

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, 26 June 2018
Time	10.30am
Committee Members	Peter Stevens – Roads and Maritime Services Linda Makejev – Roads and Maritime Services Snr Constable David Brigg – Police Cr Basil Cameron Tamara Smith MP

Phillip Holloway
Director Infrastructure Services

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 16 May 2018
- 3.2 Extraordinary Local Traffic Committee Meeting held on 31 May 2018

4. MATTERS ARISING

5. OUTSTANDING ISSUES/RESOLUTIONS

6. REGULATORY MATTERS

- 6.1 Request for one way signage - Ruskin Lane Byron Bay3
- 6.2 Draft Constitution for Local Traffic Committee4
- 6.3 Koala interactions and speed advisory sign options for Granuaille Road Bangalow 15
- 6.4 Bayshore & Sunrise Roundabouts Linemarking & Signage 16
- 6.5 Interim Actions to ManageTraffic and Parking at Byron Bay Arts and Industrial
Estates.....21

7. MATTERS FOR TRAFFIC ENGINEERING ADVICE

- 7.1 Events - INGENUITY Sculpturefest Mullumbimby - Brunswick Terrace Road Closure 23
- 7.2 Events - Billinudgel Open For Business - Wilfred Street Road Closure28
- 7.3 Event - Chincogan Charge, Mullumbimby - 8 September 201837
- 7.4 Traffic Calming on Broken Head Road49

8. DEVELOPMENT APPLICATIONS

- 8.1 Bluesfest 2019 - Paid Parking50
- 8.2 Beer and Cider Festival.....58

REGULATORY MATTERS

Report No. 6.1 Request for one way signage - Ruskin Lane Byron Bay
File No: I2018/904

The Local Traffic Committee comments and recommendation in relation to a request made to Cr Alan Hunter from a landowner adjoining Ruskin Lane, Byron Bay to have the lane traffic movements changed to one way including the installation of appropriate signage.

Committee members will recall that this matter was also an issue that arose from consideration of a Development Application on the corner of Jonson and Browning Streets that has come before the Committee on several occasions recently.

The request has been reproduced below for convenience of committee members.

Dear Alan,

I write on behalf of myself, the owner of 5 & 7 Browning Street, and my neighbors who also use the western end of Ruskin Lane between Tennyson Street and Browning Street for access to their properties.

The lane way is narrow and only safely allows 1 car to pass.

There is a blind right angle corner at the western end and this has caused a number of confrontations between vehicles approaching from different directions and also several minor collisions.

We are unanimous in the view that safety dictates the urgent creation of a one way thoroughfare for which we want entry to commence at Tennyson Street and exit at Browning Street. This will allow for residents to enter the lane legally from both directions of Tennyson Street, a less busy street than Browning Street.

We look forward to your early action on this request in order to enhance our safety.

Yours sincerely
Peter O'Connor

RECOMMENDATION:

That Council note the comments provided by the committee in relation to this request.

Report No. 6.2
File No:

Draft Constitution for Local Traffic Committee
I2018/905

- 5 At the Local Traffic Committee meeting of 16 January 2018, the committee discussed matters in relation to Report No.6.1 – Council resolutions and Recommendation Processes.

From those discussions, the Committee recommended as follows:-

10 **Committee Recommendation**

That Council note that a draft constitution based on council's template be provided to the committee at next meeting to confirm the time, venue, date of meetings.

- 15 *Constitution to include clear guidelines for the handling of matters before the committee consistent with the delegation.*

Staff have now prepared a draft constitution (E2018/50206 – copy attached) for consideration by committee members. Members informally reviewed the document on 15 May 2018 and provided initial comments to management. Those comments have now been incorporated into the document and accordingly, Members are requested to provide a final review and comments prior to reporting to Council for adoption.

25

RECOMMENDATION:

That the draft constitution attached to this report is noted and the committee comments be provided to finalise the constitution document prior to adoption by Council.

Attachments:

- 30 1 DRAFT Constitution Local Traffic Committee 2018 (version 002), E2018/50206 , page 5 [↓](#)



BYRON SHIRE COUNCIL

LOCAL TRAFFIC COMMITTEE

CONSTITUTION (DRAFT)

INFORMATION ABOUT THIS DOCUMENT

(INTERNAL USE ONLY)

Date Adopted by Council	<date>	Resolution No.	<resolution no>
Responsibility	Infrastructure Services		
Review Timeframe	March 2018		
Last Review Date:	26/2/18 S.Tucker	Next Scheduled Review Date	<date>

Document History

Doc No.	Date Amended	Details Comments eg Resolution No.
E2018/xxxx	This document	Constitution as adopted by Council on <date>

Further Document Information and Relationships

Related Legislation	Road Transport Act 2013 Roads Act 1993 Local Government Act 1993 Transport Administration Act 1988 Road Transport (General) Regulation 2013 Road Transport Legislation Amendment (Road Safety) Act 2018
Related Policies	Code of Conduct 2016 Work Health Safety Policy Code of Meeting Practice
Related Procedures/ Protocols, Statements, documents	Roads and Maritime Service publication A Guide to the Delegation to Councils for the Regulation of Traffic (including the operation of Traffic Committees) Version 1.3 March 2009 Other RMS documents: http://www.rms.nsw.gov.au/business-industry/partners-suppliers/traffic-management/powers-committees.html E2017/115278 BSC 2018 Meeting Schedule

2018 Members

Councillor	Cr Basil Cameron
RMS Representative	Mr Peter Stevens, Ms Linda Makejev
Police Representative	Snr Cons David Brigg, Sgt Michael Stewart
Local MP	Ms Tamara Smith

DIS Representative	Evan Elford
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NB: Any part of this Internal Use Only section of the document may be updated by management without reference to the Committee or a staff vote, as it is information required to adequately support and administer the Committee.

Table of Contents

1. Preamble	1
2. Functions	1
3. Timeframe for Committee.....	1
4. Responsible Directorate	2
5. Membership	2
6. Induction	2
7. Meetings and Meeting formats	3
8. Confidentiality	3
9. Election of Chairperson	3
10. Voting.....	3
11. Council's action on LTC advice	4
12. Convening Meetings	4
13. Agendas, minutes and reports	5
14. Conduct of Business	5
15. Records of meetings	5
16. Absence from Committee Meetings	5
17. Section 377 Delegation	5
18. Meeting Practice	6
19. Miscellaneous	6

1. Preamble

Roads and Maritime Services is legislated as the organisation responsible for the control of traffic on all roads in New South Wales under the Road Transport (Safety & Traffic Management) Act 1999.

In order to deal with the large number and range of traffic related matters effectively, Roads and Maritime has delegated certain aspects of the control of traffic on local roads to Councils.

Roads and Maritime has retained both the control of traffic on the State's classified road network and the control of traffic signals on all roads.

RMS delegation to Councils limits the types of prescribed traffic control devices and traffic control facilities that Council can authorise and imposes certain conditions on Councils.

One of these conditions requires Councils to obtain the advice of Roads and Maritime Services and the Police prior to proceeding with any proposal. This is most commonly achieved by Councils establishing a Local Traffic Committee (LTC).

The committee is composed of four formal members each with one vote. These four members are a representative from Council, the Police, Roads and Maritime Services, and the Local State Member of Parliament or their nominee.

The Local Traffic Committee is an advisory body only, having no decision making powers. It is, primarily, a technical review committee that is required to advise the Council on traffic related matters referred to it by Council.

