



Byron Shire Council



Agenda

Byron Shire Reserve Trust Committee Meeting

Thursday, 19 May 2016

held at Ocean Shores Community Centre, Ocean Shores
commencing at 7.00pm

Public Access relating to items on this Agenda can be made at 2pm on the day of the Meeting. Requests for public access should be made to the General Manager or Mayor no later than 12.00 midday on the day prior to the Meeting.

A handwritten signature in black ink, likely of Ken Gainger.

Ken Gainger
General Manager

CONFLICT OF INTERESTS

What is a "Conflict of Interests" - A conflict of interests can be of two types:

Pecuniary - an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated.

Non-pecuniary – a private or personal interest that a Council official has that does not amount to a pecuniary interest as defined in the Local Government Act (eg. A friendship, membership of an association, society or trade union or involvement or interest in an activity and may include an interest of a financial nature).

Remoteness – a person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to a matter or if the interest is of a kind specified in Section 448 of the Local Government Act.

Who has a Pecuniary Interest? - a person has a pecuniary interest in a matter if the pecuniary interest is the interest of the person, or another person with whom the person is associated (see below).

Relatives, Partners - a person is taken to have a pecuniary interest in a matter if:

- The person's spouse or de facto partner or a relative of the person has a pecuniary interest in the matter, or
- The person, or a nominee, partners or employer of the person, is a member of a company or other body that has a pecuniary interest in the matter.

N.B. "Relative", in relation to a person means any of the following:

- (a) the parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descends or adopted child of the person or of the person's spouse;
- (b) the spouse or de facto partners of the person or of a person referred to in paragraph (a)

No Interest in the Matter - however, a person is not taken to have a pecuniary interest in a matter:

- If the person is unaware of the relevant pecuniary interest of the spouse, de facto partner, relative or company or other body, or
- Just because the person is a member of, or is employed by, the Council.
- Just because the person is a member of, or a delegate of the Council to, a company or other body that has a pecuniary interest in the matter provided that the person has no beneficial interest in any shares of the company or body.

Disclosure and participation in meetings

- A Councillor or a member of a Council Committee who has a pecuniary interest in any matter with which the Council is concerned and who is present at a meeting of the Council or Committee at which the matter is being considered must disclose the nature of the interest to the meeting as soon as practicable.
- The Councillor or member must not be present at, or in sight of, the meeting of the Council or Committee:
 - (a) at any time during which the matter is being considered or discussed by the Council or Committee, or
 - (b) at any time during which the Council or Committee is voting on any question in relation to the matter.

No Knowledge - a person does not breach this Clause if the person did not know and could not reasonably be expected to have known that the matter under consideration at the meeting was a matter in which he or she had a pecuniary interest.

Participation in Meetings Despite Pecuniary Interest (S 452 Act)

A Councillor is not prevented from taking part in the consideration or discussion of, or from voting on, any of the matters/questions detailed in Section 452 of the Local Government Act.

Non-pecuniary Interests - Must be disclosed in meetings.

There are a broad range of options available for managing conflicts & the option chosen will depend on an assessment of the circumstances of the matter, the nature of the interest and the significance of the issue being dealt with. Non-pecuniary conflicts of interests must be dealt with in at least one of the following ways:

- It may be appropriate that no action be taken where the potential for conflict is minimal. However, Councillors should consider providing an explanation of why they consider a conflict does not exist.
- Limit involvement if practical (eg. Participate in discussion but not in decision making or vice-versa). Care needs to be taken when exercising this option.
- Remove the source of the conflict (eg. Relinquishing or divesting the personal interest that creates the conflict)
- Have no involvement by absenting yourself from and not taking part in any debate or voting on the issue as if the provisions in S451 of the Local Government Act apply (particularly if you have a significant non-pecuniary interest)

RECORDING OF VOTING ON PLANNING MATTERS

Clause 375A of the Local Government Act 1993 – Recording of voting on planning matters

- (1) In this section, **planning decision** means a decision made in the exercise of a function of a council under the Environmental Planning and Assessment Act 1979:
 - (a) including a decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but
 - (b) not including the making of an order under Division 2A of Part 6 of that Act.
- (2) The general manager is required to keep a register containing, for each planning decision made at a meeting of the council or a council committee, the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.
- (3) For the purpose of maintaining the register, a division is required to be called whenever a motion for a planning decision is put at a meeting of the council or a council committee.
- (4) Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document, and is to include the information required by the regulations.
- (5) This section extends to a meeting that is closed to the public.

