Coastal Walk 2020 - Raynor Lane, Lennox Head.pdf](#)

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Good Afternoon Jess,

Please find attached our updated TCPs for the Byron Coast Charity Walk as discussed.

Please let me know if you need any further information.

Regards,

**Kellie Pinkerton | Event Coordinator**  
**Westpac Life Saver Rescue Helicopter**

77 Krauss Ave, South Lismore NSW 2480

PO Box 3080, LISMORE DC NSW 2480

**Tuesday - Friday**

**PH:** 02 6623 7300 **M:** 0409 173 397

**E:** [kellie.pinkerton@rescuehelicopter.com.au](mailto:kellie.pinkerton@rescuehelicopter.com.au)

**W:** [www.helirescue.com.au](http://www.helirescue.com.au)



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**From:** John Leeming [<mailto:john.l@spinifexrecruiting.com.au>]  
**Sent:** Friday, 10 July 2020 1:53 PM  
**To:** Kellie Pinkerton <[Kellie.Pinkerton@rescuehelicopter.com.au](mailto:Kellie.Pinkerton@rescuehelicopter.com.au)>  
**Subject:** RE: 2020 Byron Coast Charity Walk Traffic Control Plans

Hi Kellie,

TCP's attached with adjusted times. We have put 12<sup>th</sup> September as the event date. We can change

this if required in August when the decision is made. We can send you additional copies with alternative date if you like?

Let me know if you need anything else.

Chat soon

Cheers



**John Leeming**  
**Traffic Coordinator**

7 Kingsley St, Byron Bay, NSW, 2481

**T** 02 6620 9455

**F** 02 6680 8714

**E** [john.l@spinifexrecruiting.com.au](mailto:john.l@spinifexrecruiting.com.au)

[spinifexrecruiting.com.au](http://spinifexrecruiting.com.au)

---

**From:** Kellie Pinkerton <[Kellie.Pinkerton@rescuehelicopter.com.au](mailto:Kellie.Pinkerton@rescuehelicopter.com.au)>

**Sent:** Thursday, 9 July 2020 1:43 PM

**To:** John Leeming <[john.l@spinifexrecruiting.com.au](mailto:john.l@spinifexrecruiting.com.au)>

**Subject:** 2020 Byron Coast Charity Walk Traffic Control Plans

Good Afternoon John,

I am preparing some documents for Byron Shire Council in preparation for our Byron Coast Charity Walk.

At this stage our walk event sits under the restrictions of a Community Gathering and is restricted to 20 people. We need to revise our Traffic Control Plans to include two possible dates.

Saturday 12 September 2020

Saturday 7 November 2020

If restrictions are lifted we will proceed with the 12 September date, however if we are unable to hold the event we will reschedule to November. We will make a decision regarding the date in early August.

If we need to socially distance we will also need to extend our timing.

Can we please have the attached TCPs adjusted include both proposed dates with the extension of times as follows:

- Lighthouse Road & Brooke Drive – 6am-12.30pm
- Tallows Beach Road – 6am-12.30pm
- Broken Head Reserve Road & Seven Mile Beach – 6.30am-2.30pm
- Rayner Lane – 12.30pm-3.30pm



Let me know if you have any further questions.

Regards,

**Kellie Pinkerton | Event Coordinator**

**Westpac Life Saver Rescue Helicopter**

77 Krauss Ave, South Lismore NSW 2480

PO Box 3080, LISMORE DC NSW 2480

**Tuesday - Friday**

**PH:** 02 6623 7300 **M:** 0409 173 397

**E:** [kellie.pinkerton@rescuehelicopter.com.au](mailto:kellie.pinkerton@rescuehelicopter.com.au)

**W:** [www.heli Rescue.com.au](http://www.heli Rescue.com.au)



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**Date:** 10/07/2020 **Author:** Scott Pieniacki **Project:** Byron Bay to Ballina Coastal Walk - 2020  
**Location:** Raynor Lane, Lennox Head

**Comments:**

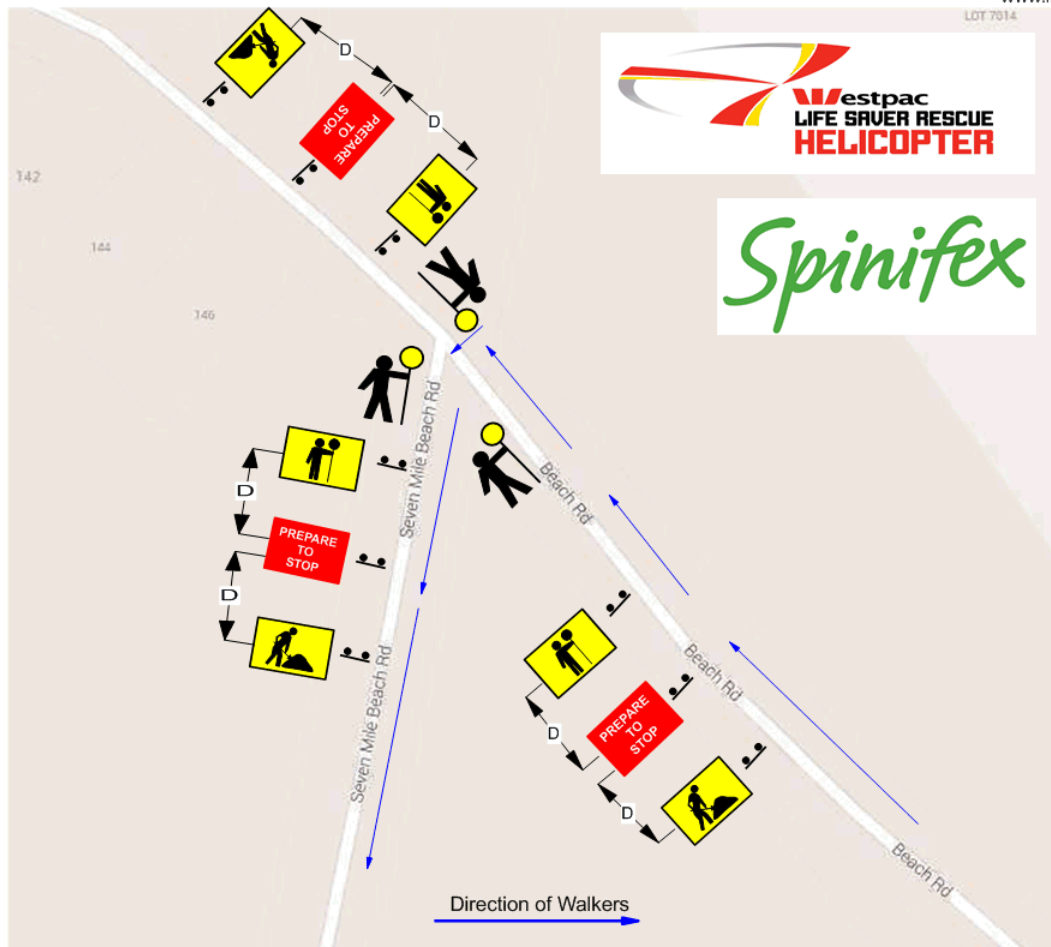
EVENT DATE: 12/09/2020  
 Based on TCP 83 TC@WS Manual Version 5.0 & AS 1742.3  
 All signage and traffic control devices to be set up in accordance with TC@WS Manual Version 5.0  
 Blue arrows show the direction and path of the walkers  
 This TCP was designed to allow walkers to cross Raynor Lane safely under traffic control  
 Traffic control will be in place from 12:30PM to 3:30PM

Designed & Inspected by Scott Pieniacki .....0052190175 Exp 18/10/2022  
 RMS Prepare A Work Zone Traffic Management Plan

And Checked By Timothy Carpenter .....0052038441 Exp 08/06/2022  
 RMS Prepare A Work Zone Traffic Management Plan

*Spinifex*  
 Recruiting





**Date:** 10/07/2020 **Author:** Scott Pieniacki **Project:** Byron Bay to Ballina Coastal Walk - 2020  
**Location:** Broken Head Reserve Rd/Seven Mile Beach Rd, Broken Head

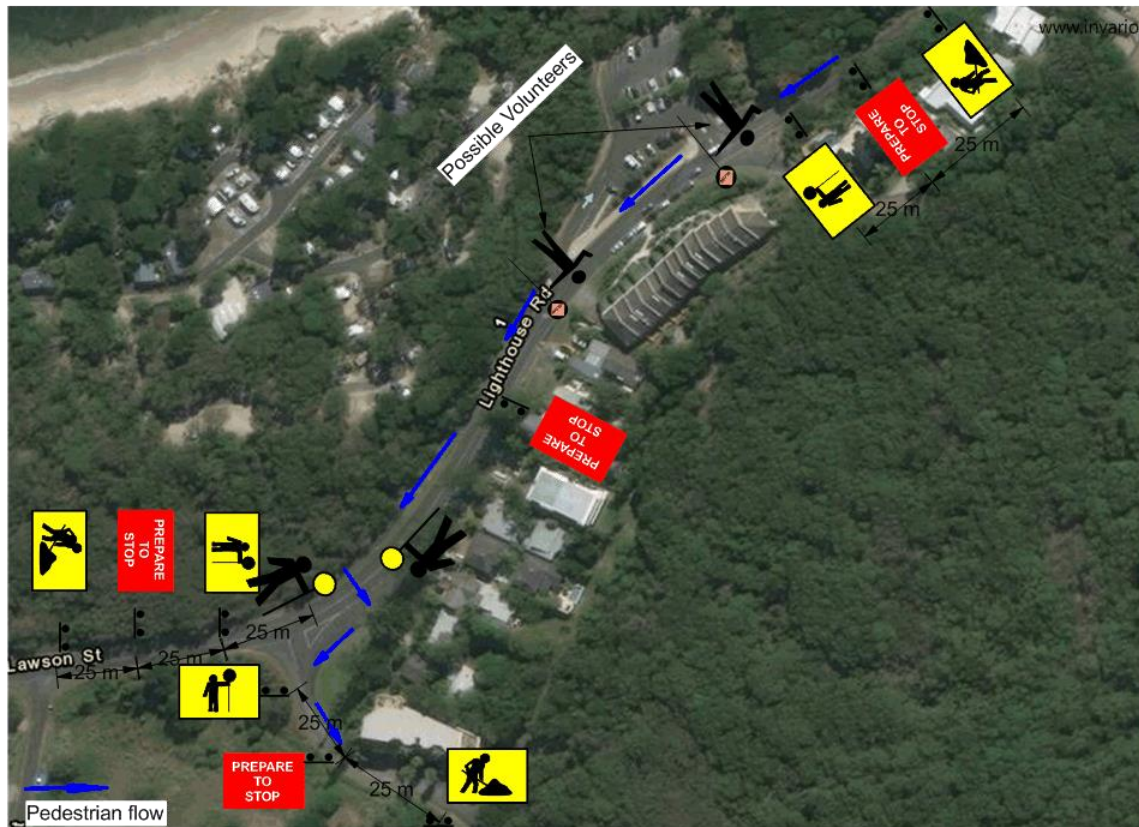
**Comments:**

EVENT DATE: 12/09/2020  
 Based on TCP 83 TC@WS Manual Version 5.0 & AS 1742.3  
 All signage and traffic control devices to be set up in accordance with TC@WS Manual Version 5.0  
 Blue arrows show the direction and path of the walkers  
 This TCP was designed to allow walkers to cross Broken Head Reserve Rd safely under traffic control  
 Traffic control will be in place from 6:30AM to 2:30PM

Designed & Inspected by Scott Pieniacki .....0052190175 Exp 18/10/2022  
 RMS Prepare A Work Zone Traffic Management Plan

And Checked By Timothy Carpenter .....0052038441 Exp 08/06/2022  
 RMS Prepare A Work Zone Traffic Management Plan





**Date:** 10/07/2020 **Author:** Scott Pieniacki **Project:** Byron Bay to Ballina Coastal Walk - 2020  
**Location:** Lighthouse Rd & Tallow Beach Rd, Byron Bay

**Comments:**

EVENT DATE: 12/09/2020

Based on TCP 83 TC@WS Manual Version 5.0 & AS 1742.3

All signage and traffic control devices to be set up in accordance with TC@WS Manual Version 5.0

Blue arrows show the direction and path of the walkers

This TCP was designed to allow walkers to cross the road safely under traffic control

Volunteer may assist pedestrians crossing at Captain Cook car park

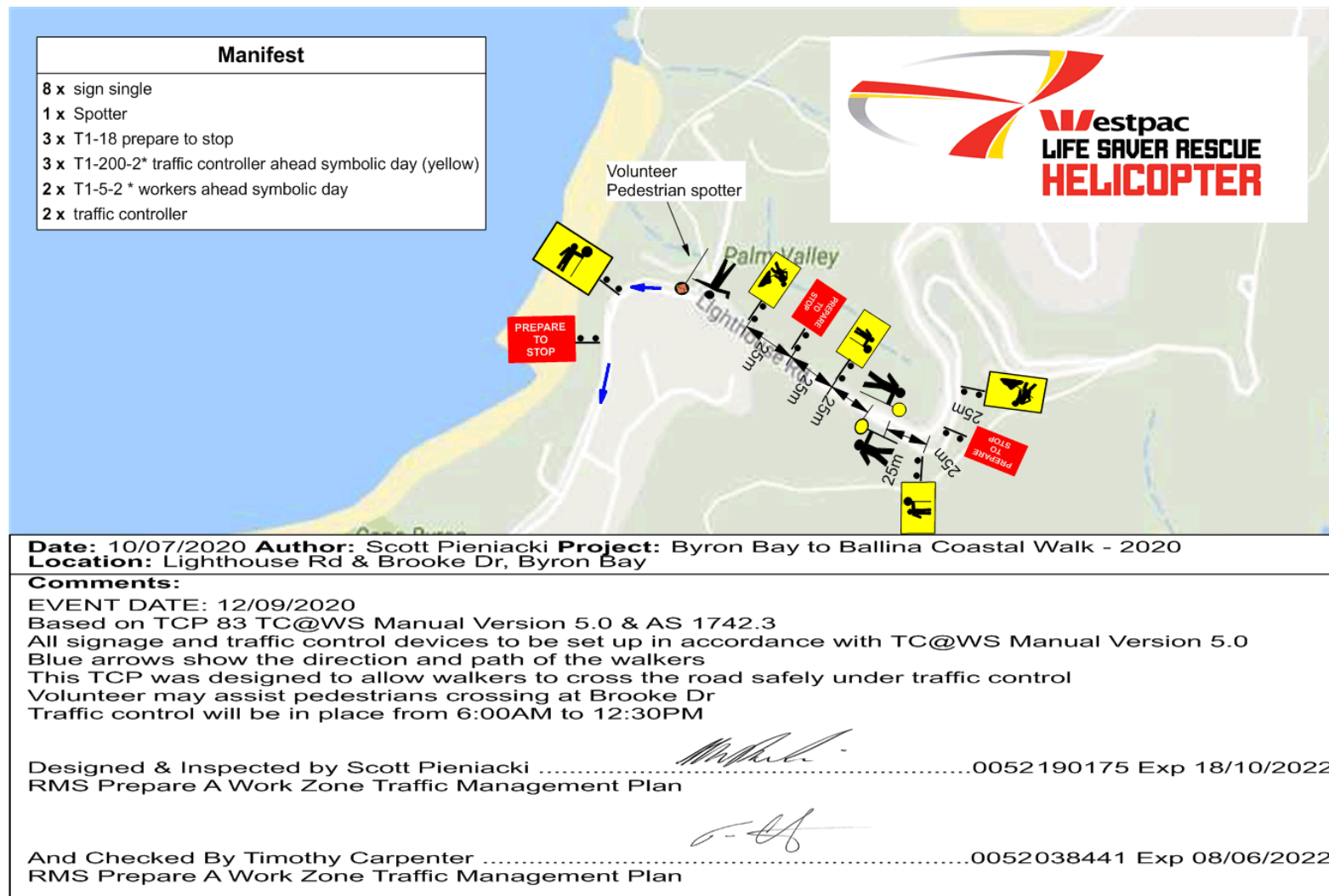
Traffic control will be in place from 6:00AM to 12:30PM

Designed & Inspected by Scott Pieniacki .....0052190175 Exp 18/10/2022  
 RMS Prepare A Work Zone Traffic Management Plan

And Checked By Timothy Carpenter .....0052038441 Exp 08/06/2022  
 RMS Prepare A Work Zone Traffic Management Plan

*Spinifex*  
 Recruiting







BYRON SHIRE COUNCIL

LOCAL TRAFFIC COMMITTEE MEETING

6.4

Report No. 6.4

Events - Byron Coast Charity Walk 30 May 2020

File No:

I2020/45

5 The 2020 Byron Coast Charity Walk will be held on Saturday 30 May 2020 from 6.00am – 6.00pm and is the 9<sup>th</sup> consecutive year for the Charity Walk. Organisers anticipate 1,600 to 1,800 participants (capped at 2,000 attendees).

10 For 2020 the event organisers are not closing roads, they will remain open with participants directed by Traffic Controllers and Traffic Control Plans.

The event was previously called the Ballina to Byron Bay Coastal Charity Walk, and is still in aid of the Westpac Rescue Helicopter. This year the walking route has been reversed: starting in Denning Park, Byron and following the coastline south to Ballina SLSC, a total distance of 36km.

15 The specific route within Byron can be summarised as:

- Start at Denning Park, Byron and head along Main Beach and Clarkes Beach to The Pass;
- Along the Cape Byron Walking Track (NPWS) to Marine Parade at Wategos;
- Along Cape Byron Walking Track (NPWS) around the Lighthouse and Tallow Ridge Track to Lee Lane.
- Along trail behind residential buildings to Tallow Beach Road;
- Traffic controllers with signage are proposed at the location where walkers enter Tallow Beach Road – refer to Figure 1 below;
- Along Tallow Beach Road to Tallows Beach (via carpark access);
- Along Tallows Beach and Suffolk Park Beach to Broken Head;
- Depart beach via carpark access and follow Broken Head Reserve Road to the intersection of Seven Mile Beach Road;
- Traffic Controllers are proposed at this intersection with signage – see figure 2 below;
- Along Seven Mile Beach Road then onto Seven Mile Beach, heading south along the beach into Ballina Shire.



Figure 1 –Traffic control proposed to manage pedestrians crossing Tallow Beach Road.

## 6.4



10

**b. signage, which specifies the date, hours and nature of the event, be positioned at the entrance and exit of Seven Mile Beach Road one week prior to**

**BYRON SHIRE COUNCIL**

LOCAL TRAFFIC COMMITTEE MEETING

6.4

the event;

c. on the day of the event, at 500m intervals, and facing both directions of travel, signs advising of "Special Event – Charity Walk Ahead" (or similar) are installed prior, and removed after, the event occurs; and

d. a safety induction for participants advising of hazards be provided.

e. Implementation of the Traffic Management Plan and Traffic Control Plans as designed by those with appropriate accreditation and implemented by people with appropriate accreditation, including traffic controllers.

f. That the impact of the event be advertised via a notice in the local weekly paper a minimum of one week prior to the operational impacts taking effect, noting it must include the event name, specifics of any traffic impacts or road closures and times, alternative route arrangements, event organiser, a personal contact name and a telephone number for all event related enquiries or complaints.

g. The event is notified on Council's webpage.

h. The event organiser:

- i) Undertake consultation with affected community and businesses including adequate response/action to any raised concerns.
- ii) Undertake consultation with emergency services and any identified issues addressed.
- iii) Holding \$20m public liability insurance cover which is valid for the event.
- iv) Paying Council's Road Event Application Fee prior to the event.