2. Functions

The LTC is primarily a technical review committee, which is required to advise the Council on matters referred to it by Council. These matters must be related to prescribed traffic control devices and traffic control facilities **for which Council has delegated authority**. The LTC does not have executive power or authority to implement actions.

The LTC should consider the technical merits of the proposal and ensure that the proposal meets current technical guidelines.

The functions delegated to Council in the Delegation are:

1. authorisation of prescribed traffic control devices covered under Division 1 of Part 4 (Sections 50 to 55 of the Road Transport (Safety and Traffic Management) Act 1999 (repealed);
2. regulation of traffic under Division 2 of Part 8 (Sections 116 to 119) of the Roads Act 1993.
Note "regulate traffic" for the purpose of the Roads Act means to restrict or prohibit the passage along a road of persons, vehicles or animals.
3. authorisation of special event parking schemes under **Division 2 of Part 5 (Clauses 122 and 123)** of the Road Transport (General) Regulation 2013 on public roads other than classified roads.

3. Timeframe for Committee

The lifespan of the Byron Shire Council Local Traffic Committee is ongoing within the operation of the Delegation.

4. Responsible Directorate

This committee is administered by the Infrastructure Services Directorate. The Director or their delegate will attend these meetings and minutes will be taken by a member of their staff.

5. Membership

The LTC is to be made up of four formal members. The members are as follows:

- 1 representative of Council
- 1 representative of the NSW Police
- 1 representative of the RTA
- the local State Member of Parliament (MP) or their nominee

Note: Staff members participating on the committee do not have any voting entitlements.

Committee members may change from time to time.

The Council's representative may be any Councillor or Council officer. The Council representative may be a sub-delegate if Council has formally approved this.

Where a Council LGA is represented by more than one MP, or covered by more than one NSW Police LAC, MPs or NSW Police officers representing the relevant electorate or LAC are entitled to be members of the LTC. However they are only permitted to vote on matters, which effect their electorate or LAC. Refer to Section 10, Voting.

The Council (in consultation with the formal members of the LTC) may also decide to have additional informal (non-voting) advisors to the LTC who can provide input into the process. These additional advisors can include a:

- Road Safety Officer
- Ministry of Transport representative
- Fire Brigade representative
- Ambulance Service representative
- Bus operator representative
- Transport Workers Union representative
- Chamber of Commerce representative

Generally, informal advisors are not required to attend every LTC meeting. Their attendance is only required when items appear on the Agenda which affect their area of expertise or responsibility.

The informal advisors of the committee are not entitled to a vote. Refer to Section 10, Voting.

6. Induction

All members will be required to participate in an induction process at the establishment of a new committee, and at any time a replacement voting member joins a committee. The induction will be scheduled prior to the first meeting of the committee and will cover topics such as this Constitution, the Code of Meeting Practice, Conflicts of Interest and Code of Conduct.

Replacement voting members will be inducted by experienced committee members at, or prior to, their first meeting.

7. Meetings and Meeting formats

The LTC is not a committee within the meaning of the Local Government Act. The operating arrangements for the LTC are contained in the RMS publication ["Guide to the delegation to councils for the regulation of traffic"](#)

At LTC meetings the following are at the discretion of Council:

- conduct at meetings
- frequency of meetings (see section 12)
- format of meetings [Within the RMS Guidelines]
- provision for a public gallery (see section 20)

The most common format for LTC meetings is a face to face meeting held in offices of the council.

The meeting is to be convened by a Council Representative. The convenor may be the Council's voting member or may be an additional non-voting member of the LTC.

While there is no need for a specific quorum to allow an LTC meeting to proceed, it must be remembered that any advice can only be returned to the elected Council by the LTC if the view of the RTA and the NSW Police have been obtained.

Acceptable alternative meeting formats include:

- Electronic meetings – where the advice of the members is sought electronically. This allows items to be considered as they arise and may reduce response time.
- A combination of electronic (for minor issues) and face-to-face meetings. This allows minor issues to be addressed between meetings. The response time for minor issues may be reduced using this format and this format can result in shorter face to face meetings. It may even be possible to increase the interval between meetings.

8. Confidentiality

Members of the committee will, in those circumstances where confidential matters are subject to deliberation, maintain confidentiality.

9. Election of Chairperson

The position of Chairperson is to be elected from Councillors comprising the committee but only in circumstances where the Mayor elects not to assume the position of Chairperson.

10. Voting

While an organisation, which is a voting member, may choose to send more than one representative, that organisation is still limited to one vote only. For example:

- Where the LTC is chaired by a convenor who is a member of the elected Council and the LTC also has a Council staff member on the committee, the Council as an organisation is still only entitled to one vote [i.e. the Council representatives are not entitled to a vote each]
- Where the Council representative is also the convenor, the Council is still only entitled to one vote. There is no casting vote available to the convenor in the case of a tied vote.
- Where a Council LGA is represented by more than one State MP, only the MP representing the State electorate containing the proposal is permitted to vote. However, if the proposal is actually contained in more than one State electorate, then each State MP for those electorates may vote.

- Where a Council LGA has more than one NSW Police LAC, only the NSW Police officer representing the LAC containing the proposal is permitted to vote. However, if the proposal is actually contained in more than one LAC, then each NSW Police officer for those LACs may vote.

Council must consult with the Ministry of Transport where public passenger transport matters are affected.

LTC advice to Council on a proposal referred to it by Council must be one of the following:

- 1) unanimous support;
- 2) majority support;
- 3) split vote;
- 4) minority support; or
- 5) unanimous decline.

11. Council's action on LTC advice

A Council's action on the above LTC advice will be:

(a) If Council is in agreement with the LTC unanimous support then the proposal may be approved. In these cases there is no conflict between Council and the advice of the LTC, consequently there is no need for Council to inform the RTA or the NSW Police representatives of the decision.

(b) If Council is in agreement with the LTC unanimous support, but no longer wants to proceed, the proposal may still be rejected.

(c) If Council is in agreement with the LTC unanimous decline then the proposal may be rejected. Again there is no conflict between Council and the advice of the LTC. Consequently there is no need for Council to inform the RMS or the NSW Police representatives of the decision.

(d) If Council decides to proceed with a proposal where the advice of the LTC is not unanimous support, then the Council must first advise the RMS and the NSW Police representatives in writing of their intention to approve the proposal. The RMS or the NSW Police may then lodge an appeal to the RTC. Refer to Section 5.4, APPEALS.

(e) If Council decides to proceed with a proposal where the advice of the LTC is a unanimous decline, then the Council must first advise the RTA and NSW Police representatives in writing of their intention to approve the proposal. The RTA or the NSW Police may then lodge an appeal to the RTC. See Section 5.4, APPEALS.

Flowcharts have been provided to assist with the understanding of this process. Refer to the relevant flowcharts in Appendix A.

Due to the fact that the RTA and the NSW Police have the power to appeal certain decisions of the Council, the LTC cannot provide its advice to Council until both the RMS and the NSW Police have provided their vote on the issue.

12. Convening Meetings

Meetings will be held as required, generally every two months. An annual timetable of meetings will be prepared in advance, and adopted by Council every October/November for the following 12 months.

A meeting of the committee may be convened in response to either the direction of the Mayor (or in the Mayor's absence the Deputy Mayor) in written form to the General Manager; or two Councillors in written form to the General Manager, or by resolution of the Council.

