

# NOTICE OF MEETING



## EXTRAORDINARY LOCAL TRAFFIC COMMITTEE MEETING

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

<b>Information</b>	This meeting is to be conducted electronically, where advice of members is sought via email, as per point 5.3.1 of the Guide to the Delegation to Councils for the Regulation of Traffic (including the operation of Traffic Committees).
<b>Committee Members</b>	Peter Stevens – Roads and Maritime Services Linda Makejev – Roads and Maritime Services Snr Constable David Brigg – Police Cr Basil Cameron Tamara Smith MP

A handwritten signature in black ink, appearing to read 'Phil Holloway', is located in the bottom left area of the page.

Phil Holloway  
Director Infrastructure Services

**BYRON SHIRE COUNCIL**  
EXTRAORDINARY LOCAL TRAFFIC COMMITTEE MEETING

**BUSINESS OF MEETING**

**1. APOLOGIES**

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

**3. DEVELOPMENT APPLICATIONS**

3.1 Events - Byron Writers Festival 2018 - Road Closure.....3

**DEVELOPMENT APPLICATIONS**

**Report No. 3.1                      Events - Byron Writers Festival 2018 - Road Closure**  
**File No:                              I2018/906**

**Summary**

Council has received an event application and Traffic Management Plan (TMP) and Traffic Control Plan (TCP) from Ingen Consulting for Byron Bay Writers Festival to be held between Friday 3<sup>rd</sup> August and Sunday 5th August 2018.

**OFFICER RECOMMENDATION**

That Council endorse the Byron Bay Writers Festival 2018 to be held 3-5 August 2018

**BACKGROUND**

N/A

**KEY ISSUES**

In 2016 collecting donations from motorists on Bayshore Drive caused congestion that directly impacted a Regional Road – Ewingsdale Road. This was resolved in 2017, however, other traffic congestion occurred during the event. The following information is provided to explain what measures have changed in this years TMP.

Council's post-event report describes significant congestion on the southbound lane of the Pacific Highway on Friday the 4th of August 2017, between 7:30am and 10:30 and ascribes this congestion to the following factors:

- Writers Festival start at 8:30 with no VMS to advice motorists of the event
- An athletics carnival and AFL event at the Cavanbah Centre starting at 8:30
- 40 km/h Road Works zone at Sunrise Roundabout
- The single lane Byron Bay Hospital Roundabout
- Buses leaving the festival and parking in the Cavanbah Center.

Council's post event report suggests the following alterations to the TMP:

Thursday to Sunday traffic control.

Pedestrian:

- Keep pedestrian movements separate to all vehicle traffic
- Relocate the pedestrian crossing from the chock hold point
- Ensure adequate lighting
- Assist pedestrians to follow signage and not use the road way
- Educate pedestrians
- Bus/Taxi movement plan for arrivals, parking and pick up

**Parking:**

- Request the Council's Traffic Engineer and Signs Crew review Bayshore Drive one week before the event with enforcement to make sure signs are enforceable and correct
- Enforcement required to ensure no parking on road way

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With respect to the TCP, Council makes the following recommendations:

- Document who can change and approve the TCP on the day for unforeseen circumstances
- Reduce speed to 40 km/h
- Reduce speed to 10 km/h near pedestrians. If they walk up to the road like a shared zone could be an option
- How will the Sunrise RAB and Bayshore RAB affect traffic to this event?

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In Council's post-event report it was suggested to retain pedestrian traffic within the parking area as much as possible and provide a pedestrian road crossing over the existing drain opposite the site entry. It was requested that this crossing is traffic controlled. Pedestrian fencing will also need to be placed to stop pedestrians crossing Bayshore Drive until they reach the traffic-controlled crossing point.

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Based on the above recommendations an overview of changes to the TMP is provided below.

**Pacific Motorway**

Given that congestion in the southbound lane of the Pacific Motorway leading up to the Byron Bay exit is a daily occurrence, the Byron Writers Festival is only a contributor of traffic on the Pacific Motorway. The writer's festival propose to liaise with Council and RMS to include the Writers Festival in the existing VMS sign messaging on the Motorway and on Ewingsdale Road adjacent The Farm to give motorists a heads up of the upcoming event a week before the event.

This will occur through liaison rather than formalising in the TCP's, as the VMS's are controlled by RMS, not Council. Placement of additional mobile VMS's on the Pacific Motorway would not be justified and resulting decentralisation of VMS messaging would likely add to confusion amongst motorists. It would be most effective if the Writers Festival is incorporated into RMS's messaging schedules.

**Bayshore Drive roundabout**

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During a meeting with Council's Project Engineer, it was concluded that it would be most beneficial to both festival patrons and the works on the Bayshore Drive roundabout, if festival traffic were directed as follows:

- Arriving traffic from Pacific Motorway direction turn left at Bayshore Drive and travel to site along Bayshore Drive.
- Arriving traffic from Byron Bay town centre direction turn right at Sunrise Roundabout and travel to site along Sunrise Boulevard.
- All traffic leaving the site to be directed to turn left into Sunrise Boulevard from Bayshore Drive and access Ewingsdale Road at the Sunrise Boulevard roundabout. This will increase the travel distance for westbound traffic, but significantly reduce congestion at the Bayshore Roundabout construction works and thus improve travel time for all motorists.