BYRON SHIRE COUNCIL
BYRON SHIRE RESERVE TRUST COMMITTEE

BUSINESS OF MEETING

- 1. PUBLIC ACCESS**
- 2. APOLOGIES**
- 3. DECLARATIONS OF INTEREST – PECUNIARY AND NON-PECUNIARY**
- 4. STAFF REPORTS**

Sustainable Environment and Economy

- 4.1 Proposed Activity Byron Bay Surf Festival on Reserve 82000 Apex Park, Denning Park, Main Beach and part Clarkes Beach from Friday 24 February 2017 to Sunday 26 February 20174

Infrastructure Services

- 4.2 Temporary Access Road through Reserve 82000 to Clarkes Beach Caravan Park and Cafe Reserves - Construction of Concrete Roundabout at Massinger Street / Lighthouse Road June to October 201624

Councillors are encouraged to ask questions regarding any item on the business paper to the appropriate Director or Executive Manager prior to the meeting. Any suggested amendments to the recommendations should be provided to the Administration section prior to the meeting to allow the changes to be typed and presented on the overhead projector at the meeting.

STAFF REPORTS - SUSTAINABLE ENVIRONMENT AND ECONOMY

Report No. 4.1 **Proposed Activity Byron Bay Surf Festival on Reserve 82000 Apex Park, Denning Park, Main Beach and part Clarkes Beach from Friday 24 February 2017 to Sunday 26 February 2017**

Directorate: Sustainable Environment and Economy
Report Author: Claire McGarry, Events Liaison and Grants Support Officer
 Paula Telford, Leasing and Licensing Coordinator

File No: I2016/387

Theme: Economy
 Economic Development

Summary:

This report recommends granting a temporary licence for proposed activities at Main Beach Byron Bay as part of the wider Byron Bay Surf Festival which is taking place throughout Byron Bay Township during the weekend of 24 – 26 February 2017.

The proposed activity does not fall within Council's Policy 5.52 *Commercial Activities on Coastal and Riparian Crown Reserves* and is reported to Council in accordance with part Council resolution 14-286, 'any applications that are not expressly referred to in the Policy will be considered at a meeting of Council'.

RECOMMENDATION:

- 1. That the Reserve Trust grant a temporary licence in accordance with section 108 of the Crown Lands Act for the purpose Entertainment and Exhibition to Byron Bay Surf Festival Pty Ltd from Friday 24 February 2017 to Sunday 26 February 2017 on Crown Reserve 82000 (Apex Park, Denning Park, Main Beach and part Clarkes Beach).**
- 2. That the granting of the temporary licence be subject to receipt and favourable assessment of a full Event Application.**

Attachments:

- 1 BBSF Event Management Plan DRAFT 2017, E2016/26255 , page 8

Report

5 This report recommends granting a temporary licence for proposed activities at Main Beach Byron Bay as part of the wider Byron Bay Surf Festival (BBSF) which is taking place throughout Byron Bay Township during the weekend of 24 – 26 February 2017.

The BBSF has new event managers who are beginning the approvals process with Council now to ensure sufficient timeframe for effective planning and promotion of the event.

10 This report specifically relates to the proposed activities on the Main Beach foreshore. Attachment 1 provides an overview of the broader BBSF activities throughout the Township to provide context.

Event Overview

15 The multi-day BBSF has been held on the Byron Bay foreshore from 2011 – 2014, attracting up to 10,000 attendees annually. After a hiatus in 2015-16, Council has received a proposal for the BBSF to be held from the 24 – 26 February 2017.

20 The objective of the BBSF is to celebrate Australia's iconic surf culture, drawing from its rich local and national heritage while reflecting the values, creative energy and culture of the Byron region and community. In 2017 the BBSF will continue to support charities (Byron Youth Service, Uncle Project and SurfAid) and will be enhancing its sustainability initiatives by promoting and supporting environmental education, conscious consumption of sustainable brands, as well as personal, group and community health.

25 This event comprises over 30 different activities. Event sites include Main Beach foreshore, the Byron Bay Recreational Grounds and the Wategos Beach foreshore.

Main Beach Activities

30 The specific activities proposed on the Main Beach foreshore are open to the public at no charge (ie no entry fee) and include:

- Art and photography exhibition
- Outdoor film screening
- 35 • Short Film competition
- Beach clean-up
- Surf artisan stalls
- Surf and ocean-specific educational presentations
- Surf fitness workshops
- 40 • Board-shaper's exhibition
- Food stalls
- Live music

The Event Management Plan also identifies that the event will require Council approvals for:

- 45 • Traffic Management Plan
- Waste Management Plan
- Noise Management Plan
- Risk Management Plan

50 Temporary Licence

Land Information:

Description: Lot 10 DP 1049827, Bay Street Byron Bay
Reserve: R82000 Byron Bay Beach