**Attachments:**

- 1 Event application - Byron Coast Coastal Charity Walk 2020 - combined TCPs, E2020/2984
- 5 2 42.2019.49.1 Event application - Byron Coast Charity Walk 2020 - route map, E2020/3037

## DEVELOPMENT APPLICATIONS

**Report No. 8.1**      **Event - Byron Sunrise Run and Swim (was Byron Triathlon) 18 October 2020**

**File No:**              I2020/1043

**SUMMARY**

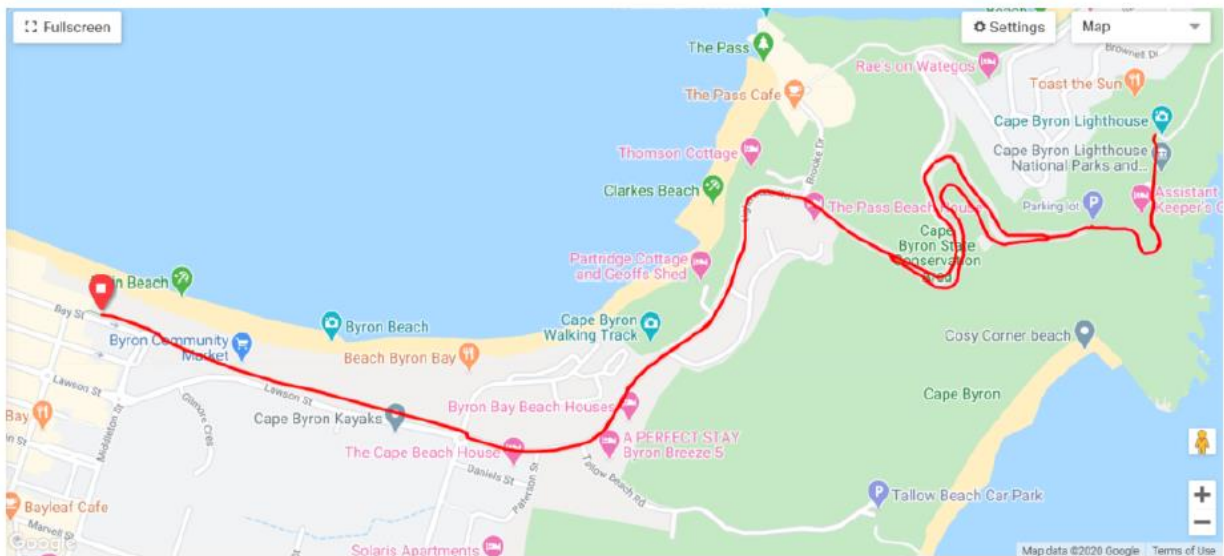
Council received an event application for the 2020 Byron Bay Triathlon to be held on Saturday 9<sup>th</sup> May 2020. This was approved by the LTC and Council res 20-083. Due to the impact of COVID-19 the Byron Triathlon team have proposed an alternative event and date, the Byron Sunrise Run and Swim – proposed to be held on Sunday 18 October 2020. If the event is able to proceed at that time under the current NSW Public Health Order.

The Byron Sunrise Run and Swim is a not-for-profit event in support of the Donate Life campaign and Local Causes, and serves as a fundraiser for groups such as the Byron Surf Life Saving Club and the Byron Bay Triathlon Club.

The event will not be the usual triathlon event, rather an ocean swim and a lighthouse fun run. There will be much less road impact due to the cancellation of the cycling aspect of the event and therefore reduced course size.

**Event Course**

**Figure 1** presents the event course and roads required to be closed for the fun run course.



**Proposed Road Closures**

The proposed road closures and the time of the closures is shown below.

**Summary of Road Closures**

ROAD/SITE	CLOSED BETWEEN	START	END
Lawson Street	Massinger Street and Lighthouse Road	18 October 2020 6.30am	18 October 2020 9.00am
Massinger Street	Massinger Street and Holiday Park	18 October 2020 6.30am	18 October 2020 9.00am
Lighthouse Road	Massinger Street and Lighthouse	18 October 2020 6.30am	18 October 2020 9.00am
Brooke Drive	Lighthouse Road and the Pass	18 October 2020 6.30am	18 October 2020 9.00am
Tallow Beach Road	Lighthouse Road and Tallow Beach Car Park	18 October 2020 6.30am	18 October 2020 9.00am

5

**Traffic Control**

10 It is proposed to manage traffic during the above road closures through the implementation of Traffic Control Plans and the support of police from the Tweed-Byron District. These have been included in the recommendations below.




**RECOMMENDATION:**

1. That Council endorse the Byron Sunrise Run and Swim to be held on Sunday 18 October 2020, which includes the temporary road closures detailed within report I2020/1043
2. That the approval provided in Part 1 is subject to:-
  - a) Separate approvals by NSW Police and RMS being obtained, as required;
  - b) The development of a Traffic Management Plan and Traffic Control Plans for the 2020 event by those with relevant and current RMS accreditation;
  - c) The Traffic Control Plan being implemented by those with relevant and current RMS accreditation;
  - d) The impact of the event be advertised, and charged at cost to the organisers, via a notice in the local weekly paper a minimum of one week prior to the operational impacts taking effect, noting it must include the event name, specifics of any traffic impacts or road closures and times, alternative route arrangements, event organiser, a personal contact name and a telephone number for all event related enquiries or complaints;
  - e) the event be notified on Council's web page;
  - f) The event organiser:



- i) informing community and businesses that are directly impacted (eg within road closure zones) via written information which is delivered to the property in a timely manner so as to document, consider and respond to any concerns raised;**
- ii) arranging for private property access and egress affected by the event;**
- iii) liaising with bus, taxi and waste operators and ensuring arrangements are made for provision of services during conduct of the event;**
- iv) consulting with emergency services and any identified issues be addressed;**
- v) holding \$20m public liability insurance cover which is valid for the event;**
- vi) paying of Council's Road Event Application Fee prior to the event; and**
- vii) paying of Council's local traffic committee application fee prior to the event.**

**Attachments:**

- 1 Event information - Byron Sunrise Run and Swim (was Byron Triathlon pre-COVID) - 18 October 2020  
5 - letter to Local Traffic Committee, E2020/51855 , page 102 [!\[\]\(30a147af384f9f71632c2ff17bc706c8\_img.jpg\)](#) 
- 2 Event information - Byron Sunrise Run and Swim - 18 October 2020 - Notification of alternative dates  
and event changes due to COVID-19, E2020/51858 , page 114 [!\[\]\(8c93063dab026f10e159986b27c41c64\_img.jpg\)](#) 
- 3 Event information - Byron Sunrise Run and Swim - 18 October 2020 - Notification of alternative dates  
10 and event changes due to COVID-19 - Event Management Plan, E2020/51857 , page 117 [!\[\]\(f7fdc7cc047b770fc5fdd2c2137c07d9\_img.jpg\)](#) 

**LOCAL TRAFFIC COMMITTEE**



**Byron Sunrise Run and Swim**

**Byron Bay, NSW**


**Sunday 18 October 2020**



*Confidentiality: The document user may only be those who have been approved by the Event Manager.*

**This is a live document. All content is linked directly from the NXsys database; refreshing your browser will update the document with latest information from the database.**

## Document Summary

<b>The Event:</b>	<b>Byron Sunrise Run and Swim</b>
<b>Event Manager &amp; Document Owner:</b>	<b>NX Sports Community Foundation Limited</b> <b>ABN:</b> 99 145 432 006 <b>Race Director:</b> Michael Crawley    0402 226 333    mike@nxsports.org <b>Event Manager:</b> Kevin Pready      0411 757 577    growth@nxsports.org
<b>Document User:</b>	Strategic Advisory Group, Sub-Committees and other approved Key Stakeholders.
<b>Authority:</b>	This document is provided to NX Sports Community Foundation Ltd by NX Biz Pty Ltd in accordance with the delivery contract and under the Quality System by which all planning for the event is to proceed. Changes and deviations to this plan require the consent of the Event Manager.
<b>Confidentiality:</b>	<p>Only for the permitted purpose of assisting the Event Manager to deliver the Event can an approved Document User continue to read this document, and any unapproved Document User should return the document to growth@nxsports.org. The Document User may only be those who have been approved by the Event Manager.</p> <p>The obligations to protect the confidentiality of the intellectual property, now and into the future, are imposed on the document user to preserve the rights of the Event Manager and not cause direct or indirect detrimental harm to the Event Manager. The intellectual property includes data, information, designs contained in this document and will remain the exclusive property of the Event Manager and will only be used for the permitted purpose.</p> <p>Copyright ©NXSports Community Foundation Limited.</p> <p>Except as permitted by the copyright law applicable to you, you may not reproduce or communicate any of the content on this document, without the permission of the copyright owner. All rights reserved.</p>
<b>Quality System:</b>	<p>Using our intellectual property and methodology we produce management plans which are part of the internal quality system, and include documents for Strategy, Sales and Marketing, Community and Transit, Operations, and Post Event Research.</p> <div align="center">  <p><b>NX</b></p> <p><b>Real Time Management Planning</b></p> <p>The <u>Strategy Map</u> draws together high-level strategy such as Purpose, Vision, Mission, and Values and outlines the key performance indicators for the event.</p> <p>The <u>Sales &amp; Marketing Management Plan</u> provides detail on key communications milestones, content planning and campaigns, and the brand guidelines.</p> <p>The <u>Event Management Plan</u> outlines the detail and implementation pertaining to risk mitigation and medical management, community and transit impacts for the event and includes all applications, permits, traffic management, and infrastructure detail.</p> <p>The <u>Operations Management Plan</u> functions as a time driven run sheet that facilitates all aspects of event delivery.</p> <p>The <u>Post Event Research</u> provides an executive summary of event delivery and includes a statistical overview.</p> </div>

## Executive Summary

Dear members,

NXsports Community Foundation is pleased to make application to the Local Traffic Committee for approval to conduct the Byron Sunrise Run and Swim on Sunday 18 October 2020.

The Byron Sunrise Run and Swim features participation for the following categories:

- 10km Fun Run
- 6km Fun Run
- Ocean Swim

The Byron Sunrise Run and Swim is a not-for-profit event in support of the Donate Life campaign and Local Causes, and serves as a fundraiser for groups such as the Byron Surf Life Saving Club and the Byron Bay Triathlon Club.

Consultation with the community and local businesses is essential in the planning of the Byron Sunrise Run and Swim; together we will work to deliver a valuable economic and socially responsible project with perennial returns for stakeholders and a strong result for the our not-for-profit causes.

We have formalised a Stakeholder Design 5-stage process into the NXsports Quality System that incorporates the pre-event engagement phase and the post-event feedback phase in order to better capture the impact on individual residents and businesses in community. The Stakeholder Design will incorporate the feedback from the community into the early stages of planning in order to mitigate problems on the day.

### Summary of Road Closures

ROAD/SITE	CLOSED BETWEEN	START	END
Lawson Street	Massinger Street and Lighthouse Road	18 October 2020 6.30am	18 October 2020 9.00am
Massinger Street	Massinger Street and Holiday Park	18 October 2020 6.30am	18 October 2020 9.00am
Lighthouse Road	Massinger Street and Lighthouse	18 October 2020 6.30am	18 October 2020 9.00am
Brooke Drive	Lighthouse Road and the Pass	18 October 2020 6.30am	18 October 2020 9.00am
Tallow Beach Road	Lighthouse Road and Tallow Beach Car Park	18 October 2020 6.30am	18 October 2020 9.00am

The Byron Sunrise Run and Swim is expected to attract approximately 500 participants.

We have also included in our submission the full Event Management Plan; this is a live and working document that is progressively updated.

NXsports Community Foundation looks forward to continuing the journey with the Byron Bay, NSW community.

Thank you.

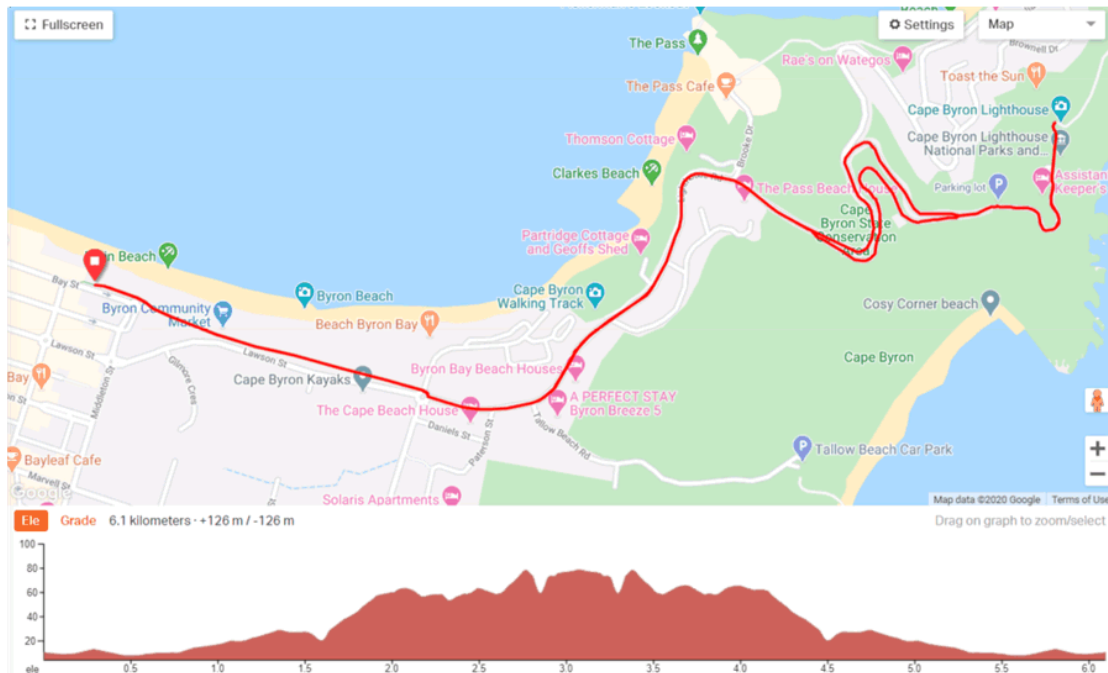
Yours sincerely,



Kevin Pready, Event Manager

## Event Sites

### Course Overview



### Race Specification

This event is sanctioned through the National Sporting Organisation and course specifications are implemented as advised.

### Course Design

The Byron Sunrise Run and Swim course was designed with National Sporting Organisation best practice and aligns with their policies. The challenge of the course is commensurate to the event type, the age restrictions for participation, and the overall distance. The course will be overlaid with adequate securitisation to ensure a safe sporting experience and will use best endeavors to minimise disruption to general motorists.

### Event Sites Overview

The Byron Sunrise Run and Swim uses a number of sites to conduct the event, namely:

SITE	ADDRESS	START	END
Water Station* - Lighthouse Car Park	2481 Lighthouse Road, Byron Bay, New South Wales	18 October 2020	18 October 2020
Run Start/Finish - Denning Park	19 Bay Street, Byron Bay, New South Wales	18 October 2020	18 October 2020
Swim Start/Finish	Main Beach	18 October 2020	18 October 2020



**Event Maps**

Event Operations and Infrastructure	<a href="https://www.google.com/maps/d/viewer?mid=1FfLhjQTSuWB4J75GhRAA4D76ARymBZcO&amp;z=16">https://www.google.com/maps/d/viewer?mid=1FfLhjQTSuWB4J75GhRAA4D76ARymBZcO&amp;z=16</a>
Overview of the Course	<a href="https://www.google.com/maps/d/viewer?mid=1_kxNqKQliwxaEXtm4BZT2Hp11uESwml8&amp;z=16">https://www.google.com/maps/d/viewer?mid=1_kxNqKQliwxaEXtm4BZT2Hp11uESwml8&amp;z=16</a>
Traffic and Road Closures	<a href="https://www.google.com/maps/d/viewer?mid=1xs9rAL3pg8jxqq__ojqTYsu-0wKUs62W&amp;z=16">https://www.google.com/maps/d/viewer?mid=1xs9rAL3pg8jxqq__ojqTYsu-0wKUs62W&amp;z=16</a>
Event Parking	<a href="https://www.google.com/maps/d/viewer?mid=1cLqvpzR9iLcma__3DsObHCiSglkeIGI&amp;z=16">https://www.google.com/maps/d/viewer?mid=1cLqvpzR9iLcma__3DsObHCiSglkeIGI&amp;z=16</a>
Special Event Signage	<a href="https://www.google.com/maps/d/viewer?mid=1UvFQssTghB8_KhDgvNAPMbC1r-ulO7nS&amp;z=16">https://www.google.com/maps/d/viewer?mid=1UvFQssTghB8_KhDgvNAPMbC1r-ulO7nS&amp;z=16</a>

## Community Engagement In Brief

### Summary

<b>Sanctions</b>	Events and Races sanctioned through the National Sporting Organisation
<b>Permits</b>	Permits and approvals for road closures are required from: <ul style="list-style-type: none"> <li>• Local Police</li> <li>• Local Council</li> <li>• Local Traffic Committee</li> </ul>
<b>Special Event Signage</b>	Special Event signage will be installed in affected suburbs a minimum of two weeks in advance of the event.  Variable Messaging System (VMS) electronic boards will be deployed four days in advance if required.  Signage on streets closed for the race installed a minimum of 10 days prior.
<b>Residents Notification</b>	NXsports to provide: <ul style="list-style-type: none"> <li>• Regular news releases to local papers</li> <li>• Special Event Notices go into the Local Newspaper 1-2 weeks from the event</li> <li>• Doorknock to all affected businesses minimum two weeks prior to the event</li> <li>• Letterbox drop to residents and businesses affected two weeks prior to event</li> <li>• Residents will have access to the motorbike escort service for urgent entry/exit on routes.</li> <li>• All resident notification includes event hotline, event contact mobile number and event website</li> </ul>
<b>Business Consultation</b>	<ul style="list-style-type: none"> <li>• Consultation will be made with shop owners and accommodation houses in the precinct.</li> <li>• NXsports will ask for design input from community and businesses through the local newspapers advertisements and a personalised email three months prior to the event.</li> <li>• NXsports will complete three waves of communications with shops/businesses via email.</li> <li>• A door to door personalised approach will be made to businesses on affected roads before the event.</li> <li>• Local clubs and groups will be notified of the event in writing and followed up.</li> </ul>
<b>Road Signage</b>	<ul style="list-style-type: none"> <li>• Road detour signage and appropriate traffic signage will be used in advance of key changed road conditions &amp; activity areas as per Traffic Guidance Scheme (TGS).</li> <li>• A major effort will be undertaken to improve detour signage for persons arriving to the area during road closures</li> <li>• An extensive campaign to participants will be undertaken to communicate detours, access roads before the weekend to minimise confusion</li> <li>• Special Event Signage will be placed on all connected roads into the event.</li> </ul>
<b>Bus Access</b>	The buses normally accessing the course will need to be diverted if required as per Police recommendations; and a communication to residents affected needs to be jointly undertaken with Bus Company/Council/NXsports.
<b>Taxis</b>	Taxi companies will be contacted and regularly followed up.
<b>Road Marshals &amp; Officials</b>	There will be volunteers assisting along all key course positions.  All volunteers will be in the NXsports hi-vis vest where necessary.  Officials will be supplied by the Peak Sporting Body; final quantity to be determined by event capacity plan as necessary
<b>Traffic Control</b>	Located as per the Traffic Guidance Scheme (TGS).
<b>Escort</b>	Race experienced motorbike escorts with radio and high visibility vest will provide immediate interaction/control during races at the discretion of the Chief Official.
<b>Police</b>	There will be police officers on site to manage traffic flows and local movement. Police will be on the repeater-based radio network to link all aspects of the events operations.