13. Agendas, minutes and reports

The agenda is an organised list of the business, in order, that will be transacted at the meeting. An agenda for each meeting, containing a brief report on each item, is to be provided to committee members and available on Council's website at least 7 days prior to the meeting being held.

Each item of business to discuss at the meeting is required to be listed on the agenda and in written form. Verbal reports at the meeting are not an acceptable practice.

For some matters, it will be necessary to attach other relevant information to the agenda to inform and direct discussion. Such information is to be circulated with the agenda.

Committee members may request items for inclusion in future agendas, through the Chair. See also section 5.3.2 in "A Guide to the Delegation to Councils for Regulation of Traffic"

14. Conduct of Business

Each item of business is discussed in the order in which it appears on the agenda. New matters may be considered at a meeting subject to the advice of committee members that it is an urgent safety issue.

New items of business may be included in a future agenda as noted in section 13 above.

15. Records of meetings

The minutes of meetings are to be circulated to members of the group as soon as practicable within 3 days of the meeting so that members can provide feedback through the Chair on the draft unconfirmed minutes.

Minutes of committee meetings will be kept and presented to Council via a report of the committee meeting.

16. Absence from Committee Meetings

All committee member representatives are required to advise Byron Shire Council when they are unable to attend committee meetings. The absence of committee member representatives from the meeting is to be recorded in the minutes. A committee member representative (other than the Mayor) ceases to be a representative of the committee if the representative:

- a) Has been absent from three consecutive meetings of the committee without having given reasons acceptable to the committee for the representative's absence, or
- b) Has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the representative's absences.

17. Section 377 Delegation

The committee does not have any delegated functions pursuant to section 377 of the Local Government Act (1993) and does not have the power to direct staff.

18. Meeting Practice

Meetings are to be conducted in accordance with this Constitution and, where required, reference to Council's Code of Meeting Practice.

19. Miscellaneous

- a) **Insurance:** Committee members are covered by the public liability policy of Council. This insurance does not preclude the Local Traffic Committee from due diligence and all Council policies must be adhered to. (S.Tucker to check with Janelle Boland)
- b) **Code of Conduct:** All group members to abide by Council's adopted Code of Conduct at all times.
- c) **Pecuniary Interest:** Pecuniary Interest may be defined as an interest that a person has in a matter, as a committee member or employee of a company or other body, 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. Such other person includes the spouse or de-facto partner or relative of the committee member.

Section 446 of the Local Government Act states that "a member of a council committee, other than a committee that is wholly advisory, must disclose pecuniary interests..."

Even though the Local Government Act provides an exemption to disclose pecuniary interests Council's preference is for all members to declare pecuniary interests where applicable.

- d) **Work Health Safety:** All committee members are required to comply with the "Worker and Visitor Responsibilities" as prescribed in the Work Health and Safety legislation.
<http://www.safework.nsw.gov.au/law-and-policy/worker-and-visitor-obligations>
- e) **Site Visits:** It is recommended that each member of the LTC undertake a site visit prior to considering any proposal. This site visit may be undertaken individually by LTC members, or may be organised by Council as a joint visit of all members of the LTC. Where this is not practical due to issues such as time or distance, then it is recommended that modern electronic alternative methods be used.
- f) **Public Participation:** The role of the LTC is to consider the technical aspects of any proposal and make a recommendation to the Council. The merits of the scheme, from a public perspective, are the responsibility of the Council and thus resident's views should be taken into account by the Council rather than the LTC. However, there is nothing preventing the LTC members from agreeing to allow residents, or other interested stakeholders, to address the committee, if it so chooses.

In addition, the LTC members may agree to limit the number of public presenters on any particular item and/or place time limits on them. Any such constraints should be conveyed to the presenters at the time they are notified of the LTC's agreement for them to address the committee. The LTC's advice to Council is not binding upon the Council therefore ideally this advice should not be released to the public until the Council has decided whether or not to exercise its delegated authority. However, where Council has decided to allow the public to be in attendance at the LTC meetings, *the convenor must make it clear to the public gallery that the Council is still required to accept the recommendation of the LTC to finalise the issue.* This should be done after each item to cater for members of the public who may only attend the meeting for a specific item.

- g) Media participation:** The role of the LTC is to consider the technical aspects of proposals and provide their advice to Council. Media involvement, or interest, in the process should be addressed through the normal Council meeting process.

DRAFT

Report No. 6.3 **Koala interactions and speed advisory sign options for Granuaille Road Bangalow**
File No: I2018/970

5 The purpose of this report is to provide an opportunity for LTC the discuss and make recommendations in relation to Koala Wildlife Signage and speed zone reviews in known koala hot spots with particular reference to Granuaille Road, Bangalow.

10 Council has received requests for the installation of Koala Wildlife Signage and to review the travel speed on Granuaille Road as a consequence of a recent car strike near Granuaille Crescent.

The strike occurred just near the local communities' koala sign that was erected in January 2017.

15 The community are looking to produce a number of "coreflute" koala signs for installation in areas where residents have expressed concerns regarding interactions of koalas and traffic.

20 The correspondence has suggested additional advisory signage on RMS controlled land leading to the location and are seeking RMS approval to install signs. Vehicle travel speeds in the area are also of a concern to the residents. Accordingly, it may be appropriate to formally request RMS to undertake a speed zone review of Granuaille Road.

25 The LTC are advised that the issue of koala wildlife signage has been discussed by the Transport and Infrastructure Advisory Committee at its meeting 14 June 2018 to determine the appropriate actions regarding the design, installation and policy surrounding wildlife signage across the shire.

The draft TIAC minutes note the following recommendations:

- 30 1. *That the Committee note the report and recommend the signage strategy to include other native animals.*
2. *That the Consultation is undertaken with WIRES and community initiatives (Bangalow Koalas) are considered.*
- 35 3. *The Committee receive an update on the consultation during the next Committee meeting.*

40 As a consequence of the TIAC recommendations, it is considered that no further action by the LTC in relation to wildlife signage is warranted until the outcomes of investigations and reporting to TIAC is known. Support for a speed zone review as a separate action may be warranted.

RECOMMENDATION:

That the committee note the actions and recommendations from the Transport and Infrastructure Advisory Committee in relation to wildlife signage and request the RMS undertake a speed zone review on Granuaille Road.

45

BYRON SHIRE COUNCIL

LOCAL TRAFFIC COMMITTEE MEETING

6.4

Report No. 6.4

Bayshore & Sunrise Roundabouts Linemarking & Signage

File No:

I2018/1097

A report was presented to LTC on the 16 January 2018 seeking concurrence for the proposed regulatory signs and line marking for the Bayshore and Sunrise Roundabouts on Ewingsdale Road (Attachment 1 – I2017/2009).

The recommendation regarding this report was as follows:-

"1. That the Local Traffic Committee be provided with clear documentation showing the Pavement Marking and Signage Plans for the Ewingsdale Road roundabouts as detailed below:

a) Sunrise Boulevard roundabout as per Attachment 1 (E2017/115555)

b) Bayshore Drive roundabout as per Attachment 2 (E2017/115586)

2. That the members provide comments, concurrence or otherwise through the chair within 7 (seven) days.

3. That separate, large format, hard and electronic copy of the plans be provided to the RMS, Police (addressed to Highway Patrol) and members in advance of meetings to allow for proper and detailed consideration."

In accordance with this recommendation, clearer plans were produced and provided to the committee, with large format hard copies additionally provided to the RMS and Police.

Comments were received and are detailed below.