Owner: NSW Department of Primary Industries – Crown Lands
 Trustee: Byron Coast Reserve Trust
 Trust Manager: Byron Shire Council
 Gazetted Purpose: Public Recreation

5 Crown Reserve 82000 is included in Council's Policy 5.52 *Commercial Activities on Coastal and Riparian Crown Reserves*. Section 5 of this policy outlines what activities Council may issue a temporary licence over this area for. These activities are:

- 10 • *Sporting Events – Organised*
- *Educationally based community activities*
- *Fundraising activities by Registered Charities*
- *Political Functions*
- *Religious Functions*
- 15 • *Weddings*

The proposed activity does not fit into any of the categories in Section 5 of the Policy that Council may issue temporary licences for, and therefore cannot be licensed by staff under delegation. However, under Section 108 of Crown Lands Act the activity could be licensed as an Exhibition or Entertainment.

This application is reported to Council for their consideration in accordance with part Council resolution 14-286, '*any applications that are not expressly referred to in the Policy will be considered at a meeting of Council*'.

Financial Implications

Byron Bay Surf Festival Pty Ltd would be charged the adopted fee for a *Commercial Temporary Activity*, which is currently \$225.00 for the application fee and \$312.00 per day (for 1 to 7 days) for the licence fee.

Additionally, event organisers will be charged fees in accordance with Council's adopted Fees and Charges for their:

- 35 • Traffic Control Plan
- Waste management
- Occupation Certificate
- Any relevant building or health inspections

Statutory and Policy Compliance Implications

Clause 31 Temporary licences

"(1) For the purposes of section 108 (1) of the Act, in addition to grazing, the purposes for which a temporary licence may be granted are as follows:

- 45 (a) access through a reserve,
- (b) advertising,
- (c) camping using a tent, caravan or otherwise,
- (d) catering,
- (e) emergency occupation,
- 50 (f) entertainments,
- (g) equestrian events,
- (h) exhibitions,
- (i) filming (within the meaning of the Local Government Act 1993),

- (j) functions,
(k) hiring of equipment,
(l) holiday accommodation,
(m) markets,
(n) meetings,
(o) military exercises,
(p) mooring of boats to wharves or other structures,
(q) sales,
(r) shows,
(s) sporting and organised recreational activities,
(t) stabling of horses,
(u) storage.

(2) *For the purposes of section 108 (2) of the Act, in addition to any other condition subject to which a temporary licence is granted, the licence is subject to the condition that the relationship of landlord and tenant is not created between the parties.*

(3) *For the purposes of section 108 (4) of the Act, the prescribed period for the expiration of a temporary licence is one year following the date on which it is granted."*

Byron Shire Council Policy 5.52 Commercial Activities on Coastal and Riparian Crown Reserves

Section 4 of Council's Policy 5.52 *Commercial Activities on Coastal and Riparian Crown Reserves* defines what activities Council has determined may be carried out on a coastal Crown reserve without requiring the issue of a temporary licence. These activities are:

- *Emergency Services performed by recognised Emergency Service Organisations;*
- *Social Gatherings;*
- *Spreading of Ashes; and*
- *Volunteer Rescue Organisations – Training Days*

Section 5 of this same Policy outlines what activities Council may issue a temporary licence over this area for. These activities are:

- *Sporting Events – Organised*
- *Educationally based community activities*
- *Fundraising activities by Registered Charities*
- *Political Functions*
- *Religious Functions*
- *Weddings*



Event Management Plan

DRAFT

2016



Event Management Plan 2016

About this Plan

This draft document provides the contextual background, locations, management and expected outcomes of the 2016/17 Byron Bay Surf Festival.

Authors

Max Tischler (Director)

max@byronbaysurffestival.com

0439 347 776

James McMillan (Director)

james@byronbaysurffestival.com

0409926032

Byron Bay Surf Festival Pty Ltd

ABN: 68 153 063 319

ACN: 153 063 319

www.byronbaysurffestival.com.au

**Event Management Plan 2016****Table of Contents**

1. Introduction	4
1.1. Overview	4
1.2. Target Audience	4
1.3. Activities	4
2. Locations	5
2.1. Public Areas, Site Plans	5
Site 1- Main Beach Foreshore	6
Site 2- Wategoes Beach	7
Site Plan (2014)	8
3. Management of Activities	9
3.1. Noise Management	9
3.2. Traffic Management	9
3.3. Waste Management	9
4. Approvals	9
5. Risk Management	10
5.1. Public Liability	10
5.2. Risk Management Tool	10
5.3. Work Health and Safety	10
5.4. First Aid Safety And Security	10
6. Event Budget	10
7. Community Impact	11
8. Personnel	11
Appendix 1	12
Appendix 2	15



Event Management Plan 2016

1. Introduction

1.1. Overview

The Byron Bay Surf Festival (BBSF) is a non-competitive three-day celebration of surf culture. It provides an artistic forum for like-minded people to gather and connect through surfing, art, music and film. The festival has run annually for four years between 2011-14. Unfortunately 2015 saw the festival postponed. The BBSF team is back rejuvenated and looking to build on its strong foundation in 2016.