### Community Communication

The below table outlines the communications timeline for the Byron Sunrise Run and Swim, identifying how and when event details will be communicated to the community.

Date	Communication Subject	Platform	Target Audience
------	-----------------------	----------	-----------------

(4 months from event date)	Initial contact with event details	Email	Key Stakeholders, Elected Persons, High Risk Community
(3 months + 2 weeks from event date)	Follow up contact with event details	Phone Call	Key Stakeholders, Elected Persons, High Risk Community
(2 months from event date)	NXsports Road Closure web page goes live	Website	Local Community
(2 months from event date)	Initial contact with event details	Personal Canvassing	Impacted Community
(4 weeks from event date)	Event Update	Personal Canvassing	Impacted Community
(4 weeks from event date)	Event Update	Phone Call	Key Stakeholders, Elected Persons, High Risk Community
(4 weeks from event date)	Road closure advisement	Newspaper ad	Local Residents/Businesses
(4 weeks from event date)	Road closure advisement	Online ad	Local Residents/Businesses
(4 weeks from event date)	Event Update	Email	All members of community list
(2 weeks from event date)	Road closure advisement	Newspaper ad	Local Residents/Businesses
(2 weeks from event date)	Road closure advisement	Online ad	Local Residents/Businesses
(2 weeks from event date)	Road closure advisement	Letter Box Drop	Local Residents/Businesses
(2 weeks from event date)	Road closure advisement	Special Event Signage	Local Residents/Businesses
(2 weeks from event date)	Road closure advisement	Newspaper ad	Local Residents/Businesses
(2 weeks from event date)	Event Update	Email	All members of community list
(1 week from event date)	Event Update	Phone Call	High Risk Community
(1 week from event date)	Event Update	Email	All members of community list

#### **Letter Box Drop**

To provide information directly to the local residents and businesses that will be impacted by the Byron Sunrise Run and Swim, a letter box drop will be completed to advise the community of the event date and road closure times.

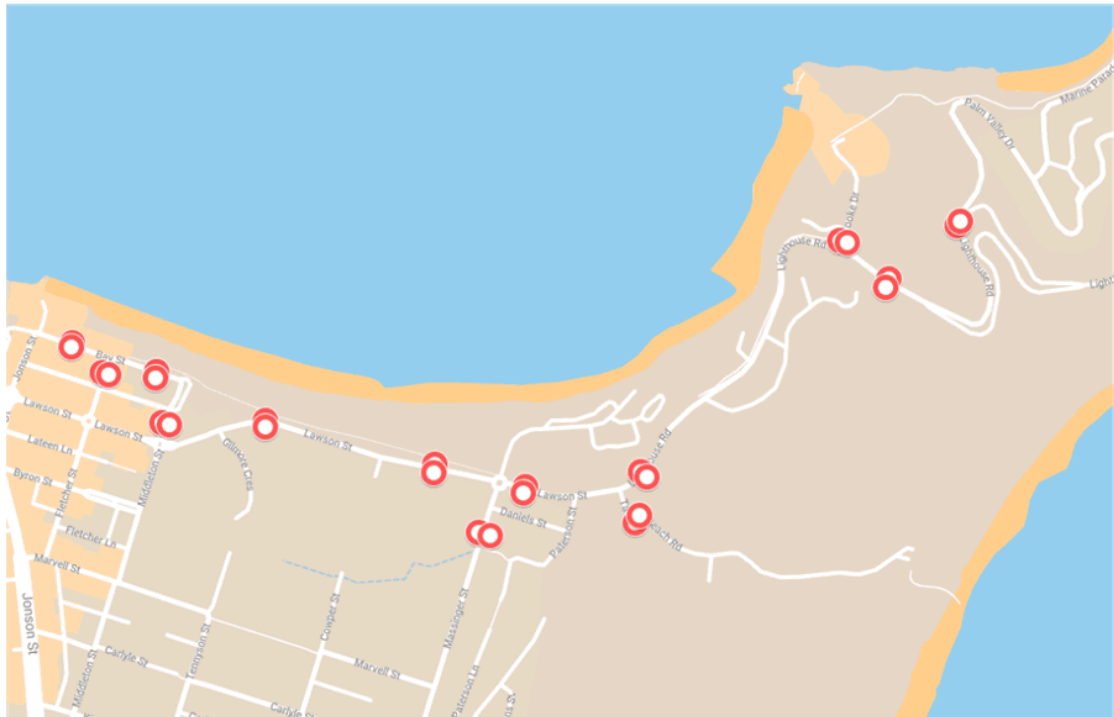
#### **Flyer**

#### **Special Event Signage**

Special event signage will be erected on all streets and public spaces that will be impacted by the Byron Sunrise Run and Swim. Special event signage can also be placed on digital message boards and variable message signs (VMS) in key areas in the community to advise of the upcoming event and road closures.

#### **Corflute Signage**

The below example of corflute signage, with specific details for this event, will be erected a minimum of 10 days prior to the event as per the below map.



## **Traffic Control Plans**

The 2019 traffic control plan for the Byron Lighthouse Run is included below.

The 2020 Byron Sunrise Run proposes to use the same plan in principle, noting:

- while the proposed run course will not use Tallow Beach Road, the traffic control treatment required will be the same
- the start / finish will move from the Clarkes Beach Car Park to Denning Park and the run will remain on footpaths through this area

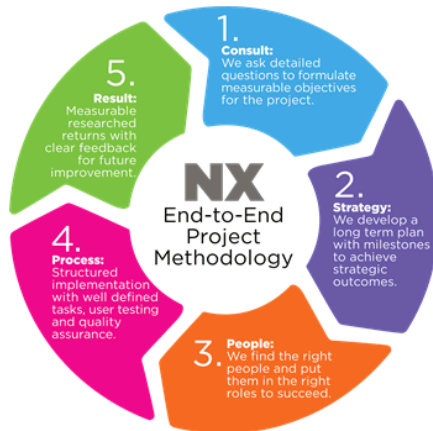
The final 2020 traffic control plan will be drawn and supplied based on any further feedback supplied by the Local Traffic Committee.





## NXsports Quality System

NXsports follows a procedural planning model to ensure the Byron Sunrise Run and Swim and all its activities are planned, delivered, and reported within a consistent and structured manner to ensure a high standard end result.



The driving force of the Quality System is a corporate culture centred on obtaining and implementing feedback, and an environment of constant improvement and innovation. All management plans are designed as works in progress in order to reflect the nature of ongoing consultation, analysis, and performance review.

## Methodology

<b>Consult:</b>	<ul style="list-style-type: none"> <li>Identify key stakeholders and appoint the Strategic Advisory Group</li> <li>Review and confirm the outcomes and critical impact factors for the event</li> <li>Perform the event SWOT analysis</li> </ul>
<b>Strategy:</b>	<ul style="list-style-type: none"> <li>Create the event budget and set targets</li> <li>Create the specific management plans, beginning with the Strategy Map</li> <li>Set the overarching scorecards</li> <li>Ensure the resources and structure required to deliver the event are clearly in place</li> <li>Review the consultation progress to ensure the management plans are current</li> </ul>
<b>People:</b>	<ul style="list-style-type: none"> <li>Recruit the best people for the job and appoint the Local Management Committee</li> <li>Empower the team and give ownership of tasks, responsibilities, and projects</li> <li>Review the team and structure to ensure there is capacity to grow, change, and quickly adapt</li> </ul>
<b>Process:</b>	<ul style="list-style-type: none"> <li>Implement the processes set out in the requisite management plans</li> <li>Perform ongoing feedback loops and integrate results into the management plans</li> <li>Evaluate the ROI of marketing, consultation and operations tactics and adjust as required</li> </ul>
<b>Result:</b>	<ul style="list-style-type: none"> <li>Seek post-event feedback from customers, stakeholders, and Strategic Advisory Group</li> <li>Review and judge scorecard results for each management plan</li> <li>Evaluate the ROI of marketing and delivery tactics</li> <li>Review overall event results with the Strategic Advisory Group and set the '4x4' improvement targets</li> </ul>

## Strategic Planning Model

Using our intellectual property and methodology we produce management plans which are part of the NX Quality System and based on the direction provided by the Strategy Map. We have developed management plans for Sales and Marketing, Community and Transit, Risk and Medical, and Operations.

These consistent management plans are structured for each event and updated consistently in concert with regular feedback loops.

Following the event, an executive summary of the scorecards, statistics and feedback is presented as the Post Event Research.

## Management Plans



## Real Time Management Planning

PLAN	PURPOSE	MILESTONES
<b>Strategy Map:</b>	The Strategy Map draws together high-level strategy such as Purpose, Vision, Mission, and Values.	<ul style="list-style-type: none"> <li>• 12-month objectives</li> <li>• 3-year goals</li> <li>• Appointment of the Strategic Advisory Group</li> <li>• Appointment of the Local Management Committee</li> <li>• Appointment of the Athlete Advisory Panel</li> </ul>
<b>Sales &amp; Marketing:</b>	The Sales & Marketing Management Plan is used to set clear communications and campaigns. It is a progressive work in progress and documents both completed and upcoming work.	<ul style="list-style-type: none"> <li>• Brand Guidelines</li> <li>• Key Images and Kit of Parts</li> <li>• Key Messaging</li> <li>• Sales and visitation targets</li> <li>• Sponsorship Management</li> <li>• Ambassadors Management</li> <li>• Major Campaigns and Communications</li> <li>• Content plan</li> </ul>
<b>Event Management:</b>	<p>The Event Management Plan is used to manage the intricacies of the event's design and its impacted on stakeholders and the community.</p> <p>This report also details the plans for risk mitigation and medical management.</p>	<ul style="list-style-type: none"> <li>• Chain of Command</li> <li>• Course Design</li> <li>• Permits and approvals</li> <li>• Risk Classification and Management</li> <li>• Medical Management</li> <li>• Community Engagement</li> <li>• Traffic Management Plan</li> <li>• Contingency Plans</li> <li>• Suppliers Management</li> </ul>
<b>Operations:</b>	The Operations Management Plan is used to specify event day activities and logistics. It is organised by key delivery components.	<ul style="list-style-type: none"> <li>• Key event timings</li> <li>• Permits</li> <li>• Site build detail</li> <li>• Pack lists</li> <li>• Rosters</li> <li>• Run Sheet</li> </ul>
<b>Post Event:</b>	The Post Event Research provides an executive summary of the event planning process and the event delivery.	<ul style="list-style-type: none"> <li>• Summary of Key Research Data</li> <li>• Summary of Feedback</li> <li>• Summary of Marketing Activities</li> <li>• Summary of Community Benefit</li> <li>• Sponsorship ROI</li> <li>• Legacy Data</li> <li>• 4x4 and Recommendations</li> </ul>

**From:** [Kevin - Growth at NXsports](#)  
**To:** [Gilmore, Jess](#)  
**Cc:** [events](#)  
**Subject:** Re: Byron Tri - new date / time  
**Date:** Wednesday, 8 July 2020 12:49:43 PM  
**Attachments:** [image004.png](#)  
[image006.png](#)  
[image008.png](#)  
[image010.png](#)  
[image011.png](#)  
[image012.png](#)  
[Outlook-f0mfikbs.png](#)  
[BSR20 - Local Traffic Committee.pdf](#)  
[BSR20 - Event Management Plan \(exported 8-7\).pdf](#)

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Hi Jess

Following up on the email trail below, the event concept has evolved to become a fun run and ocean swim on the morning of 18 October.

Please find attached:

- Local Traffic Committee Letter
- Event Management Plan
  - [CLICK HERE](#) to view the live link of the plan and to see the current version in real time

We will complete the council event applications shortly and send to you.

If there are any further details you would like at this point in time, please do not hesitate to let me know.

Best regards,

Kevin Pready | Growth & Events Manager  
m: 0411 757 577 | p: 1300 282 949  
e: [growth@nxsports.org](mailto:growth@nxsports.org)



---

**From:** Gilmore, Jess <[jgilmore@byron.nsw.gov.au](mailto:jgilmore@byron.nsw.gov.au)>  
**Sent:** Monday, 29 June 2020 1:23 PM  
**To:** Mike Crawley <[mike@nxsports.org](mailto:mike@nxsports.org)>  
**Cc:** events <[events@byron.nsw.gov.au](mailto:events@byron.nsw.gov.au)>; Kevin - Growth at NXsports <[growth@nxsports.org](mailto:growth@nxsports.org)>; Nicola - NXsports Engagement <[engagement@nxsports.org](mailto:engagement@nxsports.org)>  
**Subject:** Byron Tri - new date / time

Hi Mike,

I need to have LTC report information confirmed by COB Friday 10 July, so if we can work to that timeframe to confirm the date / time then it could work ok.

I'm drafting reports this week for a number of events re changes to dates due to COVID so I'll start that process and we can tweak date if need be.

I'll just need written confirmation from Byron Tri re updated date and times, and stating that the course / road closures will otherwise be the same as previously approved by LTC earlier this year for the 2020 event.

Will that work ok at your end?

Jess

Jess Gilmore

Byron Shire Council | P: 02 6626 7312 | M: 0408 053 498

*I respectfully acknowledge the Arakwal Bundjalung People and the wider Bundjalung Nation as the Traditional Owners and Custodians of the land I work on and acknowledge the ongoing living culture of Aboriginal people.*

---

**From:** Mike Crawley <mike@nxsports.org>

**Sent:** Monday, 29 June 2020 12:44 PM

**To:** Gilmore, Jess <jgilmore@byron.nsw.gov.au>

**Cc:** events <events@byron.nsw.gov.au>; Kevin - Growth at NXsports <growth@nxsports.org>;

Nicola - NXsports Engagement <engagement@nxsports.org>

**Subject:** RE: Hi Jess. What was the outcome of a hybrid event concept for October?

Thanks for the time today Jess.

We have decided to wait until early next week and see what restrictions are lifted, then decide if we progress to the LTC by the say the 15<sup>th</sup>.  
Is that date ok?

The event format would be:-

- Day: Sunday morning
- Date: likely the 18<sup>th</sup> October
- Road closure: 6.00am to estimated 10.30am
- Courses: are the same as previous years
- Run course: on foreshore to open by 12.00pm

Thanks Mike.

Mike | People & Racing

p: 1300 282 949 | m: 0402 226 333

e: [mike@nxsports.org](mailto:mike@nxsports.org)







**From:** Gilmore, Jess <[jgilmore@byron.nsw.gov.au](mailto:jgilmore@byron.nsw.gov.au)>  
**Sent:** Tuesday, 23 June 2020 9:45 AM  
**To:** Mike Crawley <[mike@nxsports.org](mailto:mike@nxsports.org)>  
**Cc:** events <[events@byron.nsw.gov.au](mailto:events@byron.nsw.gov.au)>  
**Subject:** RE: Hi Jess. What was the outcome of a hybrid event concept for October?

Hi Mike,

Were you going to send me more info on the hybrid concept?

Or are you referring to the early morning race concept for this year if it goes ahead?

Jess

Jess Gilmore  
 Byron Shire Council | P: 02 6626 7312 | M: 0408 053 498

*I respectfully acknowledge the Arakwal Bundjalung People and the wider Bundjalung Nation as the Traditional Owners and Custodians of the land I work on and acknowledge the ongoing living culture of Aboriginal people.*

**From:** Mike Crawley <[mike@nxsports.org](mailto:mike@nxsports.org)>  
**Sent:** Tuesday, 23 June 2020 9:40 AM  
**To:** Gilmore, Jess <[jgilmore@byron.nsw.gov.au](mailto:jgilmore@byron.nsw.gov.au)>  
**Subject:** Hi Jess. What was the outcome of a hybrid event concept for October?

Thanks Mike.

Mike | People & Racing  
 p: 1300 282 949 | m: 0402 226 333  
 e: [mike@nxsports.org](mailto:mike@nxsports.org)



## EVENT MANAGEMENT PLAN



### Byron Sunrise Run and Swim

Byron Bay, NSW


Sunday 18 October 2020



Confidentiality: *The document user may only be those who have been approved by the Event Manager.*

This is a live document. All content is linked directly from the NXsys database; refreshing your browser will update the document with latest information from the database.

## Document Summary

<b>The Event:</b>	<b>Byron Sunrise Run and Swim</b>
<b>Event Manager &amp; Document Owner:</b>	<b>NX Sports Community Foundation Limited</b> <b>ABN:</b> 99 145 432 006 <b>Race Director:</b> Michael Crawley    0402 226 333    mike@nxsports.org <b>Event Manager:</b> Kevin Pready      0411 757 577    growth@nxsports.org
<b>Document User:</b>	Strategic Advisory Group, Sub-Committees and other approved Key Stakeholders.
<b>Authority:</b>	This document is provided to NX Sports Community Foundation Ltd by NX Biz Pty Ltd in accordance with the delivery contract and under the Quality System by which all planning for the event is to proceed. Changes and deviations to this plan require the consent of the Event Manager.
<b>Confidentiality:</b>	<p>Only for the permitted purpose of assisting the Event Manager to deliver the Event can an approved Document User continue to read this document, and any unapproved Document User should return the document to growth@nxsports.org. The Document User may only be those who have been approved by the Event Manager.</p> <p>The obligations to protect the confidentiality of the intellectual property, now and into the future, are imposed on the document user to preserve the rights of the Event Manager and not cause direct or indirect detrimental harm to the Event Manager. The intellectual property includes data, information, designs contained in this document and will remain the exclusive property of the Event Manager and will only be used for the permitted purpose.</p> <p>Copyright ©NXSports Community Foundation Limited.</p> <p>Except as permitted by the copyright law applicable to you, you may not reproduce or communicate any of the content on this document, without the permission of the copyright owner. All rights reserved.</p>
<b>Quality System:</b>	<p>Using our intellectual property and methodology we produce management plans which are part of the internal quality system, and include documents for Strategy, Sales and Marketing, Community and Transit, Operations, and Post Event Research.</p> <div style="text-align: center;">  <p><b>NX</b></p> <p><b>Real Time Management Planning</b></p> </div> <p>The <u>Strategy Map</u> draws together high-level strategy such as Purpose, Vision, Mission, and Values and outlines the key performance indicators for the event.</p> <p>The <u>Sales &amp; Marketing Management Plan</u> provides detail on key communications milestones, content planning and campaigns, and the brand guidelines.</p> <p>The <u>Event Management Plan</u> outlines the detail and implementation pertaining to risk mitigation and medical management, community and transit impacts for the event and includes all applications, permits, traffic management, and infrastructure detail.</p> <p>The <u>Operations Management Plan</u> functions as a time driven run sheet that facilitates all aspects of event delivery.</p> <p>The <u>Post Event Research</u> provides an executive summary of event delivery and includes a statistical overview.</p>

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**Scenario Modelling**

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[Traffic Control Plans](#)

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[EMP Implementation](#)

[Meeting Tracker](#)

[NX Quality System](#)

## Introduction To The Byron Sunrise Run and Swim

### Event Overview

<b>Date:</b>	Sunday 18 October 2020
<b>Location:</b>	Byron Bay, NSW
<b>Event Type:</b>	Fun Run and Ocean Swim
<b>Event Age Groups:</b>	7-9, 10-12, 13, 14-15, 16-17, 18-19, 20-24, 25-29, 30-34, 35-39, 40-44, 45-49, 50-54, 55-59, 60-64, 65-69, 70-74, 75-79, 80-84, 85+
<b>Expected Participants:</b>	500
<b>Purpose:</b>	The Byron Sunrise Run is a community celebration of being out and active again
<b>Vision:</b>	To be embraced by the community and enthusiastically attended by participants
<b>Mission:</b>	Our mission is to get the community moving post lockdown
<b>Values:</b>	<ul style="list-style-type: none"> <li>• Well Being</li> <li>• Community</li> <li>• Fun</li> <li>• Safety</li> </ul>