Committee Comments

20 Feb 18 - D. Brigg: The Traffic office at Byron bay can see no issues with the signage as set out in the plans forwarded to this office.

28 Feb 18 - L. Makejev: Please see attached RMS comments on the roundabout pavement markings and signage. Sorry for the delay, thanks very much for the electronic and hard copies, made it a lot easier.

With respect to the Sunrise Boulevard Roundabout, LTC concurrence and endorsement is sought for the addition of no stopping yellow lines adjacent to the pedestrian refuge to ensure safe crossing of Ewingsdale Road and the modification of the Left/Straight turn lane (eastbound) to a Left turn only lane, including the addition of a "LEFT LANE MUST TURN LEFT" sign.

No other comments were received. Note the RMS plans referenced in RMS comments is provided, with the markups referenced above as Attachments 2 (E2018/49111) and 3 (E2018/49111).

As a consequence, this report seeks LTC concurrence and endorsement for the proposed regulatory signs and line marking for these two roundabouts on Ewingsdale Road, Byron Bay in accordance with the comments/plans provided by the committee.

The plans attached will be available in the meeting in A2 format.

RECOMMENDATION:

That the Local Traffic Committee endorse the Pavement Marking and Signage Plans for the Ewingsdale Road roundabouts, including the additional changes at Sunrise Roundabout as detailed below:-

- a) Bayshore Drive Pavement Marking and Signage Plan as amended by RMS as per Attachment 2 (#E2018/49110); and**
- b) Sunrise Boulevard Pavement Marking and Signage Plan as amended by RMS and incorporating additional comments as per Attachment 3 (#E2018/49111).**

5 Attachments:

- 1 Report 16/01/2018 Local Traffic Committee Ewingsdale Road Roundabouts - Signs and Linemarking, E2018/51774 , page 18[↓](#)
- 2 24.2015.48.1 - Bayshore RAB - Pavement Marking and Signage Plan (RMS), E2018/49110 , page 19[↓](#)
- 3 24.2016.57.1 - Sunrise RAB - 2016-0037 - Pavement Marking and Signage Plan (RMS), E2018/49111 , page 20[↓](#)

BYRON SHIRE COUNCIL

LOCAL TRAFFIC COMMITTEE MEETING

6.2

Report No. 6.2 **Ewingsdale Road Roundabouts - Signs and Linemarking**
File No: I2017/2009

5 This report seeks LTC concurrence and endorsement for the proposed regulatory signs and line marking for two roundabouts on Ewingsdale Road, Byron Bay, being at the intersections with Sunrise Boulevard and Bayshore Drive.

Detailed pavement marking and signage plans have been attached for both roundabouts.

10

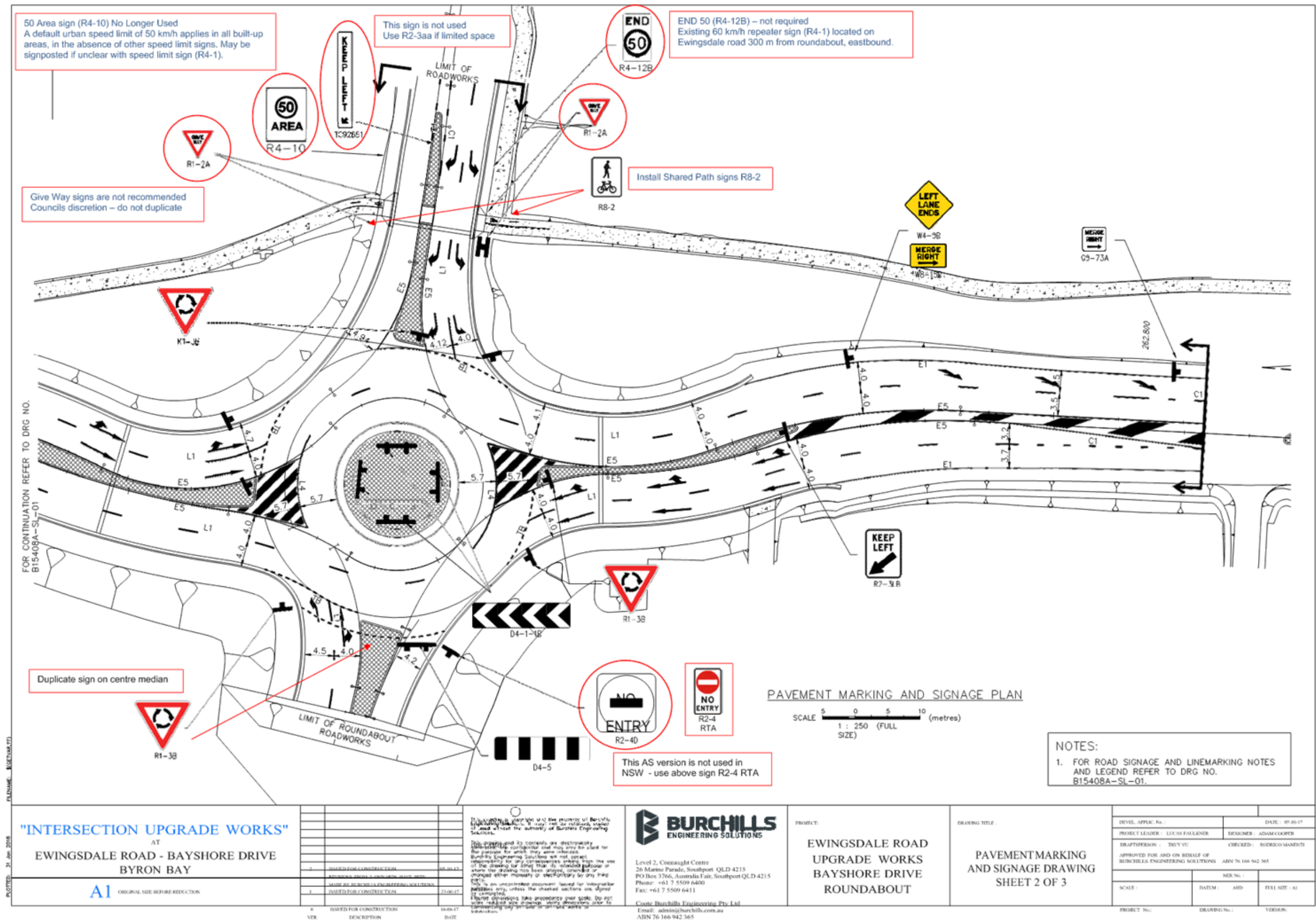
RECOMMENDATION:

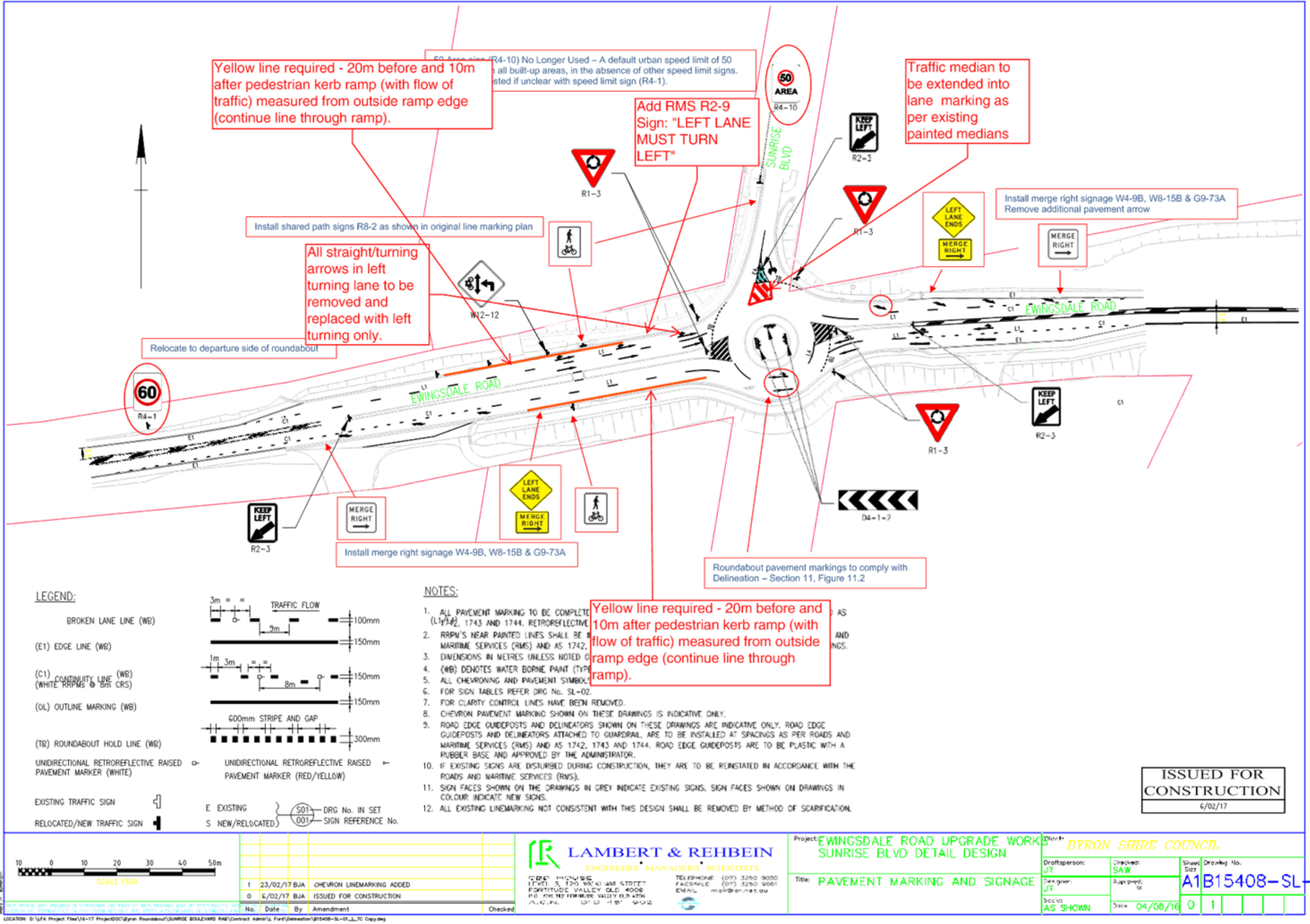
That the Local Traffic Committee endorse the Pavement Marking and Signage Plans for the Ewingsdale Road roundabouts as detailed below:

- a) **Sunrise Boulevard roundabout as per Attachment 1 (E2017/115555)**
- b) **Bayshore Drive roundabout as per Attachment 2 (E2017/115586)**

Attachments:

- 15 1 24.2016.57.1 - Sunrise RAB - 2016-0037 - Pavement Marking and Signage Plan, E2017/115555
- 2 24.2015.48.1 - Bayshore RAB - 2017-0014 - Pavement Marking and Signage Plan, E2017/115586





Report No. 6.5 Interim Actions to Manage Traffic and Parking at Byron Bay Arts and Industrial Estates

File No: I2018/1143

- 5 Council continues to receive complaints about traffic, parking and access to properties within the Byron Arts and Industrial Estate area.

10 This report seeks support from the LTC for Council's resolution to implementation short term solution signage and line marking changes to regulate traffic and parking arrangements to improve functionality for businesses within the estate whilst a more detailed investigation of permanent solutions is undertaken.

BACKGROUND

15 By way of example, a meeting was held recently with representatives of Brookfarm, a business that operates out of several locations with Council's industrial estates including at a warehouse in Centennial Drive in Byron Arts and Industrial Estate to discuss traffic, parking and access issues impacting that business.

20 Essentially their problem is around traffic and parking arrangements in the street fronting the business impacting access to their loading dock for trucks.

25 Current road widths and on street parking arrangements restrict the turn movements of the trucks to such an extent that they quite often have to double handle loads with smaller trucks to an alternative loading area at another location. The existing driveway arrangements and location of infrastructure such as fire booster assemblies, power poles and Council's drainage pit structure also impact the turning process.

30 The nature and type of the vehicles using the street and the relatively narrow lane widths with parking either side is creating problems in this and other locations within Centennial Drive and in the broader area generally.

35 The situation is impacting business function and also the operation of the road network and it is considered that urgent action is required to implement solutions to ameliorate the impacts as soon as possible.

A number of options to improve the situation may be considered including:

- 40 1. Widen the existing driveway to the premises which would involve reducing the number of parking bays on the premises side of the street by appropriate sign posting and/or yellow line marking, relocating fire booster assembly and adjusting existing gates and fences.
2. Restricting parking on the opposite side of the street by appropriate sign posting and/or yellow line marking.
- 45 3. Locally widening the street on the opposite side to provide improved traffic lane widths to facilitate track turning movements whilst maintaining vehicular parking in this location. This option would utilise most of the existing footpath zone for vehicular parking. This may be an option that could also be applied in other locations.
- 50 4. A combination of the above solutions and consideration of making Centennial Drive "One Way" – this would require a more detailed traffic analysis to be undertaken and as such would be a possible longer term solution. The investigation should also consider parking arrangements which in is also a contributing factor to access issues being experienced.

55 Council as a short term solution could install "No Parking" signs on the opposite side of the street to manage the Brookfarm access situation whilst a report on more permanent solutions to the problems is developed for consideration by Council and the LTC at a future date.

KEY ISSUES

1. Current traffic and parking regulations continue to impact business operations in the Byron Arts and Industrial Estate and surrounding areas.
- 5 2. Short term solutions need to be found to assist economic activity in the area.

COUNCIL IMPLICATIONS

▪ **Budget/Financial**

- 10 The cost of modifying traffic and parking by implementing new signage and line marking will require expenditure from Council's sign maintenance budget.

▪ **Policy or Regulation**

Delegated to Council for authorisation in conjunction with:-

- 15
- 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.
- 20

RECOMMENDATION:

That LTC support Council's action to implement short term traffic and parking solutions within the Byron Arts and Industrial Estate through appropriate signage and line marking.

25

MATTERS FOR TRAFFIC ENGINEERING ADVICE

Report No. 7.1 **Events - INGENUITY Sculpturefest Mullumbimby - Brunswick Terrace Road Closure**

5 **File No:** I2018/1131

SUMMARY

10 Council has received an event application from Creative Mullumbimby Inc for the 2018 INGENUITY Sculpturefest to be held from 12 to 19 November 2018.

RECOMMENDATION

15 That Council endorse the Creative Mullumbimby Inc INGENUITY Sculpturefest to be held from 12 to 19 November 2018 (including set up and pack up time), that includes the temporary road closure of Brunswick Terrace Mullumbimby, subject to conditions.