The BBSF hosts over thirty events throughout its three-day duration, appealing to a range of surfing, ocean-going and lifestyle demographics. The breadth of activities includes interests for surfers, body-surfers, and people with a health conscious lifestyle. It is specifically focused on the creative aspects of surf culture including art, film, music, literature, craftsmanship and, fashion.

Sustainability has always been a primary concern for the BBSF, and this will continue both in the activities and brands we promote, as well as event management more generally.

Traditionally held on the third weekend in October the festival is planning to shift it's timing to a late summer timeslot and is scheduled to go ahead between **24-26 February 2017**

1.2. Target Audience

The BBSF typically attracts a broad demographic including local, national and international patronage. Historically, the dominant age group attending the festival is 20-40 singles, couples and young families. Analysis of social media data confirms these figures and, highlights a high percentage of female followers.

The BBSF will continue to promote and support sustainable surf tourism to the Byron Bay Shire and surrounds.

1.3. Activities

The BBSF provides an array of activities for patrons, including:

1. Opening Ceremony and Function (access to 2000 patrons)
2. Art and Photography Show (access to 5000-10 000 patrons)
3. Live Music performances (including one ticketed outdoor event- access to 5000 patrons)
4. Outdoor Feature Film screening (access to 250 patrons)
5. Short Film Competition (access to 250 patrons)
6. Beach Clean-up (access to 250 patrons)
7. Surf Artisan Markets (access to 5000-10 000 patrons)



Event Management Plan 2016

8. Surf and Ocean-specific Presentations (access to 5000-10 000 patrons)
9. Surf Fitness Workshops (access to 5000-10 000 patrons)
10. Shapers Exhibits (access to 5000-10 000 patrons)
11. Surf Expressions Sessions and Demonstrations (access to 5000 patrons)
12. Surfboard Swap-Meet (access to 5000 patrons)
13. Closing Ceremony and Function (access to 2000 patrons)

2. Locations

2.1. Public Areas, Site Plans, Temporary Structures, Water and Toilet Facilities:

The BBSF will utilise (permission pending) a number of public spaces within and around the Byron Bay CBD and township, including:

Main Beach Foreshore (including Apex/Denning Park)

This area will be used for the majority of the BBSF activities (see above Act. 2, 4, 5, 6, 7, 8, 9, 10), including food stalls and some live music

Byron Bay Recreation Grounds (Tennyson St)

The area will be used for an outdoor ticketed and licenced concert (Act. 1, 3, 13), and will be the base for our 'place-making' initiatives- including live music, food stalls and a licenced bar.

Wategoes Beach

This area will be used for the surf expression sessions and surfboard swap-meet (Act. 11, 12).

Below are two maps showing the proposed locations, and a third schematic diagram of the site plan for the 2014 event (as an example).

2.2. Private and indoor areas

The BBSF will utilise (permission pending) a number of private and indoor spaces within and around the Byron Bay CBD and township, including:

Stone & Wood Brewery

Byron Bay Community Centre

Atlantic Guesthouse

Loan Goat Gallery (at Byron Library)



Event Management Plan 2016



Site 1: Main Beach Foreshore, Apex Park, Denning Park
and
Byron Bay Recreational Grounds