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This arrangement is reflected on the directional signage plan that is part of the attached set of Traffic Control Plans.

### Speed zones

- 5 Following Council's recommendations, a 40km/h speed zone from the rail crossing to the car park entrance on Bayshore Drive, and 10km/h from the car park entry to the end of Bayshore Drive will be implemented.

The latter would improve the safety of any pedestrian-vehicle interactions that may occur on Bayshore Drive. These speed zones are depicted on the attached Traffic Control Plans.

### Pedestrian crossing

- 10 Retention of the pedestrian crossing (from the car park to the footpath) at the same location as last year. Moving the crossing to the location suggested in the post-event report would require a temporary pedestrian bridge over the existing drain, and require interrupting the existing brifen wire safety fence along the drain, which would be cost-ineffective and introduce other safety and accessibility issues.
- 15 As the suggestion to move the crossing location was made in order to reduce the 'random' and uncontrolled crossing of Bayshore Drive by pedestrians, a 10 km/h speed zone north of the car parking entry and pedestrian fencing along the western side of the swale will be implemented. This will result in a significant increase in pedestrian safety, as the likelihood of crossing is reduced due to the fencing, and the consequence of an unwanted pedestrian-vehicle interaction is reduced
- 20 due to the low vehicle speed.

### Bus and taxi movement plan

- As requested by staff, a bus and taxi movement plan is included in the set of drawings. With the increased use of drop offs by services such as Uber, a suitable and efficient drop off zone is allocated within the car parking area close to the entrance. The design and placement of internal
- 25 signage to facilitate the vehicle flows as indicated in the bus and taxi movement plan is not included in the TMP (which is intended to describe signage in the public road only) and will be included in the festival's internal management documentation.

### Traffic Control Plans

The attached traffic control plans reflect the above discussions.

## 30 COUNCIL IMPLICATIONS

### ▪ **Budget/Financial**

- 35 The event organisers have a Council Memorandum of Understanding (Item 2.1 Councils role and responsibilities) which waives fees for the relevant Approval of Road Events pursuant to s144 of the Roads Act fee as per the Fees & Charges 2017/18.

### ▪ **Asset Management**

Not applicable.

### ▪ **Policy or Regulation**

- 40 Delegated to council for authorisation in conjunction with:
- 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.
- R5-1-3 Parking (Disable) – NSW Road Rules 203, \$541 fine
- R5-400 No Stopping - NSW Road Rules 167, \$253 fine
- R5-41 No Parking (specified times) - NSW Road Rules 168, \$108 fine.

5      **▪ Consultation**

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

- 10
  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.

15      **▪ Legal and Risk Management**

If vehicles cause congestion on Bayshore Drive then this could directly impact a Regional Road – Ewingsdale Road. RMS Traffic Engineering Department requires separate approval of the TMP and TCP.

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**RECOMMENDATION:**

1. That Council endorse the Byron Bay Writers Festival to be held on 3-5 August 2018, that includes the installation of temporary regulatory signage including No Stopping, No Parking and Disability Parking Signs between 8am and 6pm, subject to conditions at:
  - a. Bayshore Drive, Byron Bay
2. That the approval provided in Part 1 is subject to:
  - a. separate approvals by NSW Police and RMS being obtained
  - b. implementation of the approved Traffic Management Plan and Traffic Control Plan, including the use of signed detours, as designed and implemented by those with appropriate 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. hold \$20m public liability insurance cover which is valid for the event

**Attachments:**

- 1 Traffic Management Plan for Byron Bay Writers Festival 2018 event (3-5 August 2018) - Bayshore Drive, Byron Bay (Elements Resort), E2018/30842 , page 8 [↓](#)

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Alstonville NSW 2477  
0417 264 987  
michiel@ingenconsulting.com.au  
www.ingenconsulting.com.au



Our Reference: J1012\_TMP

General Manager  
Byron Shire Council  
PO Box 219  
Mullumbimby NSW 2482

9<sup>th</sup> of April 2018

Attn: Evan Elford

**Re: Byron Writers Festival 2018 – Traffic Management Plan**

Dear Evan,

The Byron Writers Festival have engaged our services to prepare a Traffic Management Plan for the 2018 Byron Writers Festival, at Bayshore Drive in Byron Bay. This Traffic Management Plan (TMP) has been prepared in general accordance with the TMP of previous festival but will consider feedback from Council after last year's event and infrastructure upgrade projects that are being carried out within the vicinity of the site.

We have been provided with a copy of Council's Byron Writers Festival 2017 Post-Event Report, which provides traffic management feedback for consideration in the preparation of the 2018 documentation. We have also liaised with Council's Project Engineer for the Bayshore Drive roundabout project, to discuss the best way to incorporate those works into the traffic management strategy for this year's event.