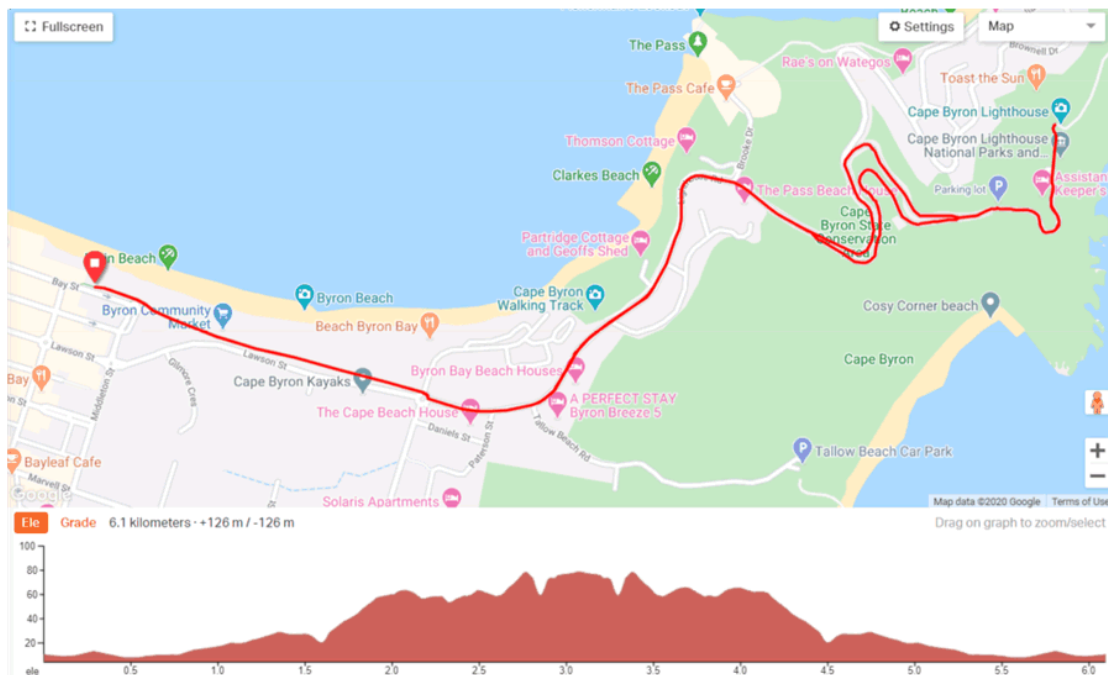
### Event Program

DAY	ACTIVITY	LOCATION	TIME	ATTENDANCE
Sunday 18 October 2020	10km Run	Start at Denning Park	7.00am	300
Sunday 18 October 2020	5km Run	Start at Denning Park	7.05am	200
Sunday 18 October 2020	Ocean Swim	Main Beach	9.00am	300



## Event Sites

### Course Overview



### Race Specification

This event is sanctioned through the National Sporting Organisation and course specifications are implemented as advised.

### Course Design

The Byron Sunrise Run and Swim course was designed with National Sporting Organisation best practice and aligns with their policies. The challenge of the course is commensurate to the event type, the age restrictions for participation, and the overall distance. The course will be overlaid with adequate securitisation to ensure a safe sporting experience and will use best endeavors to minimise disruption to general motorists.

## Event Sites Overview

The Byron Sunrise Run and Swim uses a number of sites to conduct the event, namely:

SITE	ADDRESS	START	END
Water Station* - Lighthouse Car Park	2481 Lighthouse Road, Byron Bay, New South Wales	18 October 2020	18 October 2020
Run Start/Finish - Denning Park	19 Bay Street, Byron Bay, New South Wales	18 October 2020	18 October 2020
Swim Start/Finish	Main Beach	18 October 2020	18 October 2020

**Event Maps**

Event Operations and Infrastructure	<a href="https://www.google.com/maps/d/viewer?mid=1FfLhjQTSuWB4J75GhRAA4D76ARymBZcO&amp;z=16">https://www.google.com/maps/d/viewer?mid=1FfLhjQTSuWB4J75GhRAA4D76ARymBZcO&amp;z=16</a>
Overview of the Course	<a href="https://www.google.com/maps/d/viewer?mid=1_kxNqKQliwxaEXtm4BZT2Hp11uESwml8&amp;z=16">https://www.google.com/maps/d/viewer?mid=1_kxNqKQliwxaEXtm4BZT2Hp11uESwml8&amp;z=16</a>
Traffic and Road Closures	<a href="https://www.google.com/maps/d/viewer?mid=1xs9rAL3pg8jxqq__ojqTYsu-0wKUs62W&amp;z=16">https://www.google.com/maps/d/viewer?mid=1xs9rAL3pg8jxqq__ojqTYsu-0wKUs62W&amp;z=16</a>
Event Parking	<a href="https://www.google.com/maps/d/viewer?mid=1cLqvpzR9iLcma__3DsObHCiSglkeIGI&amp;z=16">https://www.google.com/maps/d/viewer?mid=1cLqvpzR9iLcma__3DsObHCiSglkeIGI&amp;z=16</a>
Special Event Signage	<a href="https://www.google.com/maps/d/viewer?mid=1UvFQssTghB8_KhDgvNAPMbC1r-ulO7nS&amp;z=16">https://www.google.com/maps/d/viewer?mid=1UvFQssTghB8_KhDgvNAPMbC1r-ulO7nS&amp;z=16</a>

## Permits and Applications

The following is a summary of the current status of all event permits and approvals.

NAME	ORGANISATION	PURPOSE	TYPE	MEDIA	STATUS
Jess Gilmore		Events	Application		Unactioned
Jess Gilmore		Parks	Application		Unactioned
Jess Gilmore		Local Traffic Committee	Application		Unactioned
Chad George	New South Wales Police Service	Notice of Assembly	Application		Unactioned
Clare Hembrow	Byron Bay SLSC	Asset Request	Application		Unactioned
Clare Hembrow	Byron Bay SLSC	Confirmation of Services	Application		Unactioned
Clare Hembrow	Byron Bay SLSC	SLSA Permit	Application		Unactioned
RMS Maritime Susan Twyman	Transport Roads and Maritime Services	RMS- Aquatic	Application		Unactioned
Daniel Wills	RMS - Roads	RMS- Roads	Notification		Unactioned
Karen Ellis	Cape Byron Marine Park	NSW Marine Park	Application		Unactioned
Katie Cape Byron	Cape Byron Trust	Cape Byron Trust	Application		Unactioned
Melanie Walker	NX Sports	Send COC to Council and Police	Notification		Unactioned

## Chain of Command

### Strategic Advisory Groups

During pre-event planning, the Strategic Advisory Group will guide the planning and decision making to ensure all plans meet the requirements of stakeholders and reduce the impact on the local community.

For more information on the Strategic Advisory Group, go to **Strategic Advisory Group** in this document.



## Race Day Chain of Command

### Triathlon Event

Below is the structure for the race day chain of command for a triathlon event; the same chain of command applies for this event with the amendment of no cycle component:

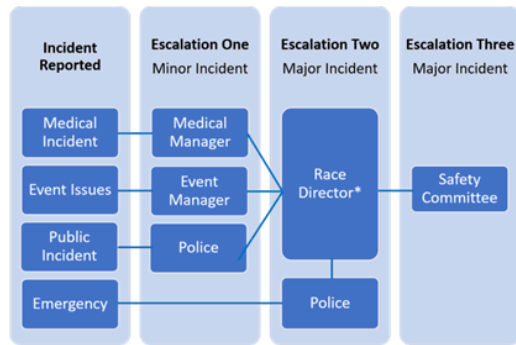


The Race Director is responsible for all proceedings of the event and controls all technical aspects of the event. They are responsible for the safety of all competitors, whilst working closely with Police to ensure that operations are conducted in accordance with the permits and the Risk and Medical Management, Community and Transit, and Operations Plans. The Race Director has the power to stop racing at any stage if they fear for the safety of any competitor and they have the power to disqualify or penalise any competitor.

The Race Referee oversees the technical aspects of the race; managing race specific competitor enquiries, penalties and disqualifications, disputes and final placings.

### Emergency Management Chain of Command

Should an emergency incident be identified during an event, the chain of command will change to the Emergency Management Chain of Command.



Once an incident is identified as a major incident, it will be escalated to the Race Director to manage, the Race Director may then call together the Safety Committee to confirm the correct steps to manage the incident. \*Should the major incident be an emergency incident, Police will take control of the situation and its resolution while the Race Director and the Safety Committee work alongside to manage the impact on the event.

### Safety Committee

The Safety Committee is a group of select stakeholders who will convene when a major incident is taking place to confirm the correct steps to manage the incident.



### Media Management

During incidents and emergencies the media may want an interview or statement from the event organiser/onsite staff member. All staff and contractors must refuse to provide a comment and direct all enquiries to:

- NXsports Race Director: Mike Crawley - 0402 226 333
- NXsports Event Manager: Kevin Pready - 0411 757 577

Depending on the seriousness of the issue, it may be the emergency services (police, fire, ambulance) that have primacy in the matter. In this instance, the Emergency Service with control of the situation will be the only one to provide comment to the media.



## Risk Management

### Safety Policy of the Byron Sunrise Run and Swim

Research has been conducted into the best methods for safety management planning and setting safety controls on all course and event sites. The following plan will set out the process for dealing with safety incidents and the measures taken to proactively reduce the risk to competitors, spectators, public and all event staff. Whilst every precaution is addressed within the Risk and Medical Management Plan, unexpected risks may still emerge during the event which will need to be addressed. It is noted that issues outside our control may occur.

#### Public Notification

Event information is distributed to the local community ahead of the event to ensure all persons in the area are aware of the event and any changes to the road, parking, pathway and parks. This will reduce the likelihood of an incident during the event.

#### Conditions of Participation

All participants who enter the event are aware of the risks associated with this type of activity and therefore NXsports can only commit to reducing the risks associated with such events and ensure that all concerns that may arise affecting participant and spectator safety are dealt with promptly and professionally. All participants who enter the event agree to the Terms and Conditions.

#### Course Attributes

The courses are set out to the Australian Standard (1742.3.2002 – Manual of uniform traffic control devices – Traffic control devices for works on roads). The accredited traffic controllers, all escort vehicles, and the start line will have two-way radio communications.

As a result of complying with the Australian Standard and the Sport Regulatory Body regulations, the entire course is defined by the placement of traffic controllers, race marshals and infrastructure, whose presence is further enhanced by the placement of signage advising persons entering the area that there is an “Event in Progress”.

For cycling events, all major “groups of riders or bunches” are escorted by vehicles, displaying flashing amber lights and event identification, and all escort vehicles have the ability to enter the race bunch in the event that impediments arise during the course of the event. Any such impediments are also transmitted to all controllers, other escort vehicles and the start line, which in turn is transmitted to the riders. If necessary the race can be neutralised or terminated, the latter occurring if, in the view of the Chief Commissaire it is unsafe to continue.

For triathlon events, lead athletes will be escorted by event personnel to ensure a clear course and the safety of competitors. Escort vehicles will advise of any impediments that arise during the course of the event, event marshals and/or signage will be used to communicate this information to competitors. If necessary the race can be terminated if, in the view of the Race Director, it is unsafe to continue.

#### Conducting the Event

Within 24 hours of the event commencing, the course and event sites are subject to a physical inspection. Road works, construction sites and any other impediments are identified and either marked with “caution” signs, in the event that it is a low risk change, or by the placement of a traffic controller or race marshals if the impediment is considered to be of high risk. If the impediment is high risk and cannot be addressed, racing will not commence.

Before the first start, the safety officer will sweep the course to ensure it is erected correctly.

To further enhance safety, prior to racing, all competitors are subject to a briefing from the Chief Commissaire or Race Referee, where the results of the initial course inspection are discussed and safety instructions provided. Competitors are advised that should they breach any directive by an official or Police they face disqualification or fines.

In the event that an incident occurs during the course of the event, an incident report must be completed by all staff and competitors involved or witnessing the incident. All race incidents are then referred to the Chief Commissaire/Race Referee and brought to the attention of the Race Director, for rectification or assistance.

All participants are to be licensed through the National Sporting Organisation and there is a policy of no license, no start. One day licences are available for event participants.

### Adapting To Be COVID Safe

NX and the Byron Sunrise Run and Swim follow the advice from local, state, and federal health officials for best health practices in operating participation events. NX is a member of AMPSEA (Australian Mass Participation Sporting Events Alliance) and together with the advises of peak sporting bodies including Cycling Australia and Triathlon Australia have developed a five-step protocol to ensure the safety of participants and spectators:

1. Hygiene Enhancements
2. Touch Point Minimisation
3. Density Reduction
4. Participant and Spectator Responsibility
5. Screening and Contact Tracing

This five-step protocol was created under the guidance of the peak sporting body and AMPSEA recommendations and the current state sport health advice, which are linked below for reference:

- [AMPSEA](#)
- [New South Wales Department of Sport](#)
- [Queensland Department of Sport](#)
- [Australian Institute of Sport](#)
- [Cycling Australia](#)
- [Triathlon Australia](#)

Details on the stringent hygiene enhancements to be implemented during the event to reduce the spread of germs are found below. All staff and volunteers will be briefed on good hygiene at the event and how to complete their role while practicing good hygiene and distancing.

ROLES	Good hygiene practices observed	Maintain spacing from athletes and volunteers	Wear gloves at all times in the role you are doing	Wipe down surfaces at the end of each shift	Wipe down boards, pens & any equipment that may be shared between users	Wipe down rt/pos terminal between users	When handing out water, do so at arms length maintaining a 1.5m space	When interviewing athletes, stand side on instead of face to face
Office staff	X	X	X	X	X	X		X
Contractors	X	X	X	X	X	X		X
Registration	X	X	X	X	X	X		
Bag check	X	X	X	X	X	X		
Help Desk	X	X	X	X	X	X		
Event Traffic Marshal	X	X	X		X			
Course Marshal Volunteers	X	X	X					
Water Station volunteers	X	X	X	X	X		X	
Transition Volunteers	X	X	X		X			
Swim Start & Exit Volunteers	X	X	X		X			
Finish Line Volunteers	X	X	X	X			X	X

### Counter Terrorism

Due to the publicity, size and nature of this event the following counter terrorism measures will be put in place;

- Heavy Vehicle Mitigation (HVM) will be put in place at all areas of mass gatherings and key course locations to reduce the risk of a vehicle based attack.
- Police and/or Security Staff roaming through areas of mass gatherings monitoring all peoples and equipment in the space to reduce the risk of an personnel attack.
- Training for all event staff and volunteers on identifying and dealing with suspicious items and behaviour, including being notified of an alleged planned attack.

**Summary**

Via the above processes, races are conducted in a safe and secure manner and the risk to the competitors, motorists and the general public is minimised to an acceptable limit. All participants enter the event with full knowledge of the inherent risks involved and choose to participate at their own risk.

**Command Centre**

The Event Command Centre is the main point of event coordination and facilitates the event operations or key event partners: medical, Police and event operations. The Command Centre will be operated by an experienced radio coordinator and incident manager.

The Command Centre's purpose is to:

- Centralise communications and reduce traffic on radio channels through a more coordinated emergency response.
- To record incidents and maintain a log
- To coordinate centrally emergency responses
- Coordinate placement of resources according to the emergency management plan.

**Event Communications**

Clear and structured communication is required to ensure the event is run smoothly and any incident is resolved as effectively and efficiently as possible. As such a variety of communication tools will be used during the event.

**Radios**

Radios are a vital part of conducting an event of this nature and are separated into user groups to reduce radio congestion. Radio communication allows for information to be disseminated to a large group of people at once. Some, but not all, radio channels are monitored by the base radio staff member to ensure key information and incidents are communicated effectively.

Channels
Event Operations
Medical
Officials
Key Race Staff
Traffic Control
Police
Other - as required by each event

**Mobile Phones**

Phones will be used for private conversations, direct conversations between event staff or long conversations that would clog up a radio channel.

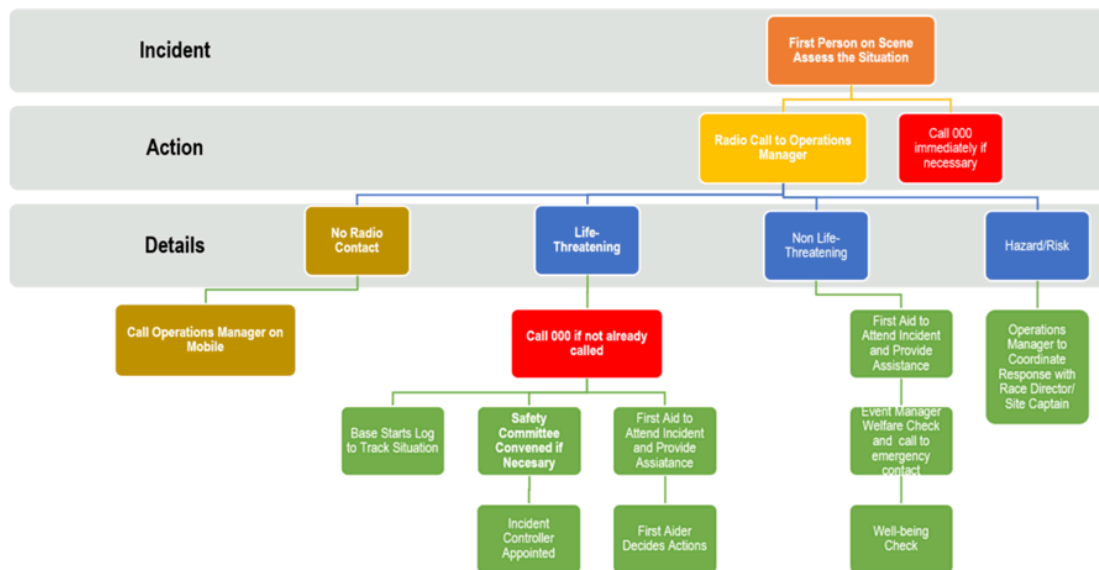
Bulk text messages can be used to send important event updates to event participants ensuring important information is received.

A contact list is distributed to all staff for each event.

**NXsys Event Safe**

NXsys Event Safe is used as a communication tool between the Event Manager and volunteers/marshals. Volunteers and marshals used the system to confirm they are in location and ready to complete their tasks on event day, they can also trigger an emergency alert should they need assistance in their area and not have a radio to quickly communicate this.

**Incident Response Procedure**



### Incident Reporting

All incidents during an event should be reported to the Event Command Centre for resolution. Non-emergency event incidents such as volunteers not arriving, course infrastructure in the wrong position or issues with the course will be escalated to the Event Manager. Medical incidents will be escalated to the Medical Manager, who may also liaise with Police or Ambulance to assist with a resolution. Non-medical emergencies such as a hostile vehicle on the course, abusive community members or a direct threat to the event or event participants will be escalated to Police.

Should an incident occur, event staff will identify their location, the type and severity of the incident and ensure the safety of themselves, the general public and the person/s involved in the incident.

On their appropriate radio channel, the event staff member will call “**EMERGENCY, EMERGENCY, EMERGENCY**” for a non-medical emergency. These emergency calls over the radio will result in all other radio users ceasing any radio communication to keep the channel clear and allow uncluttered communications and execution of an effective emergency response.

The Police will respond, with a request for the following information:

- The team member reporting the incident
- Location of incident/staff member
- Information on the incident
- Bib number of competitor/s involved in the incident

The Police will then coordinate the response as required. If safe to do so, the team member will remain at their location to direct support personnel (if required), update the Police on the incident, or assist as directed by Emergency Service Officers.