LINKAGE TO OUR COMMUNITY STRATEGIC PLAN

20

Theme	Economy	A sustainable and diverse economy which provides innovative employment and investment opportunities in harmony with our ecological and social aims.
Objective	EC1	A diverse economic base and support for local businesses.
Strategy	EC1.4	Support sporting and cultural events in Byron Shire.
Measures	EC1.B	Increase the sustainability of events in which Council is involved.

BACKGROUND

25 This is a new event, relating to approved DA 10.2014.248.1 "Creation of sculpture walk with 13 permanent public art sites and public land" on road reserve, Burringbar Street, and Brunswick Terrace Mullumbimby.

30 The organisers (Creative Mullumbimby Inc) have a Memorandum of Understanding: Public Art Partnership with Council, and are working with the public art panel to commission and manage the sculpture projects according to the above DA, and to coordinate and produce Mullumbimby Community Sculpture Festival to be held in November 2018.

35 The event organisers are also applying to close Brunswick Terrace between Burringbar Street and Tincogan Street for the duration of the event.

Traffic impacts will occur between 12 and 19 November 2018.

40 The event organisers have provided a Traffic Control Plan and are currently preparing a Traffic Management Plan which will be submitted to Council prior to the event.

KEY ISSUES

45 1. Road closures affect traffic between 12 and 19 November 2018.
2. Possible obstruction of emergency services (Police, Fire Brigade) due to road closures in the immediate vicinity.

COUNCIL IMPLICATIONS

▪ **Budget/Financial**

- 5 The event organisers will be invoiced the following fees as appropriate
- Approval of Road Events pursuant to s144 of the Roads Act (Advertising of event and staff time to process) and
 - Development Certification fees – section 138 with fees being the fee applicable as at the date of payment.

10 ▪ **Asset Management**

Not applicable

15 ▪ **Policy or Regulation**

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.

20 ▪ **Consultation**

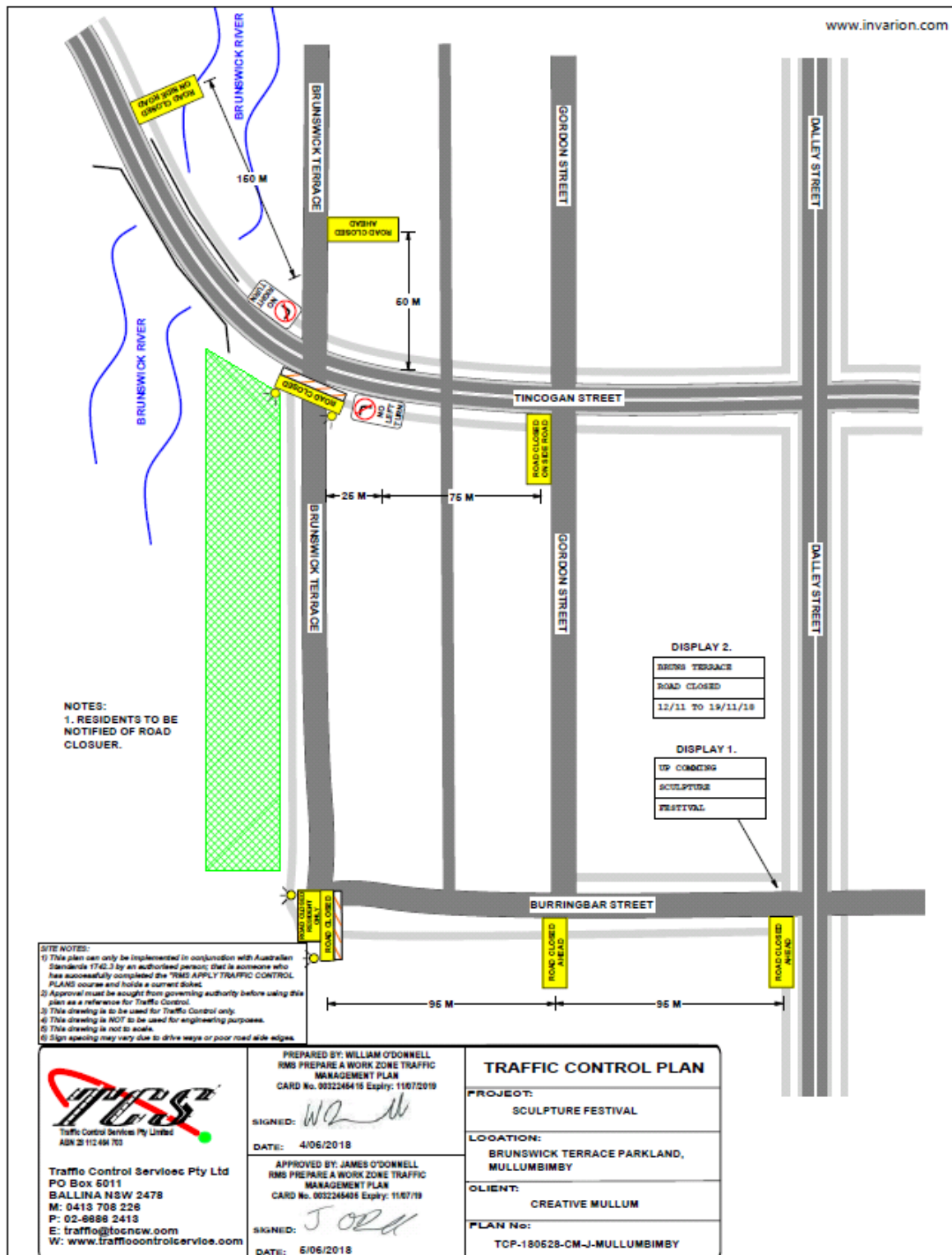
A condition of the endorsement of this event is that appropriate consultation is undertaken, including:

- 25
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.

30 ▪ **Legal and Risk Management**

Appropriate approvals and insurances are required as a condition of the endorsement for this event.

Figure 1. Brunswick Terrace, Mullumbimby road closure



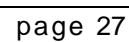
RECOMMENDATION:

- 1. That Council endorse the Creative Mullumbimby Inc INGENUITY Sculpturefest to be held from 12 to 19 November 2018 between 8:00am Monday 12 November 2018 and 5:30pm Monday 19 November 2018 that requires temporary road closures and actions to control traffic on Mullumbimby roads, subject to conditions at Brunswick Terrace from Burringbar Street to Tincogan Street.**
- 2. That the approval provided in Part 1 is subject to:-**
 - a. separate approvals by NSW Police and RMS being obtained;**
 - b. submission to Council and implementation of an appropriate Traffic Management Plan, incorporating the Traffic Control Plan dated 5 June 2018 prepared by Traffic Control Services Pty Ltd, including the use of signed detours, 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;**
 - iv) pay Council's Road Event Application Fee prior to the event; and**
 - v) provide a debrief of the event to Council's Traffic Engineer within two weeks of the conclusion of the event.**

Attachments:

- 1 TCP-180528-CM-J-MULLUMBIMBY - Sculpture Festival, E2018/51654 , page 27 [↓](#)**

7.1 - ATTACHMENT 1



Report No. 7.2
File No:

Events - Billinudgel Open For Business - Wilfred Street Road Closure
I2018/1142

SUMMARY

Council has received an a Traffic Control Plan for an event being organised by the Billinudgel business in conjunction with council to hold the Billinudgel Open for Business Festival on 22 September 2018.