**2017 event feedback**

Council's post-event report describes significant congestion on the southbound lane of the Pacific Highway on Friday the 4<sup>th</sup> of August 2017, between 7:30am and 10:30 and ascribes this congestion to the following factors:

- Byron Bay Writers Festival starting at 8:30 with no VMS to advise motorists of the event

Civil | Traffic | Noise | Project Management | Contract Management



Byron Writers Festival 2018  
Traffic Management Plan



- An athletics carnival and AFL event at the Cavanbah Centre starting at 8:30
- 40 km/h Road Works zone at Sunrise Roundabout
- The single lane Byron Bay Hospital Roundabout
- Buses leaving the festival and parking in the Cavanbah Center.

A number of solutions are suggested to address these issues, most of which are anticipated to be undertaken by Council and/or RMS, including hospital roundabout traffic counts and traffic controller and VMS board message updates. As a traffic engineering consultant for the Byron Writers Festival, we will undertake a pro-active approach to liaise with Council and RMS leading up to the event, in order to streamline the processes and increase awareness of the various events that may be taking place. Our RMS certified staff will also be available during the event to make and certify changes to the Traffic Control Plans as required.

It is suggested to remove the TMP and Traffic Control Plans (TCP) from the DA so that the Local Traffic Committee can deal with traffic related matters more directly. It is our understanding that this has been carried out.

Council's post event report suggests the following alterations to the TMP:

- Thursday to Sunday traffic control
- Pedestrian:
  - Keep pedestrian movements separate to all vehicle traffic
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  - Ensure adequate lighting
  - Assist pedestrians to follow signage and not use the road way
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  - Bus/Taxi movement plan for arrivals, parking and pick up
- Parking:
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  - Enforcement required to ensure no parking on road way

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Byron Writers Festival 2018  
Traffic Management Plan



- Reduce speed to 40 km/h
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- How will the Sunrise RAB and Bayshore RAB affect traffic to this event?

In Council's post-event report it is suggested to retain pedestrian traffic within the parking area as much as possible and provide a pedestrian road crossing over the existing drain opposite the site entry. It is requested that this crossing is traffic controlled. Pedestrian fencing will also need to be placed to stop pedestrians crossing Bayshore Drive until they reach the traffic-controlled crossing point.

Based on the above recommendations and discussions with Council and RMS to date, we provide an overview of changes to the TMP below.

#### **Pacific Motorway**

Given that congestion in the southbound lane of the Pacific Motorway leading up to the Byron Bay exit is a daily occurrence, the Byron Writers Festival should not be considered the cause of this congestion on festival days. It is recognised however that the festival is a contributor of traffic on the Pacific Motorway. We therefore propose to liaise with Council and RMS to include the Writers Festival in the existing VMS sign messaging on the Motorway and on Ewingsdale Road adjacent The Farm to give motorists a heads-up of the upcoming event a week before the event.

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Byron Writers Festival 2018  
Traffic Management Plan



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Byron Writers Festival 2018  
Traffic Management Plan



**Traffic Control Plans**

The attached traffic control plans reflect the above discussions. If you have any questions, please do not hesitate to contact our office.

Yours sincerely,

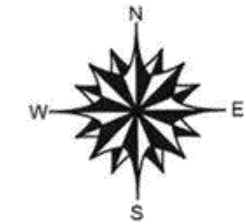
A handwritten signature in blue ink, appearing to read "MK", written over a faint circular stamp.

**Michiel Kamphorst**

*MSc, BSc, RPEng, RPEQ, NER (Civil)*

*Prepare a Work Zone Traffic Management Plan 0039028234*

**Attachments:** Traffic Control Plans



# TRAFFIC CONTROL PLANS

for  
2018 BYRON WRITERS FESTIVAL  
at  
Bayshore Drive, Byron Bay

DRAWING TABLE

DRAWING NUMBER	TITLE	REVISION
J1012_TCP01	Title page	0
J1012_TCP02	Ewingsdale Road Directional Signage	0
J1012_TCP03	Departure Directional Signage	0
J1012_TCP04	Bayshore Drive TCP	0
J1012_TCP05	Details	0
J1012_TCP06	Bus and taxi movement plan	0

REV:	DESCRIPTION:	DATE:	DRAWN:	REVIEWED:	APPROVED:	Approved by:	Ingen Consulting Pty Ltd	CLIENT:	PROJECT:	DRAWING TITLE:
A	Client review	6/4/18	MK			Michiel Kamphorst,	ACN: 623 948 112	Byron Writers Festival	2018 Byron Writers Festival	Title page
0	For certification	9/4/18	MK	TK	MK	MSc, BSc, RPEng, RPEQ, NER	a: Alstonville, NSW	PO Box 1846	Traffic Control Plans	
						Prepare a Work Zone Traffic	p: +614 1726 4987	Byron Bay NSW 2481		
						Management Plan 0039026234	e: michiel@ingenconsulting.com.au			
						Signed: 	w: www.ingenconsulting.com.au			
						Date: 9/4/2018				

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