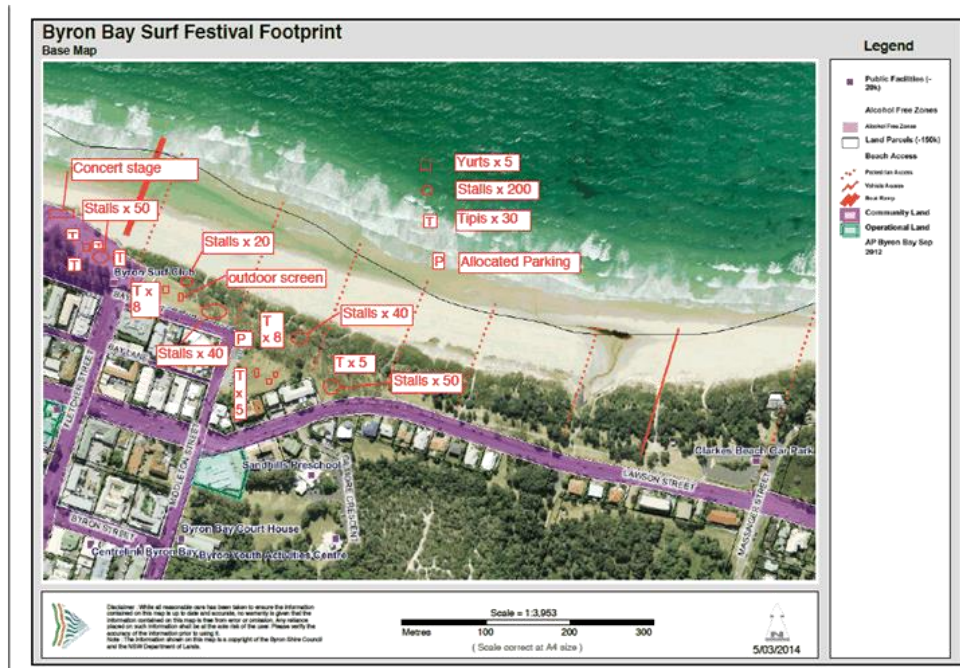
Event Management Plan 2016



Site 2: Wategoes Beach



Event Management Plan 2016



Site Plan Example (2014)



Event Management Plan 2016

3. Management of Activities

Every effort will be made to ensure the BBSF activities minimise the impacts and disruption to the town, its residents and environment. This draft plan outlines some of the areas of focus with specific details to be included in time.

3.1. Noise Management

The vast majority of the festival (held on public areas) is within the hours of 9am and 10pm. The scheduled music concert planned for the opening night (Byron Bay Recreational Grounds) will be completed by 10pm, however, a separate noise management plan will be submitted separately to council (if requested) to ensure full compliance, especially due to the proximity of residential areas.

3.2. Traffic Management

The BBSF will endeavour to minimise the impact of traffic throughout the event. We have attempted to centralise the event so that the majority of the activities are accessible to pedestrian traffic. We will be offering a shuttle bus service to patrons during the Sunday activities at Wategoes Beach to alleviate congestion in and around this area.

3.3. Waste Management

The BBSF is currently compiling a waste management strategy over three years. The strategy outlines initiatives to achieve a zero-waste event within three years. The BBSF will be seeking the services of a local contractor to assist, formulate and implement this strategy. This strategy includes management of varying waste streams (organic, recycling and land fill) as well as adequate amenities for toilets.

4. Approvals

Below is a list of formal approvals required to host the BBSF

- i. Temporary Licence (for use of council owned or managed land) Public Activity (Byron Bay Shire Council BBSC)
- ii. Temporary Limited Alcohol License (NSW Government)
- iii. Public Screening Licence (Federal Gov)
- iv. Others (TBD)



Event Management Plan 2016

5. Risk Management

5.1. Public Liability

The BSSF has held public insurance for every year since the event's inception. It will continue to hold a insurance policy for \$20m

5.2. Risk Management Tool

Once all details and specifics have been determined a risk assessment will be made for each of the activities listed (Section 1.3) A copy of the 2014 BBSF Risk Assessment Tool for BBSC Venues and Open spaces is listed in Appendix 1.

5.3. Work Health and Safety

Once all details and specifics have been confirmed a full assessment of activities (Section 1.3) and personnel will be undertaken to ensure full compliance with Safe Work Australia and Work Cover NSW.

5.4. First Aid, Safety and Security

Once all details and specifics have been confirmed a full assessment of activities (Section 1.3) and personnel will be undertaken to ensure full compliance with Safe Work Australia , Work Cover NSW and local Emergency Services.

6. Event Budget

Table 1: Summary Income and Expenses for the BBSF. No figures have been provided at this stage.

Income		Expenses	
Sponsorship		Insurances	
Grants		Wages	
Ticket Sales		Artist Fees	
Merchandise		Music Prod	
Stall Fees		Film Prod	
Shapers Fees		Advertising	
Food Stalls		Lics/Permits	
Art Sales		Infrastructure	
		Office Sups	
		Promotions	
		IT	
		Signage	
		Hardware	

**Event Management Plan 2016****7. Community Impact**

Our objective is to provide Byron Bay with a celebration of iconic surf culture, drawing from its rich local and national heritage, whilst reflecting the values, creative energy and traditional culture of the Byron region and community.

The festival will continue to promote and support sustainable surf tourism to the Byron Bay Shire and surrounds. The exponential growth of attendees at the event bodes well for local business- thus opening further opportunities for local enterprises to become an integral part of the event. It is expected that the event will inject a substantial amount of revenue into the local economy.