Non-emergency event incidents should be radioed through to the Event Manager and detail given to assist the Event Manager to find a resolution.

### Emergency Management

In the event of an emergency, the reporting person must report to their Manager and to the Event Command Centre.

Report the following information into the Event Command Centre:

- Your name
- Agency
- Location
- Nature of incident
- Number of persons involved
- Immediate action required

For each incident or near miss, an Incident Report must be filled in and handed to the Manager/ECC. Incident Report forms should be completed by the first person on the scene, the event staff member involved and any witnesses.

Once an emergency incident has been reported, the Person in Charge (Medical Manager, Police or Event Manager) will report the incident to the Race Director and work with them to confirm the steps for managing the emergency. Should it be required, the safety committee will be convened to ensure the emergency is managed effectively, efficiently and correctly.

In the case of a major emergency requiring the management of the Police, they will take over control of the event and the situation from the Race Director.

### Safety Briefings

<b>Crew:</b>	<p>The crew briefing will be completed by the Event Manager and will outline;</p> <ul style="list-style-type: none"> <li>• any issues that arise from the pre-race inspection</li> <li>• the incident response procedure</li> <li>• roles and responsibility for the day</li> </ul>
<b>Volunteers:</b>	<p>The volunteer briefing will be completed by the Event Manager and will outline:</p> <ul style="list-style-type: none"> <li>• Welcome and event introduction</li> <li>• Program outline</li> <li>• Specific roles and responsibility</li> <li>• Incident response procedure in case of emergency</li> <li>• Contact numbers of key people on lanyard</li> <li>• Appropriate clothing and attire, sun protection</li> <li>• Radio communications</li> <li>• Maps and event site</li> <li>• First Aid locations</li> <li>• Evacuation procedure</li> <li>• Car parking locations</li> <li>• Police location</li> <li>• Risks</li> </ul>
<b>Competitor:</b>	<p>The competitor briefing will be completed by the Chief Commissaire/Race Referee and will outline:</p> <p>Event specific details</p> <ul style="list-style-type: none"> <li>• First Aid locations</li> <li>• Risk areas as determined by pre-race inspection</li> </ul> <p>Course information</p> <ul style="list-style-type: none"> <li>• Water safety information (triathlons)</li> <li>• Course overview</li> <li>• Drafting ruling</li> <li>• Hazards – Holes, Poles, Roundabouts</li> </ul>
<b>Traffic Control:</b>	<p>The traffic control briefing will be completed by the Traffic Control supervisor and will outline:</p> <ul style="list-style-type: none"> <li>• The traffic controller must stay on duty and at their station at all times</li> <li>• Must be aware of the course and the Controller must know direction riders/runners are coming from and point the direction riders/runners will go</li> <li>• Controller must know the incident response procedure</li> <li>• Controller must know radio and back up mobile phone procedure</li> <li>• Controller must have access to Traffic Diversion Plans</li> <li>• Evacuation points</li> <li>• Must have contact lanyard</li> </ul>



**Stage Specific Safety and Management**

<b>Swim:</b>  (Triathlon only)	<p>Surf Life Saving provide water safety and manage associated risks with water-based racing, including:</p> <ul style="list-style-type: none"> <li>• Obtain SLSA Event Permit</li> <li>• Identify hazards within set course prior to commencement of race</li> <li>• Set course with suitable flags, markers, buoys to identify the course and hazards</li> <li>• Secure radio communications using Surf Command and VMR Channels</li> <li>• Mitigate shark risk with a dedicated boat positioned at or around the river mouth to identify any potential hazard. If needed, an evacuation plan will be enforced.</li> <li>• Provide only qualified life savers</li> <li>• Provide two first aid posts with Defib, Spinal and Oxygen on Surfcom Radio and Mobile.</li> <li>• The swim manager will have Surfcom and event radio handsets</li> <li>• Manage evacuation points</li> </ul>
<b>Cycle:</b>	<p>The police, traffic controllers and event marshals will supervise the cycle course and ensure:</p> <ul style="list-style-type: none"> <li>• Sufficient marshals to cover unsecured cross streets and pedestrian crossing points according to the TGS</li> <li>• Signage is erected correctly to guide runners</li> <li>• Drinks stations are operated throughout the course to reduce dehydration to athletes</li> <li>• Clear radio communications using event radio between traffic manager, traffic controllers and police</li> <li>• General coordination between police, traffic controllers and marshals to deal with matters as they arise</li> <li>• Mobile first aid located on course</li> <li>• Motorbike marshals to support riders on event radio</li> <li>• One escort motorbike service for residents, coordinated via event radio</li> <li>• All personnel are aware of evacuation points</li> </ul>
<b>Run:</b>  (Triathlon only)	<p>Event marshals and community volunteers will staff drink/recovery stations and marshal roles on run course, ensuring:</p> <ul style="list-style-type: none"> <li>• Sufficient staff to cover unsecured street crossings or hazards</li> <li>• Signage is erected correctly to guide runners</li> <li>• Drinks stations are operated throughout the course to reduce dehydration to athletes</li> <li>• Clear radio communication using event radios</li> <li>• First-aid and mobile first-aid located on course are staffed</li> <li>• All personnel are aware of evacuation points</li> </ul>
<b>Finish and Recovery:</b>	<p>Event staff and community volunteers will manage the recovering area, ensuring;</p> <ul style="list-style-type: none"> <li>• Access to the course, if required</li> <li>• First aid available to competitors as they cross the finish line</li> <li>• Adequate shading/ recovery area for competitors</li> <li>• Access to water for staff and competitors</li> <li>• Clear radio and PA communication</li> </ul>

**Workforce Training**

All event staff and volunteers will complete workforce training prior to the event. This training will include;

- Event Induction
- Risk Awareness
- Incident Response procedures
- Safe work methods
- Identify possible risks to the staff based on their role
- Contact persons and numbers in case of an emergency

**Reconciliation and Welfare**

The Race Director and Event Manager will ensure regular reconciliations of starting competitors to finishing competitors, monitoring their progress through the event. Missing competitors will be tagged and the welfare check procedure initiated.

**BAU Emergency Services Management**

Should emergency services be required to access into or across event sites or the course as part of business as usual (BAU) activities, they will be facilitated access via the Event Command Centre.

No emergency services will be denied access, however, guidance from the Race Director and onsite Police Commander is required to ensure the safety of the event while access is facilitated.

Emergency vehicles must travel in the same direction as athletes while travelling along the course, lights and sirens should be used to ensure competitors and event staff are aware of the emergency vehicle's presence and it's movements. An escort vehicle will be provided to ensure safe travel along the course and upon exiting.

Emergency vehicles should use lights and sirens when entering into event sites to ensure all event personnel and public are aware of the vehicles presence and do not cause additional risk.

Should the BAU emergency impact the event, the Race Director will be advised of the situation and neutralise, hold or stop the event should it be no longer safe to continue.

**Risk Register Table**

<b>Risk</b>	<b>Preliminary Rating</b>	<b>Risk Response</b>	<b>Action By</b>	<b>Residual Rating</b>
Event does not have appropriate insurance cover in case of accident/incident leading to legal/financial implications and damage to reputation	H1	- Insurance and certificate of currency obtained through National Sporting Body	NXsports	L2
Event personnel being hit by vehicles during setting up and dismantling of event infrastructure and signage	H1	- Safe Work Method Statement developed and provided to event personnel  - Briefing given to event personnel  - Shadow vehicle with flashing amber light used to protect personnel  - Event Personnel to wear fluorescent vests	NXsports	M2
Vehicles and event participants conflicting in car parking areas or in general venue location	M2	- Ensure Traffic Parking Plan is implemented  - Competitor Information Sheet requests event participants do not ride in areas of vehicular movement	NXsports	L3
Athlete has a serious health problem (e.g. heart attack, stroke, asthma attack)	M2	- Athletes must declare they are medically and physically fit to participate in events and disclose any pre-existing medical or other condition as a condition of membership  - First Aid Officers on site and contactable and accessible throughout the event  - Incident Response Plan in place	NXsports, Athletes	M1
Vehicles and event participants conflict on course resulting in injury to participants	H1	- Consultation with event stakeholders including Police, local council and the Event Officials during event planning process  - Traffic controlled on the event course by accredited traffic controllers in accordance with the TGS  - Ensure approved TGS is implemented  - Event warning signs displayed during the event  - Signed event vehicles provide a warning to approaching traffic and protection for Athletes  - Event notification signage erected in advance of event  - Provide briefing and instruction to event participants on permit conditions and safe racing requirements  - Participants to remain left and not cross centre line of road  - Approvals obtained from local council and Police  - First Aid Officers and kit at event  - Incident/Accident plan developed  - Provision of race radios to traffic control	NXsports  Event Officials  Traffic Management Company	M2
Wet weather on the event day creating a safety hazard	H1	- Monitor Bureau of Meteorology (BOM) website	NXsports	M2

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and causing a disruption to the event		<ul style="list-style-type: none"> <li>- Provide shelter for competitors and officials</li> <li>- Provide instruction to event participants about safe riding techniques in adverse weather conditions.</li> <li>- All electrical equipment securely covered</li> <li>- Cancellation contingency for wet weather</li> <li>- Communication strategy to notify the competitors and public of any impacts on event program</li> </ul>	Event Officials	
High or gusting winds causing damage to equipment/structures, injury or disrupting event	H1	<ul style="list-style-type: none"> <li>- Monitor Bureau of Meteorology (BOM) website</li> <li>- All infrastructure correctly weighted</li> <li>- Develop contingency plan for dismantling infrastructure that may be unsafe</li> <li>- Communication strategy to notify the public of any impacts on event program</li> </ul>	NXsports	M2
Follow vehicles following too close behind participants causing risk of crashed or halted participant being run over	M2	<ul style="list-style-type: none"> <li>- Ensure that drivers are briefed on their role and asked to remain a sufficient distance (4-10 car lengths) behind athletes</li> </ul>	Race Director Event Officials	L3
Feed/water station staff conflict with event participants causing injury	M2	<ul style="list-style-type: none"> <li>- Ensure that staff remain on the left hand side of the road</li> <li>- Staff briefed on athlete feeding procedures</li> <li>- Feeding instructions detailed in the Volunteer Handbook</li> </ul>	NXsports	L3
Athlete crashing into event signage or barriers causing injury	M2	<ul style="list-style-type: none"> <li>- Ensure event signage and barriers are positioned in accordance with site and signage plans</li> <li>- Ensure signage on course is located off the side of the road</li> <li>- Ensure signage and barriers do not have sharp protrusions</li> </ul>	NXsports	M1
Participants become dehydrated or do not have enough nutrition during the event	M2	<ul style="list-style-type: none"> <li>- Competitors advised to carry adequate fluid and nutrition (event website, Event Manual and pre-race briefing)</li> <li>- Feed and drink stations (manned by rider's supporters) provided for road race stages</li> <li>- Mobile motorbikes will provide nutrition and water if warranted by the conditions</li> </ul>	NXsports	L3
New or emerging risks remain untreated resulting in injury, damage to reputation or financial/legal implications	M1	<ul style="list-style-type: none"> <li>- Event briefing conducted with police and traffic control</li> <li>- Course and site inspection conducted before, during and after the event</li> <li>- All staff to monitor for emerging risks and advise the Race Director and Event Manager if a new risk emerges</li> </ul>	NXsports	L2
Damage to land or property resulting in damage to reputation, legal implications, financial impact or injury	M2	<ul style="list-style-type: none"> <li>- Conduct thorough site inspection and identify any potential hazards in risk assessment</li> <li>- Appoint a site manager for start and finish area</li> <li>- Supervise contractors during bump in and out</li> <li>- Brief Contractors as they come on site</li> <li>- Fence off areas where possible</li> </ul>	NXsports	L2
Inadequate waste management resulting in damage to reputation and/or injury	L4	<ul style="list-style-type: none"> <li>- Develop a waste management plan for start, finish areas consistent with event scale and participant behaviour in liaison with waste contractor- Position bins for easy access during the event</li> </ul>	NXsports	L2
Excessive noise resulting in public complaint and/or damage to reputation	L4	<ul style="list-style-type: none"> <li>- Notification of event provided to local residents</li> <li>- Use of PA limited to necessary communications prior to 8am</li> <li>- Direct speakers away from residential areas</li> </ul>	NXsports	L2
Lifting excessive or awkward loads resulting in muscular-	M2	<ul style="list-style-type: none"> <li>- Set Up Crew briefed on manual handling techniques</li> <li>- Use appropriate number of crew to lift object</li> </ul>	NXsports	L3

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skeletal injury to event staff or volunteers		- Use trolleys or wheeled cases to transport heavy equipment		
Exposure to live electrical leads or switches resulting in electrocution	H1	- All outlets to be considered live unless disproved - Live points to be isolated and lockout tagged and standard checks undertaken before making equipment live - No equipment to be used that appears badly maintained or damaged - All leads laid on the ground to be protected with matting - All portable electrical equipment already tested and tagged and current in accordance with AS 3760 - Power cords to be removed from the live supply prior to location, relocation or extraction	NXsports	L3
Inadequate amenities and/or maintenance resulting in damage to reputation or injury	M2	- Establish participant numbers and expected attendance numbers - Ensure appropriate number of accessible toilets - Monitor, clean and re-stock toilets on the day	NXsports	L3
Barriers, signs or gantry falling over resulting in injury, damage of equipment or damage of property	M2	- Ensure that barriers, signage and gantry are secured - Use sand bags as an alternative rigging method	NXsports Contractors	L3
Inadequate bump in time results in risks and hazards not being addressed	M2	- Organise enough time for bump in and briefing of crew	NXsports	L2
Inadequate volunteers or event staff disrupts event resulting in legal impact, financial impact or injury	M2	- Establish roles and responsibilities for event staff and volunteer positions - Assign personnel to each position - Distribute event documentation (e.g. operations plan, run sheets, site maps etc.) to relevant staff	NXsports	L3
Volunteers fail to attend the event	M2	- Volunteers engaged throughout event planning process - Contingency Plan in place	NXsports	L3
First Aid inadequate for the event	H1	- Appropriate number of first aid officers and kits on site in proportion to participants, supporters/spectators and event personnel as determined in consultation with First Aid provider - First Aid Officers in contact by mobile phone and radio	NXsports	L3
Delayed or inappropriate response to medical emergency results in serious injury/death	H1	- Incident Response Plan in place - First Aid Officers on site and in contact by mobile phone- Local hospital made aware of the event - Event officials, traffic controllers and marshals briefed on procedure if Emergency Vehicles need to access site	NXsports	L3
Communications breakdown due to phone or radio network failure	M2	- Test the strength of radio and phone networks prior to event - Signal relays in place to ensure signal coverage - Spare batteries and headsets ordered - Correct radio communication protocols explained to all radio users at briefing - Establish responsibilities and chain of command - Develop contingency plan	NXsports	L3
Insufficient power access to meet the demands of the event	M2	- Confirm location and the number of power supply outlets for event site/s - Determine requirements from event personnel and contractors - Provide details of requirements to local council - Provide portable generators (if required) - Ensure that the appropriate length extension cords are available	NXsports	L3
Complaints by local residents are damaging to reputation of the event	M2	- Notification of event to be provided to local residents prior to event - Event notification signage to be erected at least two (2) weeks prior to event	NXsports	L3
Complaints by the general	M2	- Event notification signage erected and resident letters	NXsports	L3



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public are damaging to the reputation of the event		distributed prior to event - Sound checks performed for PA system - Athlete are prohibited from urinating in public areas, littering and using foul language - Rider information booklet details the penalties for offenders - Ensure adequate amenities and waste bins are in place - Athlete are required to wear a helmet, at all times, when riding on the road and offenders will face penalties	Event Officials	
Traffic Management plan not implemented before start or arrival of athletes and impacting on event	H1	- Schedule for implementation of traffic management plan developed and adhered to - Confirmation sought from providers prior to start or arrival of event - If necessary, delay, postpone or cancel the event	NXsports Event Officials	M1
Road works impact on event leading to disruption of event or injury	M1	- Local council and/or State road authority consulted in planning process - Course inspection conducted prior to event - Impact of ongoing road works assessed in relation to event- Athlete briefed on potential hazards or obstacles - Support vehicles advised of potential hazards or obstacles - Safety or warning signage deployed where required - If conditions warrant it, modify the course distance (subject to modifications meeting the approval from relevant authorities) or postpone or cancel the event	NXsports	L3
Traffic impacting on event causing disruption or cancellation of event, legal impact, financial impact or injury	H1	- Local residents/businesses notified of event - Traffic Management Plan developed according to Police and Main Roads requirements in liaison with stakeholders - Traffic controllers provided at critical points and times	NXsports	L4
Loss of property resulting in damage to reputation, legal implications or financial implications	M2	- Establish secure area for valuable equipment - Appoint site manager for start and finish areas	NXsports	L3
Damage of course setup or property	M2	- Security will be present overnight to deal with any disturbances. - Police will be engaged to enforce the correction.	NXsports	L3
<b>Transition</b>				
Not enough space and the safety of bikes at night is compromised	M2	- Security will be present on overnight to deal with any disturbances. - Police will be engaged to enforce the correction.	NXsports	L3
<b>Swim</b>				
Dangerous Waters	M2	- Contingency plan in place to operate swim in alternate location or if all waterways unsafe, as a beach run	NXsports SLSC Event Officials	L3
Sharks	M2	- Dedicated boat will be positioned at key points to identify any potential hazard. - Swim evacuation plans in place should the need arise	NXsports SLSC	M2
Collision with moving water craft	M1	- Provide briefing to Athlete on potential hazards and obstacles. - First Aid officer in attendance at event	NXsports SLSC	M2
Rescue Equipment Failure	M1	- Inspect all equipment prior to the event - Ensure contingency plans are in place for equipment failure - First Aid officer in attendance at event	NXsports SLSC	M2
Drowning	M1	- Conduct course inspection prior to event to identify all hazards and obstacles and minimize where possible (eg sweep debris) - Provide briefing to athletes on potential hazards and obstacles.	NXsports SLSC	M2

		<ul style="list-style-type: none"> <li>- All competitors required to wear appropriate accredited safety equipment</li> <li>- Water safety team on course to respond to incidents</li> <li>- First Aid officer in attendance at event</li> </ul>		
<b>Cycle</b>				
Riders crashing as a result of outrider motorbikes converging into race when they have insufficient room to pass when maneuvering up and down the course	L4	<ul style="list-style-type: none"> <li>- Motor bike riders are briefed on their role and asked to select safe stretches of road and alert riders of their presence</li> <li>- Athletes are briefed on remaining to the left when they are alerted by the motorbikes</li> </ul>	Event Officials Race Director	L3
Participants crashing as a result of equipment failure e.g. puncture; breakages to spokes, chain, stem, handlebars etc causing injury	M2	<ul style="list-style-type: none"> <li>- Event Manual and website advises participants that it is their responsibility to ensure that their equipment is kept in good working order</li> <li>- Equipment inspection and check conducted prior to start</li> </ul>	Event Officials Race Director	L3

## Risk Classification

### Measure of Likelihood

<b>Rare:</b>	The event or hazard: <ul style="list-style-type: none"> <li>• may occur only in exceptional circumstances</li> <li>• will probably occur less than once in 15 years</li> </ul>
<b>Unlikely:</b>	The event or hazard: <ul style="list-style-type: none"> <li>• could occur at some time</li> <li>• will probably occur with a frequency of at least once in 10 years.</li> </ul>
<b>Possible:</b>	The event or hazard: <ul style="list-style-type: none"> <li>• should occur at some time</li> <li>• will probably occur with a frequency of once in three years</li> </ul>
<b>Likely:</b>	The event or hazard: <ul style="list-style-type: none"> <li>• will probably occur in most circumstances</li> <li>• will probably occur with a frequency of at least once a year.</li> </ul>
<b>Almost certain:</b>	The event or hazard: <ul style="list-style-type: none"> <li>• is expected to occur in most circumstances</li> <li>• will probably occur with a frequency of more than once a year.</li> </ul>