RECOMMENDATION

That Council endorse *The Billinudgel Open for Business Festival* to be held on 22 September 2018, that includes the temporary road closure of Wilfred Street Billinudgel from 12pm to 6pm, subject to conditions.

LINKAGE TO OUR COMMUNITY STRATEGIC PLAN

Theme	Economy	A sustainable and diverse economy which provides innovative employment and investment opportunities in harmony with our ecological and social aims.
Objective	EC1	A diverse economic base and support for local businesses.
Strategy	EC1.4	Support sporting and cultural events in Byron Shire.
Measures	EC1.B	Increase the sustainability of events in which Council is involved.

BACKGROUND

This is a new event, funded by the NSW State Government and Byron Shire Council as part of the Department of Industry Flood Recovery grant.

Billinudgel is a unique village bordering the Pacific Highway in Byron Shire Council. Ex-Tropical Cyclone Debbie (TCD) decimated the local businesses that are pivotal to the day to day function of the North Byron community. Many businesses were affected including Billi-Lids Child Care Centre (supporting approx. 90 families) the hotel, general store, auto electrician and smash repairs, and a range of commercial operations in the industrial estate.

The Billinudgel Festival is the FINAL culmination of a number of elements to the funding: resilience workshops and new mobile emergency trailer; anniversary community event; public art – parrots all over Billi; new Welcome sign and village directory; new community park beside the pub; and the Billinudgel Festival on the 22 September 2018.

This event is about supporting the community to heal and making the community proud of their town and what is has achieved in the past year and a half –which has truly been amazing.

The event organisers have provided a TCP (E2018/51697) and are currently preparing a Traffic Management Plan for the event.

KEY ISSUES

1. The potential for traffic management to impact traffic on State Road system.
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 12.00pm to 6.00pm

4. Possible obstruction of emergency services (Police, Fire Brigade) due to road closures in the immediate vicinity.

COUNCIL IMPLICATIONS

5

▪ **Budget/Financial**

As noted in the report and in addition, the event organisers will be invoiced the following fees
- Approval of Road Events pursuant to s144 of the Roads Act (Advertising of event and staff time to process) and

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

▪ **Asset Management**

Not Applicable

15

▪ **Policy or Regulation**

Delegated to Council for authorisation in conjunction with:-

20 - 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.

▪ **Consultation**

25 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.

30

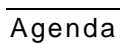
▪ **Legal and Risk Management**

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

35 Clause 2.2 An Officer may:

(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;

40 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 Control' ticket. The RFS volunteer traffic controller supervisor must have a RMS issued 'Implement Traffic Control Zone' ticket to set out signage as per the Traffic Control Plan.





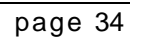


RECOMMENDATION:

1. That Council endorse the Billinudgel Open for Business Festival to be held on 22 September 2018, that includes the temporary road closure below of Wilfred Street Billinudgel from 12pm to 6pm.
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. submission to Council and implementation of the approved Traffic Management Plan incorporating Traffic Control Plans prepared by Traffic Management Training Pty Ltd, 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. holding \$20m public liability insurance cover which is valid for the event.
 - iv. paying Council's Road Event Application Fee prior to the event.

5 Attachments:

- 1 BILLINUDGEL Open for Business - TCP, E2018/51697 , page 34 [↓](#)







Report No. 7.3
File No:

Event - Chincogan Charge, Mullumbimby - 8 September 2018
I2018/676

SUMMARY

Council has received an event application and Traffic Control Plan (TCP) for the Chincogan Charge 2018 to be held on Saturday 8 September 2018.

RECOMMENDATION

That Council endorse the Chincogan Charge 2018 to be held on Saturday 8 September 2018, that requires actions to control traffic on Mullumbimby roads between 8:00am and 5:30pm, subject to conditions at:

- Dalley Street - Burringbar Street to Tincogan Street
- Tincogan Street - Dalley Street to Brunswick Terrace
- Murwillumbah Road - Brunswick Terrace to Coolamon Scenic Drive
- Coolamon Scenic Drive – House 1913 to Murwillumbah Road

LINKAGE TO OUR COMMUNITY STRATEGIC PLAN

Theme	Economy	A sustainable and diverse economy which provides innovative employment and investment opportunities in harmony with our ecological and social aims.
Objective	EC1	A diverse economic base and support for local businesses.
Strategy	EC1.4	Support sporting and cultural events in Byron Shire.
Measures	EC1.B	Increase the sustainability of events in which Council is involved.

BACKGROUND

The “Chinny Charge” originally started in 1960 with up to 500 runners going from the Mullumbimby Swimming Pool to the top of Mount Chincogan, then returning to the finishing line at the Mullumbimby Post Office.

In 2017 the Mullumbimby Chamber of Commerce restarted this community event which was last run in 2001.

For the 2018 event the organisers are proposing to slightly alter the course 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.

The event organisers are also applying to close Dalley Street between Burringbar Street and Tincogan Street.

Traffic impacts will occur between the hours of 8.00am and 5.30pm.

The event co-ordinators have provided a Traffic Control Plan and are yet to finalise and lodge their Traffic Management Plan

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.

5 COUNCIL IMPLICATIONS

▪ **Budget/Financial**

The event organisers will be invoiced the following fees

- Approval of Road Events pursuant to s144 of the Roads Act (Advertising of event and staff time to process) and
- Development Certification fees – section 138 with fees being the fee applicable at the date of payment.

▪ **Asset Management**

Not applicable.

▪ **Policy or Regulation**

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.
- R5041 No Parking (specified times) – NSW Road Rules 168, \$108 fine.

▪ **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.
3. Liaising with bus and taxi operators.
4. Consulting with emergency services.

▪ **Legal and Risk Management**

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:

- (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;*

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 Control' ticket. The RFS volunteer traffic controller supervisor must have a RMS issued 'Implement Traffic Control Zone' ticket to set out signage as per the Traffic Control Plan.

RECOMMENDATION:

1. **That Council endorse the Chincogan Charge 2018 to be held on Saturday 8 September 2108 that requires temporary road closures and actions to control traffic on Mullumbimby roads between 8:00am and 5:30pm, subject to conditions at:**