Each year since inception the BBSF has included a charitable element offering support to local, national and international charities (e.g. Byron Youth Services, Uncle Project, SurfAid). These initiatives will continue to grow and evolve in time.

In 2016/17 the BBSF will be enhancing it's sustainability initiatives by promoting and supporting environmental education (e.g. beach clean-ups and waste management), conscious consumption of sustainable brands, as well as personal, group and community health and fitness (e.g. yoga sessions, dietary seminars).

The BBSF is proud to have received an overwhelmingly positive amount of support from the Byron Bay community, including local groups, businesses and Council. A number of letters of support are included herewith (Appendix 2)

8. Personnel

The BBSF currently holds two directors:
James McMillan
Max Tischler

James and Max will be responsible for the planning and production of the 2016/17 event. A number of contractors will be employed across varying aspects during the lead-in and implementation of the event, as well as the utilisation of a large volunteer network.



Event Management Plan 2016

Appendix 1

Byron Bay Surf Festival- Risk Assessment 2014

Ref No.	Hazard	Risk	Applicable? Circle Y/N	Controls – actions needed to manage the risk	Action will be taken? Circle Y/N	If you circled no please provide reason and/or details of alternative control(s) in place
	Faulty or incorrect use/installation of Electrical Equipment	<ul style="list-style-type: none"> - Electric shock and burn injuries - Electrocution 	Y	<ul style="list-style-type: none"> - All electrical leads and appliances to have current certifications and testing tags - All electrical leads to be off the ground and not exposed to water 	Y Y	<i>generators will be contained to avoid fuel/oil leaks on the activity areas</i>
	Faulty or incorrect use/installation of gas cylinders, cooking facilities	<ul style="list-style-type: none"> - Fire or gas explosion causing burn injuries 	Y	<ul style="list-style-type: none"> - All gas cylinders to have current inspection stamp - Fire fighting equipment to be readily accessible - Cooking facilities to be located away from flammable materials 	Y Y Y	
	Hazardous substances used for cleaning, construction, artworks.	<ul style="list-style-type: none"> - Skin contact may cause irritation or dermatitis - Vapours or fumes may cause headaches and/or respiratory problems - Long term exposure may lead to chronic (ongoing) health effects 	N	<ul style="list-style-type: none"> - Use the least hazardous product for each job. - Ensure good ventilation. - Make sure safety information is on label and Material Safety Data Sheet (MSDS) is provided. - Provide appropriate personal protective equipment (PPE) – this could include rubber gloves, eye protection, face mask. - Read chemical safety information and follow recommended practices 	Y / N Y / N Y / N Y / N	
	Incorrect Manual Handling (bending, reaching, stretching, pulling, lifting)	<ul style="list-style-type: none"> - Musculoskeletal disorders including sprains and strains 	Y	<ul style="list-style-type: none"> - Assess risk and ensure correct manual handling procedures are used when moving equipment - Use trolleys or team lifts where required - Provide training in correct manual handling techniques - Seek help if you think a task may present manual handling risk 	Y Y Y Y	
	Trip Hazards	<ul style="list-style-type: none"> - Trip or falls may cause broken bones, sprains and strains 	Y	<ul style="list-style-type: none"> - Inspect venue and/or open spaces to ensure trip hazards are identified and removed - Where cords are required along the floor and/or ground, ensure they are covered or taped securely 	Y Y	First Aid officer will be on site
	Playing sports and use of	<ul style="list-style-type: none"> - Physical injuries to players and spectators 	N	<ul style="list-style-type: none"> - Avoid equipment or games spaces 	Y / N	

BYRON SHIRE COUNCIL

STAFF REPORTS - SUSTAINABLE ENVIRONMENT AND ECONOMY

4.1 - ATTACHMENT 1



Event Management Plan 2016

Ref No.	Hazard	Risk	Applicable? Circle Y/N	Controls – actions needed to manage the risk	Action will be taken? Circle Y/N	If you circled no please provide reason and/or details of alternative control(s) in place
	sporting equipment	such as broken bones, cuts, bruises, strains and sprains		when in use - Follow correct manual handling procedures - First Aid Officer on site during play - Access to first aid kit	Y / N Y / N Y / N	
	Poor lighting	- Trips/falls if lighting inadequate - Eye strains, irritation, fatigue	N	- Report any concerns about lighting	Y / N	
	Incorrect storage, handling and/or preparation of food	- A person/people may contract food poisoning	Y	- Caterers must comply with Australian National Food standards and health regulations	Y	
	Poor crowd control	- Anti-social behaviour could result in personal injury and/or property damage	Y	- Event exceeding 100 participants and/or finishing after 10pm require security guards for crowd control - Police to be informed of large events - Requirement for security, restriction on participant numbers and/or sale of alcohol may be required at the venue managers discretion	N Y N	Day time event similar to last year – evening event has security No alcohol sold
0	Excessive noise levels	- Could result in hearing problems, tension/stress on participants and/or surrounding residents and businesses	Y	- Reduce noise levels when calibrated noise monitor in hall exceeds required noise levels (check specific venue requirements) - Generally amplified music must cease before midnight on Friday & Saturday nights, or before 11pm (check venue requirements)	Y Y	
1	Lack of appropriate traffic management	- Property damage or personal injury due to a traffic accident	Y	- Participants to abide by all traffic rules and park in designated car parks. - All necessary approvals in place where road closures and/or additional parking are required	Y Y	
2	Temporary structures	- Property damage or personal injury due to failure of temporary structures	Y	- Temporary structures appropriately installed by qualified and/or experienced persons	Y	