### Measure of Consequence or Impact

Description	Financial	Disruption	People
<b>Insignificant</b> (no measurable operational impact)	< \$1000	<1 hour	No injuries
<b>Minor</b> (Minor degradation of service, impact to single service)	\$1000 - \$10 000	1hr to 1 day	First aid treatment
<b>Moderate</b> (Substantial degradation of service, multiple service impact, managed by substantial management. intervention, outside assistance)	\$10 000 – \$50 000	1 day to 1 week	Medical treatment
<b>Major</b> (Significant degradation of service, multiple- service impact, significant mobilisation of resources, significant management intervention including external assistance)	\$50 000 – \$150 000	1 week to 1 month	Extensive injuries
<b>Catastrophic</b> (Threatens immediate and long term viability of organisation, immediate action required to minimise or mitigate effect on most services)	More than \$150 000	> 1 month	Death, multiple deaths or permanent disablements

Description	Reputation	Property	Nature
<b>Insignificant</b> (no measurable operational impact)	Unsubstantiated, low profile, no news item	Inconsequential or no damage	No damage
<b>Minor</b> (Minor degradation of service, impact to single service)	Substantiated, low news profile	Minor damage	Minimal damage
<b>Moderate</b> (Substantial degradation of service, multiple service impact, managed by substantial management. intervention, outside assistance)	Substantiated, public embarrassment, moderate news profile	Localised damage rectified by routine arrangements	Some damage. Rectification within existing budget
<b>Major</b> (Significant degradation of service, multiple- service impact, significant mobilisation of resources, significant management intervention including external assistance)	Substantiated, public embarrassment, high widespread multiple news profile, third party action	Significant damage requiring external resources	Extensive damage, significant resources to rectify
<b>Catastrophic</b> (Threatens immediate and long term viability of organisation, immediate action required to minimise or mitigate effect on most services)	Substantiated, public embarrassment, high widespread multiple news profile, third party action	Extensive damage	Extreme damage. Fines and penalties. Extensive resources to rectify

### Risk Rating

Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
<b>Rare</b>	L1	L2	L3	M1	M2
<b>Unlikely</b>	L2	L3	M1	M2	H1
<b>Possible</b>	L3	L4	M2	H1	H2
<b>Likely</b>	L4	M2	H1	H2	E1
<b>Almost certain</b>	M2	M3	H2	E1	E2

### Management Approach for Residual Risk Rating

Residual Risk Rating	Required Treatment
<b>Extreme Risk</b> E1, E2	Unacceptable risk. HOLD POINT. Event cannot proceed until risk has been reduced.
<b>High Risk</b> H1, H2	High priority, NXsports and Chief Commissaire must review the risk assessment and approve the treatment and endorse the Risk Management Plan prior to its implementation.
<b>Moderate Risk</b> M1, M2, M3	Medium Risk, standard event practices endorsed subject to review by NXsports and Chief Commissaire prior to implementation.
<b>Low Risk</b> L1, L2, L3, L4	Managed in accordance with National Sporting Body By-Laws and Technical Regulations, and normal event management practices.

### AMPSEA COVID Safe Risk Register

NX and the Byron Sunrise Run and Swim follows the leadership provided by AMPSEA in the development of a COVID Safe Risk Register.

The AMPSEA mass gatherings risk assessment is undertaken to determine the overall risk of disease spread specific to the risk of COVID-19 and to encourage event organisers to more broadly consider health impacts of their event. More information on this development of the process can be found [HERE](#).

The key factors that must be considered in the overall determination include:

- The current situation on the COVID-19 outbreak.
- The geographical distribution and number of participant and each participants risk profile.
- The mitigation measures currently in place or the measures proposed

**Event Register**

Characteristic	Risk Consideration	Public Health Rationale	Weight	Risk Mitigation Strategy
Situational Awareness	Understanding of the COVID-19 situation	Understanding the latest information on COVID-19 outbreak and transmission patterns will assist in determining the way forward and the level of mitigation and measures required to stop/ control the spread	Medium	<p>Relevant organisers and responsible staff keep informed of COVID-19 outbreak through global and local daily situation reports provided by authorities.</p> <p>Organisers and responsible staff understand COVID-19 risks and transmission and understand the measures to take to limit spread through best practices.(including respiratory etiquette, hand hygiene, physical distancing etc.)</p>
Event Emergency preparedness and response plans	Response plans to manage and respond to COVID-19	Specific planning in relation to COVID-19 management and response will reduce/ remove the type of activities that could contribute to spread of the disease. In the event that a high risk activity is observed or conducted it is important that the Byron Sunrise Run and Swim has a decisive and rapid response plan that can be enacted.	High	<p>A Medical Response plan in place and clear directions/communications for all participants to follow including interaction with host country healthcare system.</p> <p>A senior emergency team to coordinate response to a COVID-19 risk situation such as participant illness.</p> <p>PPE – masks, gloves, gowns, hand sanitiser, isolation room, medical facilities and other medical equipment and supplies onsite and available.</p> <p>Transportation process and procedure in place to transport ill participants.</p> <p>Reporting/ Trace contact process in place.</p> <p>Cleaning process in place.</p>
Host Country	Host country capacity to meet COVID-19 management and response	Host country capability to manage and respond to COVID-19 outbreak at the Byron Sunrise Run and Swim is critical in containing the transmission, treating patients and quarantining participants.	High	<p>The host country have in place screening processes, temperature checks and COVID-19 Diagnostic tests.</p> <p>The host country organiser has support from local public health authorities.</p> <p>The host country has the facilities in place and are they equipped to support patients with respiratory symptoms.</p> <p>The host country has the capability to evacuate critically ill patients to hospital and evacuate from the host</p>

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				country if necessary.  A preliminary agreement with the host country is in place to provide care for any COVID-19 cases connected with the Byron Sunrise Run and Swim. Eg. quarantine isolation locations and support for the required quarantine period.
Working with partners and stakeholders	Established relationships with key stakeholders	Sharing of critical information in relation to COVID-19 risk incidents to government and surveillance authorities	Medium	Clear and concise process in place on types of incidents to be reported and to whom and within a certain timeframe.  Clear process in place for communications strategy in relation to COVID-19 related messages.
Command, Control, Coordination and communications arrangements	Established authority to make key decisions on the Byron Sunrise Run and Swim	Decision making authority in place with clear procedure on event status in the event of a COVID-19 outbreak .	High	Decision making authority to have direct contact with Government and other surveillance authorities. Byron Sunrise Run and Swim staff undergone training and exercising on procedures and emergency mitigation measures
Event Activities	Will patrons be participating in activities that promote transmission	Activities that could contribute to spread: greetings (handshakes, hugs, kisses), singing, cheering, close physical contact (contact sports), sharing food and eating utensils, cups etc.	High	Offer virtual or live-streamed activities;  Provide packaged refreshments instead of open refreshments or buffets.  Reduce touch points: like event registration online, identification bibs or ticketing mailed out.
Crowding	Will patrons be consistently within 2 metres of each other?	Respiratory droplets tend to fall within 2 metres of their source, so maintaining a 2 metre distance from others is a precaution to prevent spread.	High	Change the venue to prevent crowding
	Is the activity indoors, outdoors or both?	Events held outdoors may be lower risk for transmission of respiratory illness than those held indoors due to higher ventilation	Medium	Consider holding events outdoors or increasing ventilation by opening windows and doors (weather permitting).
	Will there be restricted points of entrance and exit that force people to be in close proximity and/or pass through high touch areas (eg. doors and elevators)?	Crowding and lines at bottlenecks can put participants at increased risk of exposure to respiratory droplets. High-touch surfaces can be contaminated and increase the risk of transmission.	Medium	Stagger arrivals and departures.  Enhanced environmental cleaning and pay special attention to high touch surfaces.  Overflow areas around main venues to cater for any congestion through arrival cross-over.
	Transport options to and from event may not be	Train, bus or ferry timetables / volumes may not be adequate and risk people being overcrowded and increase the risk of	Low	Spread out arrival / start times and negotiate for more capacity on public transport



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	adequate and cause issues with maintaining social distancing	transmission.		networks. Consider adding drop off zones around the start / venues so people can travel in private vehicles.  Have plans for additional transport hubs to be utilised to spread out arrivals geographically. EG: two different drop off points for public transport coming from different directions.
	Reduce the number of times a person needs to be in crowded location.	Areas of normal low flow, high wait times and high density can increase the risk of transmission.	High	Reduce, alter or eliminate things like pre-event expos, recovery or celebration zones after event. Mail out things like race kits and finishers medals.
Event Duration	How long will patrons be gathered at the event	Longer events present more opportunities for transmission. Consider how overnight accommodations may affect crowding, proximity, and nature and duration of contact.	Medium	Shorten events or stagger attendance
Event Resources	Will hand hygiene stations be available throughout the venue?	Hand hygiene will be performed more frequently if alcohol-based hand sanitizer or hand washing sinks with soap and disposable towels are readily available. Drink stations / hydration for participants in endurance events could cross-contaminate and spread infection	Medium	Increase access to hand hygiene stations. At start and finish venues / locations
	Can the event venue be configured to reduce proximity between participants?	Respiratory droplets tend to fall within 2 metres of their source, so maintaining a 2 metre distance from others is a precaution to prevent spread.	Low	Consider bottled hydration and / or have water cups spread much further apart on tables. Volunteers to observe correct hygiene.
	Will touch surfaces be cleaned and disinfected frequently during the event?	High-touch surfaces can be contaminated and increase the risk of transmission. SARS-CoV-2 may live on surfaces for a few hours or up to a few days. It can be killed with store-bought disinfectants	Medium	Configure the venue to promote a 2 metre distance between participants. Locate space that can be used to isolate ill participants or workers  Increase frequency of cleaning of the environment and pay special attention to high touch surfaces.  Use a product that cleans and disinfects  Ensure adequate staffing to maintain prevention strategies such as hand wash stations and regular cleaning and disinfection
	Will there be health professionals or first responders at the event to screen and or attend to someone who may be symptomatic?	Although screening may not identify all participants with COVID-19, health professionals may be able to quickly identify and isolate symptomatic individuals from other participants. Health care professionals should be familiar with appropriate PPE and IPC measures.	Medium	Increase access to hand hygiene stations. At start and finish venues / locations
			Low	Consider having health care professionals onsite to screen for or attend to people with symptoms.  Registered health professionals involved in or overseeing screening to minimise mediological risk and provide best decision making. Medical provider will need PPE, training and procedure to follow which the event organiser should sight.

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				<p>Ensure that prevention supplies and training for their use are available to staff/volunteers (e.g. personal protective equipment)</p> <p>If available, provide disposable medical masks for use if a worker or attendee becomes sick at the event</p>
Health System Capacity	Does the local health system have the capacity to assess, test and care for persons suspected of COVID-19, potentially in large numbers?	Persons under investigation and cases of COVID-19 could present a substantial burden to the local health system if many require testing and care in a short period of time.	High	Communicate how to access local health care, including calling ahead to prevent exposure of others in the healthcare setting
Geographic Location	Is the location of the event geographically remote or in close proximity to a densely populated area?	Geographic remoteness might limit access to tertiary care and may make it more difficult for a case to be repatriated. However, proximity to a densely populated area could result in more rapid dissemination of disease	Medium	Involve relevant partners including local public health authorities and emergency medical services

### Event Attendee Register

Characteristic	Risk Consideration	Public Health Rationale	Weight	Risk Mitigation Strategy
Population attending the event	How many people are expected to attend the event?	The larger the number of patrons, the greater the likelihood of a patron being a case of COVID-19. Large numbers of people may also create greater likelihood of crowding and close contact.	High	Reduce the number of patrons at the event at any one time through less entries / ticket sales or longer timeframes to operate event and spread out numbers or change the venue layout to prevent crowding.
	Are patrons coming from affected areas where COVID19 has been detected?	<p>If patrons are expected from affected areas, the risk of importation is higher.</p> <p>These people may be self-monitoring for symptoms of COVID19 or self-isolating for 14 days, based on public health advice provided upon entry to a country.</p>	High	<p>Plan for information sharing, risk communication, and emergency communications;</p> <p>Communicate personal preventive strategies: stay home if ill, practice hand hygiene and respiratory etiquette, avoid touching your eyes, nose, and mouth with unwashed hands;</p> <p>Consider accessibility of communications (e.g. multiple languages, plain language);</p> <p>Develop flexible refund policies for patrons to promote staying home when sick;</p> <p>Consider risk factors of staff and reassignment to protect staff;</p>

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	Are patrons or event staff from demographic groups at greater risk of severe disease, such as older adults or people with underlying medical conditions?	Older adults, people with immune compromising conditions and chronic diseases appear to be at greater risk of severe disease, so consideration should be given to protecting them from possible exposure to COVID-19 cases.  Communication about risk to these patrons should be emphasised.	High	Plan for staff absences.
	Are persons attending the event members of critical infrastructure roles, such as healthcare workers?	If transmission occurs at the mass gathering, patrons may be subject to self-isolation or may become cases themselves.  This could lead to critical infrastructure disruptions/absenteeism if the patron at the event represent critical services and industries.	High	
	Are patrons members of a professional group that might have increased risk of infection?	Healthcare workers may have greater risk of infection and therefore of infecting others due to the possibility of occupational exposure to COVID-19 cases.  Patrons who work in close contact with international travellers may also have increased risk.	Medium	
	Are patrons at greater risk of spreading the disease, such as young children?	Young children may be at greater risk of amplifying disease transmission because they are generally less compliant with effective hand hygiene and respiratory etiquette practices and tend to socialize with others in a way that is likely to increase transmission.  Consideration should be given to preventing children from spreading the disease.	Medium	
	Are patrons from areas where health system resources are limited (e.g. remote and isolated communities)?	Event patrons returning to communities with limited health system resources may introduce the virus to communities here there is less capacity to contain and mitigate spread.	High	Involve relevant partners including local public health authorities
	Are all patrons registered, with available contact information?	In the event of an outbreak associated with the event, contact information for the patrons may be requested by public health for follow up and contact tracing	Medium	Maintain contact information for patrons.  Process to track and document participant interactions, particularly for very large event sizes.
Local demographics and epidemiology	Is the local community experiencing ongoing transmission of COVID-19?	Local community transmission can put mass gathering participants at risk of infection. In an affected area, other services for participants may be operating at limited capacity (e.g. restaurants, hotels, etc.).	High	Involve relevant partners including local public health authorities.
	Is the local population at increased risk of severe disease if COVID-19	Some communities may want to reduce their risk of importation of COVID-19 due to characteristics of the local community, such as a high number of elderly residents, or higher rates of chronic disease.	Medium	

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	circulated?			
Sport Participant Management	How many participants are expected to attend the event?	The larger the number of participants, the greater the likelihood of a participant being a case of COVID-19.	High	Daily health checks completed for sport participants along with temperature screening.
	Does the sporting activity involve close contact.	Large numbers of participants and the type of activity may also create greater likelihood of close contact.		<p>Separation of athletes from other groups such as officials, support staff and spectators to limit transmission Processes in places to remove any sharing of personal equipment such as drink bottles, towels.</p> <p>Processes and equipment in place for the safe storage of personal equipment and food Participants to undergo pre-travel health checks.</p> <p>Questionnaire before event asking questions about potential exposure, travel or other risk considerations.</p> <p>Any participant who presents a risk is asked not to take part.</p> <p>Participants to obey physical distancing and practice good hygiene procedures.</p>

## Medical Management

### Medical Provider

The medical provider information for this event is as follows:

NAME	ORGANISATION	SCOPE	MEDIA	STATUS
St Johns Ambulance	St John's Ambulance	1 Event First Aid		Unactioned

### Resources

First aid supplies and equipment will be supplied by the first aid or medical personnel, and/or NX Sports relevant to their scope of operations and as per the event roster.

### Scope and Schedule of Work

<b>Pre-event</b>	<ul style="list-style-type: none"> <li>recruitment, appointment and training of medical staff (including medics, nurses and first aiders)</li> <li>review and advise on suitable medical coverage for the event</li> </ul>
<b>Event Time</b>	<ul style="list-style-type: none"> <li>coordinate and manage all medical resources and services</li> <li>oversee occupational health and safety</li> <li>manage medical staff onsite</li> <li>coordinate responses to medical incidents as they happen</li> <li>coordinate with the Ambulance service should it be required</li> <li>contact next of kin of injured competitors</li> </ul>
<b>Post Event</b>	<ul style="list-style-type: none"> <li>complete a post event report outlining the medical treatments provided and follow up on hospital submissions</li> </ul>

### Incident Reporting

All incidents during an event should be reported to the Event Command Centre for resolution. Non-emergency event incidents such as volunteers not arriving, course infrastructure in the wrong position or issues with the course will be escalated to the Event Manager. Medical incidents will be escalated to the Medical Manager, who may also liaise with Police or Ambulance to assist with a resolution. Non-medical emergencies such as a hostile vehicle on the course, abusive community members or a direct threat to the event or event participants will be escalated to Police.

Should an incident occur, event staff will identify their location, the type and severity of the incident and ensure the safety of themselves, the general public and the person/s involved in the incident.

On their appropriate radio channel, the event staff member will call “**MEDICAL, MEDICAL, MEDICAL**” for a medical emergency. This emergency call over the radio will result in all other radio users ceasing any radio communication to keep the channel clear and allow uncluttered communications and execution of an effective emergency response.

The Medical Manager will respond, with a request for the following information:

1. The team member reporting the incident and their agency
2. Location of incident/staff member
3. Nature of incident and the number of persons involved
4. Condition of patient/s (conscious, breathing etc.)
5. Bib number of competitor/s involved in the incident
6. immediate action required

The Medical Manager will then coordinate the response as required. If safe to do so, the team member will remain at their location to direct support personnel (if required), update the Medical Manager on the condition of the patient, or assist as directed by Emergency Service Officers.

Should the injured person refuse care, event staff will not use force to seek compliance with direction. Event staff will attempt to get the names and competitor numbers of those choosing to remain/continue and notify of their position to the Medical Manager.

In the event of a medical emergency an Incident Report must be filled in and handed to the Manager/ECC. Incident report forms should be completed by the first person on the scene, the event staff member involved and any witnesses.

## Fatality Management

In the event of a fatality before, during or after the event, the following steps should be followed:

- Emergency services should be immediately notified by calling "000"
- The emergency communications procedure should be followed to alert the Medical Manager and Race Director as per the incident report procedure, and competitor confidentiality must be observed including all persons involved
- Incident Report Forms should be completed by all witnesses and staff members involved.
- Media protocol must be followed as described above
- Next of kin will be notified by the relevant hospital or by the Police as appropriate – emergency contacts are available via the Event Manager.

## Expected Causality Characteristics

Whilst the main focus of the event medical does tend to concentrate on event specific injury/illness, many other injuries/illnesses may occur during the event and medical personnel are to be aware of the possibility of traumatic injuries and medical conditions that may be present in an unconscious patient.

Those in the higher risk category include:

- Male and female participants between 20 and 30 years of age and highly motivated amateur athletes
- Participants between 40 to 60 years of age prone to suffering heart related medical incidents
- Persons who disregard advice and compete while dehydrated, recuperating after a recent illness, night out or feeling unwell
- Elite competitors who are racing to their race craft limit, or disregard their own and or fellow athletes safety.

In addition, there may be weather conditions that may affect the outcome of the event medical capability. The Race Director in conjunction with the Medical Manager will be well aware of any incremental weather (i.e. heat, rain) prior to the event and will adjust resources accordingly.

## Types of Illnesses and Injuries

Experience from this type of event shows that patient presentations may be due to a range of conditions, and can be divided into three main groups:

<b>Minor Injuries</b>	<ul style="list-style-type: none"> <li>• sunburn</li> <li>• blisters</li> <li>• chaffing</li> <li>• minor cuts and abrasions</li> <li>• dehydration</li> <li>• heat exhaustion</li> <li>• bone fractures</li> <li>• musculoskeletal injuries</li> </ul>	<p>These injuries usually make up the bulk of medical presentation and most can be dealt with by first aid level personnel. However, some of the injured may deteriorate and re-present with worsening symptoms, or may not respond to simple first aid measures.</p> <p>Qualified medical or paramedic personnel may be required to assess and treat these patients and some may require referral to their own GP or an emergency department.</p>
<b>Serious Presentation</b>	<ul style="list-style-type: none"> <li>• dehydration</li> <li>• exhaustion</li> <li>• respiratory conditions</li> <li>• chest pain</li> <li>• heat related illness</li> <li>• high-impact injuries</li> </ul>	<p>These patients usually need a higher level of care and may require urgent medical attention and ambulance transport to hospital.</p>
<b>Pre-Existing Conditions</b>	<ul style="list-style-type: none"> <li>• heart disease</li> <li>• epilepsy</li> <li>• mental health crisis</li> <li>• diabetes</li> </ul>	<p>Appropriately trained and experienced medical personnel are required to recognise and adequately treat these patients.</p>

## Most Common Injuries and Illnesses

- grazes, lacerations, abrasions
- fractures/dislocations
- sprains/strains
- dehydration
- muscle/heat cramps



- GI issues
- sunburn
- blisters
- insect bites/stings
- sunburn
- allergic reactions

**Inductions**

Staff, volunteers and contractors will be informed of the relevant medical procedures and the chain of command through site specific inductions and volunteer briefings.

This information will include:

- Responsibilities of Event Staff
- Communications of structure and radio protocol
- Identification of sector leaders
- All contact details

Ambulance and medical staff will be briefed by their respective supervisors.

**Ambulance Attendance**

Ambulances required on course, will be given clear instruction by the Event Command Centre on how to use preferred connecting road access gates manned by Police.

Ambulances on course need to travel in the same direction of riders/runners, noting the significant difficulty is stopping two competitors in race mode. Ambulances need to use sirens to gain the athletes attention.

Ambulances required to attend Athlete Service Stations should followed instruction from Police and Command Centre. Athlete Service Stations will accommodate ambulance parking.

**Post Event Reporting**

The Medical Service Provider is required to provide a final report on the hospitalised person/s and report immediately upon conclusion of the event.

The Medical Service Provider should continue to monitor the condition of all patients until they are discharged; a daily report is to be submitted to NX Sports.

## Contingency Planning

### Evacuation Plans

### Contingency Plans

<b>Wet Weather</b>	Monitor the Bureau of Meteorology (BOM) for likely weather pattern on the day. If light rain is forecast, ensure that shelter is provided for officials and equipment, and wet weather gear is available for event staff. If heavy rain or storms are forecast, the following steps will be followed: <ul style="list-style-type: none"> <li>• Race Director to prepare a statement detailing response in the likelihood of wet weather and advise contractors of the possibility of cancellation.</li> <li>• Race Director and Chief Commissaire/Race Referee will make the final decision on the status or modification of the event.</li> </ul>
<b>Lightning</b>	In the case of an electrical storm during the event, monitor the weather conditions and determine the point at which electrical systems should be disconnected, and, if necessary, cancel or postpone the event.
<b>Accident on the Route</b>	The Chief Commissaire/Race Referee, Race Director and Police will determine whether the event is safe to proceed. The Race Director will coordinate the emergency services responses and operational adjustments to the event.
<b>Absence of Traffic Controllers and Marshals</b>	The event will not proceed until traffic controllers and event marshals are positioned in accordance with the Traffic Guidance Scheme.
<b>Delayed Start</b>	The Chief Commissaire/Race Referee and Race Director will determine whether the event is safe to proceed and whether modifications to the event format will need to be made to comply with the permit conditions.
<b>Adverse Traffic Conditions</b>	The Chief Commissaire/Race Referee and Race Director will determine whether the event is safe to continue or whether modifications to the event format need to be made within the conditions of the permit.
<b>Poor Lighting</b>	The Chief Commissaire/Race Referee and Race Director will assess the situation and determine whether the event is safe to proceed.
<b>Flood Hazard</b>	The Chief Commissaire/Race Referee and Race Director will assess the situation and determine whether the event is safe to proceed. If roads are flooded the event will be cancelled or postponed.
<b>Fire Hazard</b>	Fire Services will be contacted for updates. The Police and Race Director will determine whether the race is safe to proceed. If fire personnel close aspects of the course, the Safety Committee will determine whether modifications to the event format can be made within the conditions of the permit.

### Cancellation of the Event

NXsports will inform competitors, event staff, contractors and local authorities. Cancellation details to be posted on the event website and Facebook page, and will also be communicated via SMS and email.

If the event must be cancelled or postponed including for any of the situations above, the following process shall be in place:

1. Assemble Safety Committee
2. Evaluate the situation
3. Engage Key Stakeholders confidentially
4. Re-evaluate the situation
5. Communicate
6. Monitor
7. Review

### Scenario Modelling

A scenario modelling exercise is completed as part of meetings with the Strategic Advisory Group. Once completed, the scenarios and outcomes will be listed below.

## Public Health and Safety

### Food, Beverage and Water

#### Food and Beverage

If temporary food and beverage business will operate at Byron Sunrise Run and Swim, they will be listed below. All food and beverage business are required to submit a copy of their insurance and licences to NXsports.

Alcohol will not be served.

#### Water

Water access points will be available for all competitors, staff and volunteers.

#### Shelter

The below table outlines the shelter provided during the event.

Area	Location	Shelter Type	Supplier
Start / Finish Line	Denning Park	3m x 3m pop up tent	NX
Swim Start	Main Beach	3m x 3m pop up tent	NX
Water Station 1	Summit of Lighthouse	3m x 3m pop up tent	NX

Spectators are encouraged to make use of existing shelter areas for sun and rain protection where possible and come prepared with suitable personal weather protection.

Sunscreen will be available for all event staff.

### Waste Management

Additional waste management will be provided during the event to increase sustainability and reduce the negative impact on the environment.

NAME	ORGANISATION	SCOPE	MEDIA	STATUS
Aron Reinhardt	TFH	3 Toilets		Unactioned
Neil Tobitt	Solo Waste and Recovery	10 General Waste Bins 10 Recycling Bins		Unactioned

### Noise

Noise will be created by the public address (PA) system. Efforts will be made to reduce the impact of noise pollution on neighbours by directing speakers away from residential areas.

The PA system may be operated from 7:00am.

### Security and Crowd Control

The event marshalling area, the course, and the finish area will only be accessible to competitors, teams and event staff. Accreditation and athlete identification will be used to ensure these areas are only accessed by the correct people. Crowd control barriers and signage will be used to delineate public and event spaces.

Security will be provided in the follow areas;

### **Additional Lighting and Power**

Any and all requests for access to existing power and lighting for the event will be included in the respective Council event application forms.

Any additional power and lighting requirements are outlined below;

## Community Engagement

### Summary

<b>Sanctions</b>	Events and Races sanctioned through the National Sporting Organisation
<b>Permits</b>	Permits and approvals for road closures are required from: <ul style="list-style-type: none"> <li>• Local Police</li> <li>• Local Council</li> <li>• Local Traffic Committee</li> </ul>
<b>Special Event Signage</b>	Special Event signage will be installed in affected suburbs a minimum of two weeks in advance of the event.  Variable Messaging System (VMS) electronic boards will be deployed four days in advance if required.  Signage on streets closed for the race installed a minimum of 10 days prior.
<b>Residents Notification</b>	NXsports to provide: <ul style="list-style-type: none"> <li>• Regular news releases to local papers</li> <li>• Special Event Notices go into the Local Newspaper 1-2 weeks from the event</li> <li>• Doorknock to all affected businesses minimum two weeks prior to the event</li> <li>• Letterbox drop to residents and businesses affected two weeks prior to event</li> <li>• Residents will have access to the motorbike escort service for urgent entry/exit on routes.</li> <li>• All resident notification includes event hotline, event contact mobile number and event website</li> </ul>
<b>Business Consultation</b>	<ul style="list-style-type: none"> <li>• Consultation will be made with shop owners and accommodation houses in the precinct.</li> <li>• NXsports will ask for design input from community and businesses through the local newspapers advertisements and a personalised email three months prior to the event.</li> <li>• NXsports will complete three waves of communications with shops/businesses via email.</li> <li>• A door to door personalised approach will be made to businesses on affected roads before the event.</li> <li>• Local clubs and groups will be notified of the event in writing and followed up.</li> </ul>
<b>Road Signage</b>	<ul style="list-style-type: none"> <li>• Road detour signage and appropriate traffic signage will be used in advance of key changed road conditions &amp; activity areas as per Traffic Guidance Scheme (TGS).</li> <li>• A major effort will be undertaken to improve detour signage for persons arriving to the area during road closures</li> <li>• An extensive campaign to participants will be undertaken to communicate detours, access roads before the weekend to minimise confusion</li> <li>• Special Event Signage will be placed on all connected roads into the event.</li> </ul>
<b>Bus Access</b>	The buses normally accessing the course will need to be diverted if required as per Police recommendations; and a communication to residents affected needs to be jointly undertaken with Bus Company/Council/NXsports.
<b>Taxis</b>	Taxi companies will be contacted and regularly followed up.
<b>Road Marshals &amp; Officials</b>	There will be volunteers assisting along all key course positions.  All volunteers will be in the NXsports hi-vis vest where necessary.  Officials will be supplied by the Peak Sporting Body; final quantity to be determined by event capacity plan as necessary
<b>Traffic Control</b>	Located as per the Traffic Guidance Scheme (TGS).
<b>Escort</b>	Race experienced motorbike escorts with radio and high visibility vest will provide immediate interaction/control during races at the discretion of the Chief Official.
<b>Police</b>	There will be police officers on site to manage traffic flows and local movement. Police will be on the repeater-based radio network to link all aspects of the events operations.

### Community Communication

The below table outlines the communications timeline for the Byron Sunrise Run and Swim, identifying how and when event details will be communicated to the community.

NAME	ORGANISATION	PURPOSE	TYPE	MEDIA	STATUS
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# BYRON SHIRE COUNCIL

## DEVELOPMENT APPLICATIONS

## 8.1 - ATTACHMENT 3

Local Community		Lodge event on Council website	Notification		Unactioned
Community Members List		Community EDM 1 - Event Details	Notification		Unactioned
Local Community		Email to Emergency Services - Event Details	Notification		Unactioned
Local Community		Email to Emergency Services - Event Details	Notification		Unactioned
Community Members List		High Risk Calls 1 - Follow Up	Notification		Unactioned
Local Community		Updated Road Closure Page	Notification		Unactioned
Impacted Community		Personal Canvassing - Event Details	Notification		Unactioned
Wider Community		Event Advertisement 1 - Social Media	Notification		Unactioned
Wider Community		Submit Road Closures to Apple Maps	Application		Unactioned
Wider Community		Submit Road Closures to Google	Application		Unactioned
Wider Community		Submit Road Closures to Waze	Application		Unactioned
Impacted Community		Personal Canvassing - Event Update	Notification		Unactioned
Community Members List		High Risk Calls 2 - Event Update	Notification		Unactioned
Community Members List		Community EDM 2 - Event Update	Notification		Unactioned
Local Community		Road Closure Advisement - Newspaper	Notification		Unactioned



# BYRON SHIRE COUNCIL

## DEVELOPMENT APPLICATIONS

## 8.1 - ATTACHMENT 3

Local Community		Road Closure Advisement - Online	Notification		Unactioned
Local Community		Special Event Signage Erection	Notification		Unactioned
Community Members List		Community EDM 3	Notification		Unactioned
Wider Community		Event Advertisement 2 - Social Media	Notification		Unactioned
Community Members List		High Risk Calls 3	Notification		Unactioned
Community Members List		Community EDM 4	Notification		Unactioned
Local Community		Personal Canvassing 3 - Event Update - Emergency Services	Notification		Unactioned
		Social Media Group Follow Up	Notification		Unactioned
		Social Media Group Second Follow Up	Notification		Unactioned
		Social Media Group Final Follow Up	Notification		Unactioned
Date	Communication Subject	Platform	Target Audience		
(4 months from event date)	Initial contact with event details	Email	Key Stakeholders, Elected Persons, High Risk Community		
(3 months + 2 weeks from event date)	Follow up contact with event details	Phone Call	Key Stakeholders, Elected Persons, High Risk Community		
(2 months from event date)	NXsports Road Closure web page goes live	Website	Local Community		
(2 months from event date)	Initial contact with event details	Personal Canvassing	Impacted Community		
(6 weeks from event date)	Event advisement	TV	Local Community		
(4 weeks from event date)	Event Update	Personal Canvassing	Impacted Community		
(4 weeks from event date)	Event Update	Phone Call	Key Stakeholders, Elected Persons, High Risk Community		
(4 weeks from event date)	Event advisement	Radio	Local Community		
(4 weeks from event date)	Road closure advisement	Newspaper ad	Local Residents/Businesses		
(4 weeks from event date)	Road closure advisement	Online ad	Local Residents/Businesses		

(4 weeks from event date)	Event Update	Email	All members of community list
(2 weeks from event date)	Road closure advisement	Newspaper ad	Local Residents/Businesses
(2 weeks from event date)	Road closure advisement	Online ad	Local Residents/Businesses
(2 weeks from event date)	Road closure advisement	Letter Box Drop	Local Residents/Businesses
(2 weeks from event date)	Road closure advisement	Special Event Signage	Local Residents/Businesses
(2 weeks from event date)	Road closure advisement	Newspaper ad	Local Residents/Businesses
(2 weeks from event date)	Event Update	Email	All members of community list
(1 week from event date)	Event Update	Phone Call	High Risk Community
(1 week from event date)	Event Update	Email	All members of community list

#### **Letter Box Drop**

To provide information directly to the local residents and businesses that will be impacted by the Byron Sunrise Run and Swim, a letter box drop will be completed to advise the community of the event date and road closure times.

#### **Flyer**

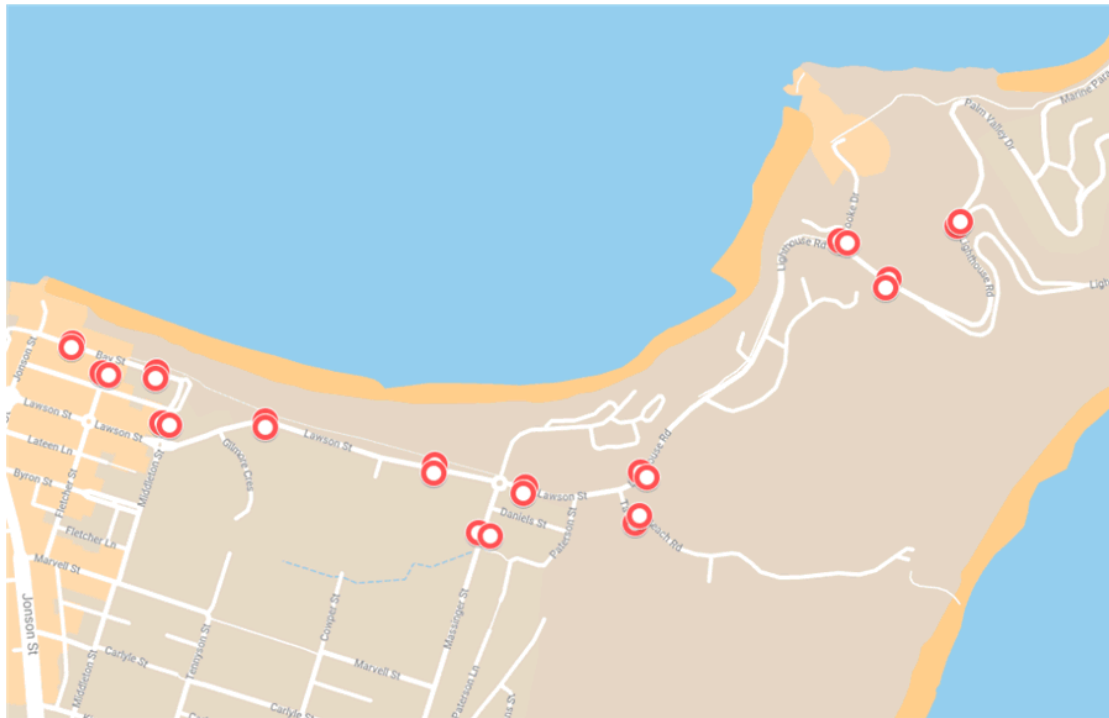
#### **Special Event Signage**

Special event signage will be erected on all streets and public spaces that will be impacted by the Byron Sunrise Run and Swim. Special event signage can also be placed on digital message boards and variable message signs (VMS) in key areas in the community to advise of the upcoming event and road closures.

#### **Corflute Signage**

The below example of corflute signage, with specific details for this event, will be erected a minimum of 10 days prior to the event as per the below map.





#### Digital Signage

Transit gantry boards and portable VMS boards will be used to advise of the event, the below table outlines the boards and the messaging that will be used for this event.

#### Media

Event information will be advertised with the use of a variety of media outlets.

##### Newspaper

The below ad will be run in the following newspapers;

##### Online

The below ad will be run on the following online platforms;

##### Radio

The below ad will be run on the following radio stations;

- (insert radio stations)

##### TV

The below ad will be run on the following TV channels;

- (insert TV channels)

#### Key Stakeholder Notification

The table below outlines the current status of notification of key stakeholders;

# BYRON SHIRE COUNCIL

## DEVELOPMENT APPLICATIONS

## 8.1 - ATTACHMENT 3

ORGANISATION	NAME	EMAIL	MOBILE
Transport Roads and Maritime Services	Susan Twyman	psnth@rms.nsw.gov.au	0266919507
Byron Bay Fire Dept.	Philip Sheedy	Philip.Sheedy@fire.nsw.gov.au	
Cape Byron Marine Park	Karen Ellis	karen.ellis@dpi.nsw.gov.au	
Cape Byron Trust	Katie Cape Byron	events.nationalparks@environment.nsw.gov.au	
Byron Bay SLSC	Clare Hembrow	adminbbslsc@byronbaysurflub.org	
Byron Bay & Ballina Ambulance	Byron Bay Ambulance	judith.mitchell@health.nsw.gov.au	0266191300
RMS - Maritime	Carl Cormack	carl.cormack@rms.nsw.gov.au	0418654739
New South Wales Police Service	Chad George	geor1cha@police.nsw.gov.au	0266859499
Byron Bay Surf Life Saving Club Water Safety	Dan Andrews	dan@tweedcoastmarine.com.au	0409721250
RMS - Roads	Daniel Wills	daniel.j.wills@rms.gov.au	0428071882
Byron Shire Council Event	Jess Gilmore	jess.gilmore@byron.nsw.gov.au	0266864444
Ambulance Northen Zone	Judy Mitchell	jtmitchell@ambulance.nsw.gov.au	0266191300
Byron Bay District Hospital	Keryn York	keryn.york@ncahs.health.nsw.gov.au	
Event Manager - NXsports	Kevin Pready	kevin.pready@gmail.com	
Byron Bay Police	Michael Dempsey	26514@police.nsw.gov.au	
NX Sports	Mike Crawley	mike@nxsports.org	61402226333
NXsports	Nicola Farquhar	engagement@nxsports.org	0478 710 344
St Johns Ambulance First Aid	Racheal Lewis	kingscliff.division@stjohnnsw.com.au	0401244370
NSW Rural Fire	Rural Fire	farnorthcoast.zone@rfs.nsw.gov.au	61266715500
Byron Bay Chamber of Commerce	Katee Blizzard	info@byronbaychamber.com	0481983393
Hospital, Northern NSW	Vicki Barnes	vicki.barnes@health.nsw.gov.au	

### Elected Persons

The following is a summary of the engagement with elected persons to date.