BYRON SHIRE COUNCIL

STAFF REPORTS - SUSTAINABLE ENVIRONMENT AND ECONOMY

4.1 - ATTACHMENT 1



Event Management Plan 2016

Ref No.	Hazard	Risk	Applicable? Circle Y/N	Controls – actions needed to manage the risk	Action will be taken? Circle Y/N	If you circled no please provide reason and/or details of alternative control(s) in place
3	Rubbish and waste	- Property damage, personal injury or health risk due to excess rubbish and waste generated by the event	Y	- Appropriate waste receptacles provided to cope with anticipated waste generated by the event - Post-event clean up team organised to ensure all rubbish/waste is removed from the Council venue/land	Y Y	
4	Bad weather	- Property damage or personal injury due to poor weather conditions	Y	- Event coordinator to monitor weather conditions - Weather contingency plan in place including ability to cancel event and communicate this to potential attendees	Y Y	Attendees are advised of any bad weather cancellations via social media and our website
3	Other	- P	Y \ N	Please specify controls to be implemented:		



Event Management Plan 2016

Appendix 2

Letters of support



PO Box 4226
Coffs Harbour NSW, 2450

Email: belinda.novicky@ncdn.com.au
Phone: (02) 65694058

20 October 2014

To Whom It May Concern

RE: Supporting Application for Byron Bay Surf Festival Regional Flagship Events Program

The North Coast Destination Network has identified the importance of Surf tourism under The Legendary Pacific Coast brand with it being an important and significant experience promoted domestic and internationally.

As part of this tourism strategy, highlighting major surfing events is vital to the promotion of the overall strategy and of these key regional events, the Byron Bay Surf Festival is one of the most popular. We are pleased to support the Byron Bay Surf Festival on their application for Regional Flagship Events Funding.

Regional events like the Byron Bay Surf Festival encapsulate the North Coast character and fits perfectly with promoting our local lifestyle and key assets. The North Coast of NSW has some of the best surfing beaches in the world to include two dedicated surfing reserves. Furthermore, the festival's close proximity to Coolangatta International Airport also allows this event to grow into a major international proceeding which is anticipated to be a major contributing factor to the doubling of the North Coast's regional economies by 2020.

On behalf of the North Coast Destination Network we would like to wish the Byron Bay Surf Festival all the best with their application.
Kind regards



Belinda Novicky
Executive Officer



Event Management Plan 2016



PO Box 265 Byron Bay NSW 2481

13 October 2014

To Whom it may concern

As the owner and publisher of the popular byronbay.com website since 1997, I am proud that we've been able to work closely with most of the regions festivals and events, and whilst Byron is privileged to host many world class events, none seem to capture the essence of 'Byron' as well as the Byron Bay Surf Festival.

With Byron's climate and beaches, surf culture creeps into all aspects of the local community. Championing the art, innovation and history of surfing without the hyper-commercial competitive aspect places The Byron Bay Surf Festival in perfect alignment with the values that have shaped the Byron community over the years.

What's more, the Byron Bay Surf Festival is very accessible with much of their program taking place in public spaces - not only making it easy for the locals to enjoy, but also allows the regions visitors to mingle and feel part of the Byron community.

As a local resident, a small business owner and a stakeholder in the tourism industry, I will continue to support the Byron Bay Surf Festival.