### **Personal Canvassing**

#### **Businesses/Groups**

The following is a summary of the personal engagement and consultation with residents and businesses to date by NXsports staff.

### **Community Email Notification**

Community stakeholders are kept up to date with event details via community email notifications.

## **Key Messaging and FAQs**

### **Key Messages**

<b>Subject</b>	<b>Messaging</b>
Emergency Services	Should an Emergency Services vehicle require access onto or across any event site or the course they will be provided access with coordination via the Event Command Centre.  All Emergency Services vehicles will be advised to travel in the same direction as competitors and use lights and/or sirens to make their presence known to all competitors and staff on the event site or course.
Road Closures	Roads will be fully closed to traffic. Alternate routes will be provided and signed by traffic control.  Local access will be facilitate where possible or in an emergency situation, access is managed via an escort by an event vehicle or police vehicle.  Road closure information can be found on the event website.  Plan ahead; some routes will experience significant delays.
Local Access	Local access will be facilitated where possible or in an emergency situation, access is managed via an escort by an event vehicle or police vehicle.
Course Design	The course for this event was designed with consultation of local stakeholders and council. The course is designed to to have the least impact on the community while providing a safe and technical course for competitors.

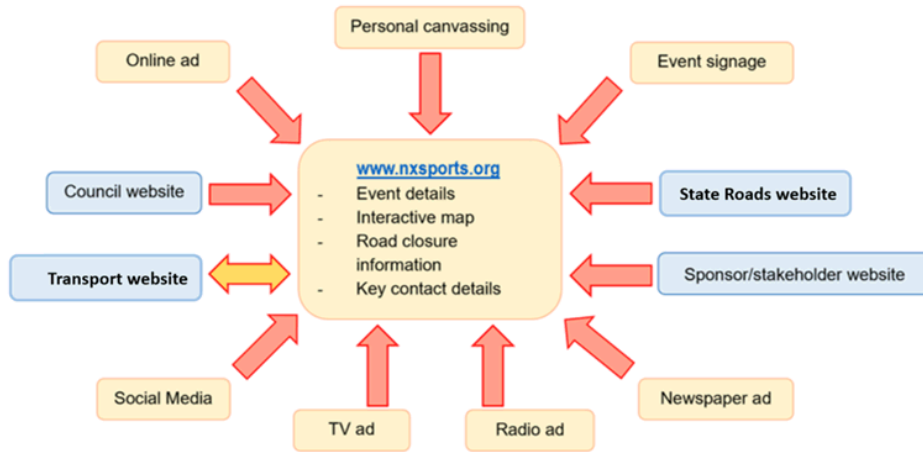
### **FAQs**

<b>Question</b>	<b>Answer</b>
Why was this date chosen for the event?	The Strategic Advisory Group for this event, which is made up of local stakeholders and council, chose the date most suitable for an event of this nature. The date was also required to fit in with other events in the area as well as the events calendar for the National Sporting Organisation.
How long does this event run for?	Details for the event can be found on the event website.
How will this impact my public transport?	Please refer to the state transport website for all public transport information.
How do I make a complaint about this event?	byronbaytri@nxsports.org  1300 282 949
I'm going to report this to the Police	Police have been involved in the planning of this event and are aware of all event details.
I am going to report this to my local member	You local member has been advised of the details of this event, however, you are welcome to contact your local councillor or member's office.
I was not aware of this event taking place	Special event signage has been in place on impacted roads for 14 days prior to the event and a letter box drop was completed to all properties impacted by this event. There has also been information in the local newspaper advising of this upcoming event.
How can I get compensation for my inconvenience?	Unfortunately compensation is not available for this event.
Who is in charge of this event?	NXsports Community Foundation

## Information Flow

### Information Source

To ensure accuracy of information for the event, all event promotion will direct people to the NXsports event web page. The NXsports web page will also direct people to the state transport website for accurate transport information.

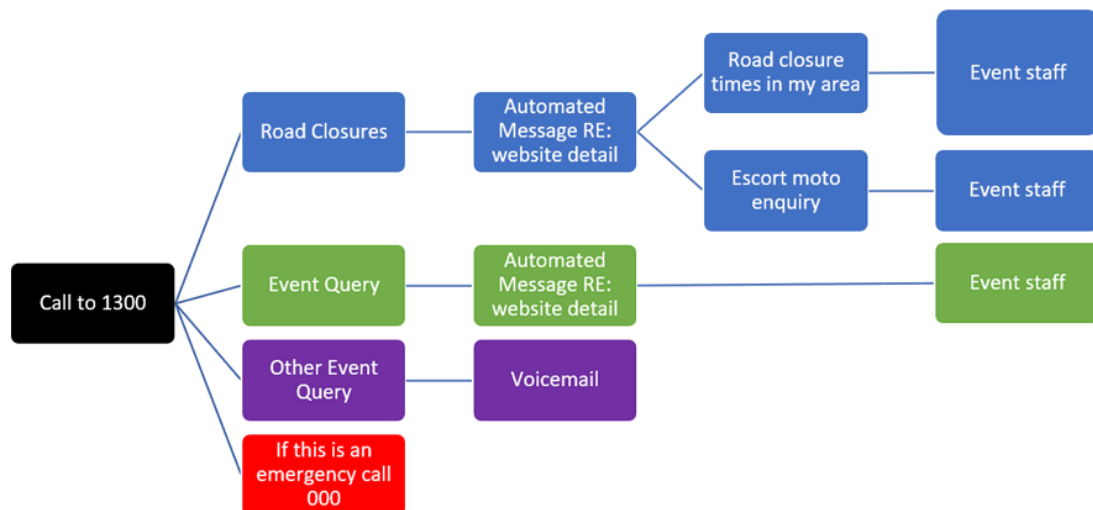


Event and course details are submitted to mapping apps including Google Maps and Waze to support distribution of road closure and detour information to the community when travelling on event day.

### Event Day Phone Tree

Communication with the community during the delivery of the event is import, to streamline the incoming event enquiries, the below phone tree will be stood up.





## Transit Management

### Transport and Vehicle Impacts

#### Road Closures and Detours

Road closures are required to provide a safe event for competitors. All road closures will be managed by a designated Traffic Control Company or Police. Detours will be set up and signed to ensure traffic can continue to flow around the road closures.

Road closure information can be found on the event website and will be distributed to the local community ahead of the event.

See the **Community Engagement** section for more information on the distribution of this information.

Below is a summary of the road closures for this event;

ROAD/SITE	CLOSED BETWEEN	START	END
Lawson Street	Massinger Street and Lighthouse Road	18 October 2020 6.30am	18 October 2020 9.00am
Massinger Street	Massinger Street and Holiday Park	18 October 2020 6.30am	18 October 2020 9.00am
Lighthouse Road	Massinger Street and Lighthouse	18 October 2020 6.30am	18 October 2020 9.00am
Brooke Drive	Lighthouse Road and the Pass	18 October 2020 6.30am	18 October 2020 9.00am
Tallow Beach Road	Lighthouse Road and Tallow Beach Car Park	18 October 2020 6.30am	18 October 2020 9.00am

#### Parking Restrictions

To ensure the safety of all event staff, competitors and supporters, and to reduce congestion around the event site, parking restrictions will be in place. Any change to council parking arrangements will be approved by council and signed to advise the local community.

Parking restriction information can be found in the event website and will be distributed to the local community ahead of the event.

See the **Community Engagement** section for more information on the distribution of this information.

#### Event Parking

Designated event parking locations will be set up to allow competitors and supporters to access the event site while reducing the impact on the local community.

Event parking locations are identified on the Event Parking Map and can be found on the event website.

#### Drop Off Zone

A designated drop off zone close to the event precinct is available for competitors, supporters and people with disabilities.

Drop off zone information can be found on the event website and on the Event Parking map above.

### Non-Motorised Users

#### Cyclists and Pedestrians

All closures or impacts to footpaths and bike lanes will be signed and a detour will be put in place. This will be managed by event marshals.

Pedestrian access to local business and open public spaces will be retained as best as possible to reduce impact on the community.

### **Pedestrian Crossings**

Designated pedestrian crossings are located in the event site and along the course, these will be marked and facilitated by event marshals.

Refer to the site map in the Operations Plan for location details.

### **Traffic Control**

#### **Traffic Management Company**

- to remain the manager and supervisor of all traffic control during the event
- to maintain all necessary licenses and permits required to conduct traffic control according to the legislation
- to maintain necessary insurance to protect workers, staff, and volunteers doing traffic control in accordance with the legislation
- to appoint a deputy manager, supervisor and include in all event planning
- to manage equipment and confirm inventory in advance of the event

<b>Responsibilities</b>	
<b>NXsports</b>	<ul style="list-style-type: none"> <li>• to plan three months in advance event and traffic control requirements to conduct traffic control and cycle team teleconferences prior to the event</li> <li>• to include traffic control in Local Management Committee meetings</li> <li>• to source equipment necessary to meet acceptable signage and infrastructure standards</li> <li>• to provide water and base food for traffic controllers</li> </ul>
<b>Police</b>	<ul style="list-style-type: none"> <li>• to assist with traffic control as designated in the Traffic Guidance Scheme (TGS)</li> <li>• to resolve issues of motorists, cyclists and pedestrians refusing to abide by traffic management changes</li> <li>• to provide support to escort vehicles along or across the course as required</li> <li>• to coordinate access into the event sites or onto the course for Emergency Services vehicles</li> </ul>

### **Traffic Guidance Scheme**

All road closures and detours will be erected as per the Traffic Guidance Scheme created by the Traffic Control Company with guidance from NXsports and Police.

Marshal, Traffic Controller and Police locations can be found on the Traffic Guidance Scheme.

Follow the link to review the current Traffic Guidance Scheme;

[Traffic Control Plans](#)

The 2019 traffic control plan for the Byron Lighthouse Run is included below.

The 2020 Byron Sunrise Run proposes to use the same plan in principle, noting:

- while the proposed run course will not use Tallow Beach Road, the traffic control treatment required will be the same
- the start / finish will move from the Clarkes Beach Car Park to Denning Park and the run will remain on footpaths through this area

The final 2020 traffic control plan will be drawn and supplied based on any further feedback supplied by the Local Traffic Committee.



## Suppliers

The following is a summary of the specification and detail for all suppliers for the Byron Sunrise Run and Swim.

The detail and links below include quantity, location, and overall scope for all bookings, infrastructure, services, and purchases for the Byron Sunrise Run and Swim.

NAME	ORGANISATION	SCOPE	MEDIA	STATUS
Fleur Brooks	Timing Results	1 Fun Run Timing 1 Ocean Swim Timing		Unactioned
Aron Reinhardt	TFH	3 Toilets		Unactioned
Neil Tobitt	Solo Waste and Recovery	10 General Waste Bins 10 Recycling Bins		Unactioned
Aron Reinhardt	TFH	100 Crowd Control Barriers (m)		Unactioned
Aaron Earner	Victory Press	500 Bibs		Unactioned
St Johns Ambulance	St John's Ambulance	1 Event First Aid		Unactioned
Brad Oliss	Altus Traffic	1 Event Traffic Control		Unactioned
Echo Newspaper	Echo Newspaper	1 Event Notification Ad		Unactioned
Fletcher Rainford		1 Hand Delivery To Businesses and Frontage Properties		Unactioned
Fletcher Rainford		1 Special Event Signage Erection		Unactioned
Ged Goodwin	G Snapshots	1 Event Photography		Unactioned
		500 Pic2Go Codes		Unactioned
		40 Volunteer Food Packs		Unactioned
Tony NR Signs	NR Signs	3 A2 Corflute Colour Printed 3 A3 Corflute Colour Printed		Unactioned



## Strategic Advisory Group

The below stakeholders are members of the Strategic Advisory Group and have been consulted during the event planning process for the Byron Sunrise Run and Swim.

ORGANISATION	NAME	EMAIL	MOBILE
Transport Roads and Maritime Services	Susan Twyman	psnth@rms.nsw.gov.au	0266919507
Byron Bay Fire Dept.	Philip Sheedy	Philip.Sheedy@fire.nsw.gov.au	
Cape Byron Marine Park	Karen Ellis	karen.ellis@dpi.nsw.gov.au	
Cape Byron Trust	Katie Cape Byron	events.nationalparks@environment.nsw.gov.au	
Byron Bay SLSC	Clare Hembrow	adminbbslsc@byronbaysurfcub.org	
Byron Bay & Ballina Ambulance	Byron Bay Ambulance	judith.mitchell@health.nsw.gov.au	0266191300
RMS - Maritime	Carl Cormack	carl.cormack@rms.nsw.gov.au	0418654739
New South Wales Police Service	Chad George	geor1cha@police.nsw.gov.au	0266859499
Byron Bay Surf Life Saving Club Water Safety	Dan Andrews	dan@tweedcoastmarine.com.au	0409721250
RMS - Roads	Daniel Wills	daniel.j.wills@rms.gov.au	0428071882
Byron Shire Council Event	Jess Gilmore	jess.gilmore@byron.nsw.gov.au	0266864444
Ambulance Northern Zone	Judy Mitchell	jmitchell@ambulance.nsw.gov.au	0266191300
Byron Bay District Hospital	Keryn York	keryn.york@ncahs.health.nsw.gov.au	
Event Manager - NXsports	Kevin Pready	kevin.pready@gmail.com	
Byron Bay Police	Michael Dempsey	26514@police.nsw.gov.au	
NX Sports	Mike Crawley	mike@nxsports.org	61402226333
NXsports	Nicola Farquhar	engagement@nxsports.org	0478 710 344
St Johns Ambulance First Aid	Racheal Lewis	kingscliff.division@stjohnnsw.com.au	0401244370
NSW Rural Fire	Rural Fire	farnorthcoast.zone@rfs.nsw.gov.au	61266715500
Byron Bay Chamber of Commerce	Katee Blizzard	info@byronbaychamber.com	0481983393

# BYRON SHIRE COUNCIL

## DEVELOPMENT APPLICATIONS

## 8.1 - ATTACHMENT 3

Hospital, Northern NSW	Vicki Barnes	vicki.barnes@health.nsw.gov.au	
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**EMP Implementation**

Successful planning for this event requires the completion of the below tasks.

ACTION	DUE	STATUS
Book LMC Meetings	1 August 2020	Unactioned
Recruit Crew	1 August 2020	Unactioned
Recruit Volunteers	1 August 2020	Unactioned
Book Accom	1 August 2020	Unactioned

## Meeting Tracker

A record of all meetings will be kept in the table below. This table is updated live.

## NXsports Quality System

NXsports follows a procedural planning model to ensure the Byron Sunrise Run and Swim and all its activities are planned, delivered, and reported within a consistent and structured manner to ensure a high standard end result.



The driving force of the Quality System is a corporate culture centred on obtaining and implementing feedback, and an environment of constant improvement and innovation. All management plans are designed as works in progress in order to reflect the nature of ongoing consultation, analysis, and performance review.

## Methodology

<b>Consult:</b>	<ul style="list-style-type: none"> <li>Identify key stakeholders and appoint the Strategic Advisory Group</li> <li>Review and confirm the outcomes and critical impact factors for the event</li> <li>Perform the event SWOT analysis</li> </ul>
<b>Strategy:</b>	<ul style="list-style-type: none"> <li>Create the event budget and set targets</li> <li>Create the specific management plans, beginning with the Strategy Map</li> <li>Set the overarching scorecards</li> <li>Ensure the resources and structure required to deliver the event are clearly in place</li> <li>Review the consultation progress to ensure the management plans are current</li> </ul>
<b>People:</b>	<ul style="list-style-type: none"> <li>Recruit the best people for the job and appoint the Local Management Committee</li> <li>Empower the team and give ownership of tasks, responsibilities, and projects</li> <li>Review the team and structure to ensure there is capacity to grow, change, and quickly adapt</li> </ul>
<b>Process:</b>	<ul style="list-style-type: none"> <li>Implement the processes set out in the requisite management plans</li> <li>Perform ongoing feedback loops and integrate results into the management plans</li> <li>Evaluate the ROI of marketing, consultation and operations tactics and adjust as required</li> </ul>
<b>Result:</b>	<ul style="list-style-type: none"> <li>Seek post-event feedback from customers, stakeholders, and Strategic Advisory Group</li> <li>Review and judge scorecard results for each management plan</li> <li>Evaluate the ROI of marketing and delivery tactics</li> <li>Review overall event results with the Strategic Advisory Group and set the '4x4' improvement targets</li> </ul>

## Strategic Planning Model

Using our intellectual property and methodology we produce management plans which are part of the NX Quality System and based on the direction provided by the Strategy Map. We have developed management plans for Sales and Marketing, Community and Transit, Risk and Medical, and Operations.

These consistent management plans are structured for each event and updated consistently in concert with regular feedback loops.

Following the event, an executive summary of the scorecards, statistics and feedback is presented as the Post Event Research.

## Management Plans



## Real Time Management Planning

PLAN	PURPOSE	MILESTONES
<b>Strategy Map:</b>	The Strategy Map draws together high-level strategy such as Purpose, Vision, Mission, and Values.	<ul style="list-style-type: none"> <li>• 12-month objectives</li> <li>• 3-year goals</li> <li>• Appointment of the Strategic Advisory Group</li> <li>• Appointment of the Local Management Committee</li> <li>• Appointment of the Athlete Advisory Panel</li> </ul>
<b>Sales &amp; Marketing:</b>	The Sales & Marketing Management Plan is used to set clear communications and campaigns. It is a progressive work in progress and documents both completed and upcoming work.	<ul style="list-style-type: none"> <li>• Brand Guidelines</li> <li>• Key Images and Kit of Parts</li> <li>• Key Messaging</li> <li>• Sales and visitation targets</li> <li>• Sponsorship Management</li> <li>• Ambassadors Management</li> <li>• Major Campaigns and Communications</li> <li>• Content plan</li> </ul>
<b>Event Management:</b>	<p>The Event Management Plan is used to manage the intricacies of the event's design and its impacted on stakeholders and the community.</p> <p>This report also details the plans for risk mitigation and medical management.</p>	<ul style="list-style-type: none"> <li>• Chain of Command</li> <li>• Course Design</li> <li>• Permits and approvals</li> <li>• Risk Classification and Management</li> <li>• Medical Management</li> <li>• Community Engagement</li> <li>• Traffic Management Plan</li> <li>• Contingency Plans</li> <li>• Suppliers Management</li> </ul>
<b>Operations:</b>	The Operations Management Plan is used to specify event day activities and logistics. It is organised by key delivery components.	<ul style="list-style-type: none"> <li>• Key event timings</li> <li>• Permits</li> <li>• Site build detail</li> <li>• Pack lists</li> <li>• Rosters</li> <li>• Run Sheet</li> </ul>
<b>Post Event:</b>	The Post Event Research provides an executive summary of the event planning process and the event delivery.	<ul style="list-style-type: none"> <li>• Summary of Key Research Data</li> <li>• Summary of Feedback</li> <li>• Summary of Marketing Activities</li> <li>• Summary of Community Benefit</li> <li>• Sponsorship ROI</li> <li>• Legacy Data</li> <li>• 4x4 and Recommendations</li> </ul>