Kind Regards

Rick Slater

Director, byronbay.com PTY LTD

byronbay.com PTY LTD ABN 35 108 006 926 | www.byronbay.com/company | ask@byron-bay.com | 02 8005 5779
Connect with Byron Bay : facebook.com/byron.bay.nsw | Follow Byron Bay : twitter.com/byronbay

STAFF REPORTS - INFRASTRUCTURE SERVICES

Report No. 4.2 **Temporary Access Road through Reserve 82000 to Clarkes Beach Caravan Park and Cafe Reserves - Construction of Concrete Roundabout at Massinger Street / Lighthouse Road June to October 2016**

Directorate: Infrastructure Services
Report Author: Rob Serventi, Contract Engineer
File No: I2016/310
Theme: Community Infrastructure
 Local Roads and Drainage

Summary:

This report details the consultation undertaken by Council with local stakeholders and recommends the Reserve Trust consent to the construction of an 8m wide temporary access road on Crown Land managed by Council, being Reserve 82000 (i.e. the Clarke's Beach Public Car park and parkland along Lawson St, Byron Bay).

RECOMMENDATION:

That the Reserve Trust:

1. **Consents to Council constructing a temporary access road in Reserve 82000 on the area known as the Clarkes Beach Park, as part of the construction of the concrete roundabout at the intersection of Massinger Street, Lighthouse Road and Lawson Street.**
2. **Consents to the temporary access road removing 10 paid parking spaces for approximately 6 months.**
3. **Consents to Council remediating the park turf and reinstating the car park to original parking configuration once the temporary access road is removed following completion of the roundabout in late 2016.**
4. **Issues Council a temporary licence for the temporary access road located on land shown in the attached plan Option 1 (E2016/22531).**

Attachments:

- 1 24.2014.48.1 Temporary Access Road - Lawson St / Massinger St / Lighthouse Rd - new roundabout - Option 1, E2016/22531 , page 27
- 2 24.2014.48.1 Temporary Access Road - Lawson St / Massinger St / Lighthouse Rd - new roundabout - Option 2, E2016/22541 , page 28

Report**Background**

5 The tender for the construction of a concrete roundabout at the intersection of Massinger Street / Lawson Street / Lighthouse Road closed on 14 April 2016 and is the subject of a separate report to the Council meeting of 19 May 2016.

Drainage works for the roundabout and road renewal are planned to start in early May 2016.

10 This work will be followed in June with road renewal works in Massinger Street /Lawson Street and Lighthouse Road. These works will be done by Council Road Crews.

It is expected that the Council will grant possession of site to the contractor for the concrete roundabout in July 2016.

15 Traffic management staging for the construction of the concrete roundabout involves the closure of Massinger Street either side of the intersection. This approach provides unimpeded road access, to the public, along Lighthouse Road and Lawson Street and onto Wategos and Cape Byron, during the site works. The site works are expected to take 6 months.

20 Massinger Street from Lawson Street to Kipling Street needs to be closed temporarily to allow these works to proceed. Temporary access will be provided to the Clarkes Beach carpark, Café and Holiday Park, via an 8m wide temporary access road from Lawson Street as detailed in the two options attached to this report.

25 **Options to minimise loss of paid parking**

Two (2) options have been developed for the temporary access road to minimise loss of paid parking spaces during the construction stage.

30 The temporary closure of Massinger Street north of the intersection reduces the number of work stages for the roundabout construction. The closure reduces the time to install the concrete roundabout pavement and reduces the cost and impact to the public.

35 Option 1 results in the loss of 10 paid parking spaces (3 on road and 7 in the car park)
Option 2 results in the loss of 28 paid parking spaces (3 on road and 25 in the car park)

Option 1 will be implemented as the lowest impact option to the community.

40 **Consultation and Local Traffic Committee**

45 Council officers have consulted with Grafton Department of Primary Industries - Lands, The Office of Heritage and Environment; the owner of the Café; and managers of the Holiday Park. Crown Lands have advised Council staff that the proposed works are a matter for Council to determine as the Reserve Trust Manager.

The local community has been notified by letter drop of the planned roundabout construction works in December 2015 and March 2016.

50 Permanent parking changes effective at the completion of the roundabout have been approved at the Local Traffic Committee in November 2015.

The RMS has been notified of the temporary access road by Council's Traffic Engineer.

55

Technical and Environmental

5 The temporary road will be constructed flush with the existing pedestrian footway. Temporary drainage pipe will be installed in the Lawson Street crossover. A 150mm DGS40 base on compacted subgrade will be primer sealed, and a two coat 20mm asphalt seal applied as the temporary wearing course.

10 The Council will maintain the temporary access road during construction of the roundabout. The Council's concrete roundabout contractor will maintain the pedestrian and traffic management controls for the roundabout and the temporary access road.

The temporary access road will be removed and the grass area of the reserve rehabilitated after the completion of all civil works.

15 Financial Implications

There are sufficient funds in the 2015/2016 capital works budget for construction and maintenance of the temporary access road from May to November 2016.

20 Statutory and Policy Compliance Implications

The Reserve Trust needs to consider the matters detailed in this report and if agreeable, consent to them, including the issue of a temporary licence.