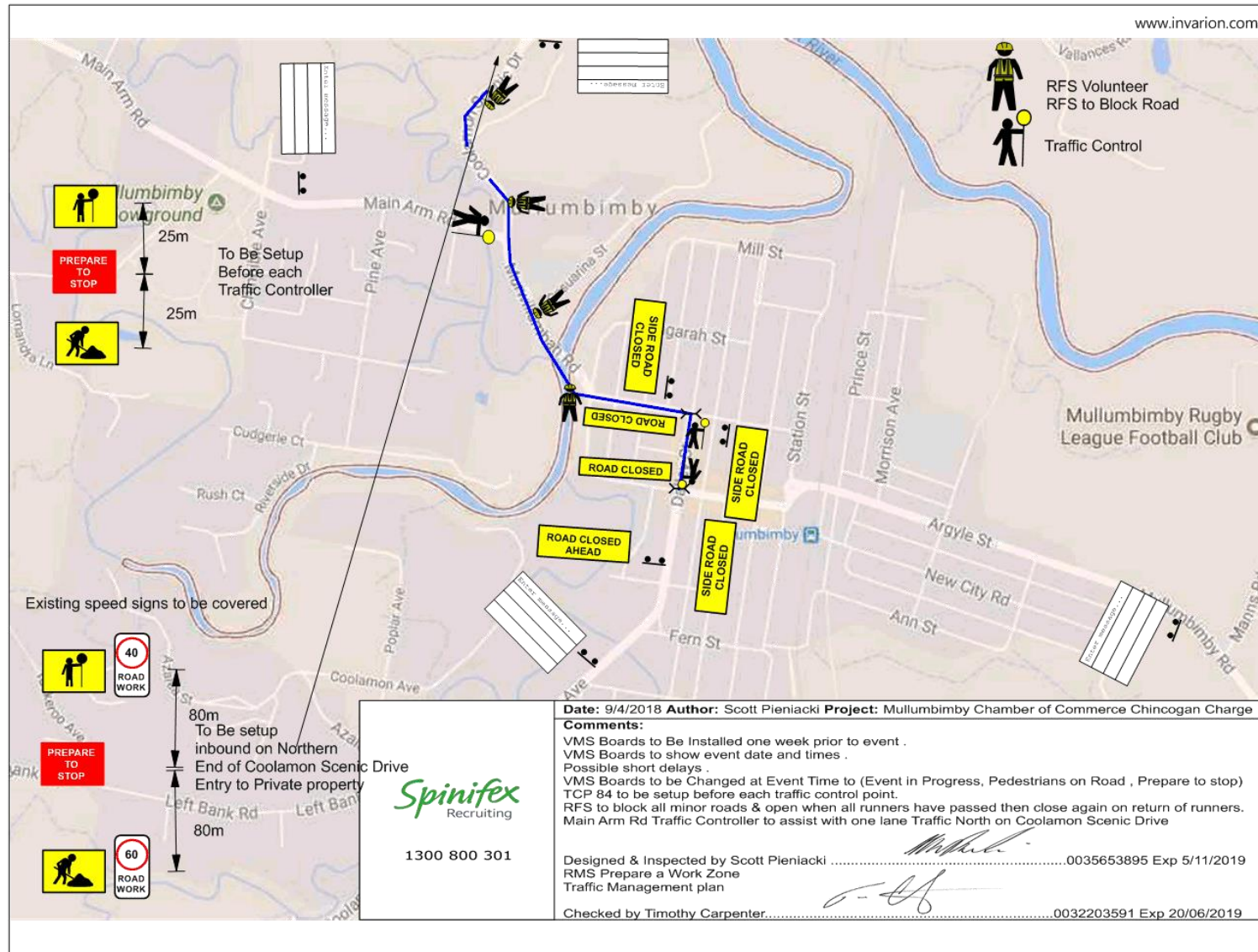
- a. Dalley Street - Burringbar Street to Tincogan Street
- b. Tincogan Street - Dalley Street to Brunswick Terrace
- c. Murwillumbah Road - Brunswick Terrace to Coolamon Scenic Drive
- d. Coolamon Scenic Drive – House 1913 to Murwillumbah Road

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

- a. separate approvals by NSW Police and RMS being obtained
- b. submission to Council and implementation of an appropriate Traffic Management Plan, incorporating the Traffic Control Plan dated 9 April 2018 prepared by Spinifex Recruiting, including the use of signed detours, 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
 - iv) pay Council's Road Event Application Fee prior to the event
 - v) provide a debrief of the event to Council's Traffic Engineer within two weeks of the conclusion of the event.

Attachments:

- 1 Chincogan Charge 2018 Traffic Control Plan, E2018/32353 , page 40 [↓](#)
- 5 2 Owners Consent for Chincogan Charge road closure, E2018/30592 , page 41 [↓](#)



BYRON SHIRE COUNCIL

MATTERS FOR TRAFFIC ENGINEERING ADVICE

7.3 - ATTACHMENT 2



E2018/25694 - Request

BYRON SHIRE COUNCIL

PO Box 219
Mullumbimby NSW 2482
Ph: (02) 6626 7000
Fax: (02) 6684 3018
E-mail: council@byron.nsw.gov.au
Web: www.byron.nsw.gov.au

Office Use Only

Received
Parcel No(s):
Referred to:
- Corporate Services..... ☐
- Infrastructure Services..... ☐
E2017/30715 (Updated July 2017)

Request for consent to use and occupy Council owned land

- Owners consent must be given prior to lodging an application to carry out development or an activity on land owned or managed by Council.
- Owners consent by Council to lodge an application does not imply or form any approval of the application.
- A set of relevant plans and/or reports to accompany the application for development must accompany this request for owners consent.
- Council will aim to advise you within 21 days of your request being made.

Step 1 Type of application to be lodged You may select more than one application type

<input type="checkbox"/> Development Application	<input type="checkbox"/> Complying Development Certificate
<input type="checkbox"/> Application to modify a Development Application (S96)	<input type="checkbox"/> Section 68 Application
<input type="checkbox"/> Construction Certificate	<input type="checkbox"/> Section 138 Application
<input checked="" type="checkbox"/> Temporary Event/ Use of Council Land – Unsure of what approvals required	<input type="checkbox"/> Section 125/126 Application Footpath Dining/Place Goods on Footpath

Step 2 Details of Council owned property

Street address: Dalley Street road reserve between

Lot / DP / Sec / Road Reserve (list all): Mullum Post office and Liberty Garage (see map)

Step 3 Details of adjacent property to be developed (where applicable)

Street address: N/A.

Lot / DP / Sec (list all):

Owners name/s:

Step 4 Details of the Applicant/s

Name / Company Name Mullumbimby Chamber of Commerce

Contact name: Jenelle Stanford

Mobile: 0418 487 178 E-mail: stationery.mullumnews@gmail.com

Step 5 Details of proposed use Attach additional pages if required including development plans

1. The purpose of this application is? Gain approval to close a section of Dalley Street to hold the Chincogan Charge Community event on Saturday 8th September 2018.

2. What area of Council land is being utilised: m² Proximity to the principle development: m



3. Is the use of Council land essential to the principal development/activity or can it be solely contained within the principal development site? Yes.

4. What alternative solutions (if any) have been considered? N/A.

BYRON SHIRE COUNCIL

MATTERS FOR TRAFFIC ENGINEERING ADVICE


7.3 - ATTACHMENT 2

Step 6 Existing Tenure / Lease / License arrangements	<i>Provide details below</i>
Step 7 Previous discussions with Council	<i>If previous discussions have been held, please outline below</i>
<p>Event ran successfully in 2017, with a greater amount of roads closed. Looking to condense the road closure area in 2018. Regular discussions taking place with Council events team. See attached.</p>	
Privacy Policy	
<p>The information you provide in this application will enable your application to be assessed by Council and any relevant state agency. If the information is not provided, Council can refuse the application. Please contact the Council if the information in your application is incorrect or if it changes. Information collected will be used in accordance with Council's Privacy and Personal Information Management Plan.</p>	
Signature of Applicant/s	
In making this application I acknowledge that:-	
<ul style="list-style-type: none"> - this consent request is for lodging of a development or related application only and if the consent request is supported it does not imply or form any approval of the application nor approval to occupy the Council owned or managed land which is the subject of the request; and - If Council subsequently approves the development or activity application for permit then the occupancy of the subject Council owned or managed land may be conditional on an agreement with Council being placed on the land title for the principal development and may be subject to a lease or annual licence and fee. 	
Signature 	Signature 
Name Jerelle Stanford	Name Jess Gilmore (Council Events)
Date 23.3.18	Date 23.3.18
Guidelines for completing the application for consent to lodge and application on council owned land	
Step 1 Type of application to be lodged Select the type of application you to lodged once owners consent has been given. You may select more than one application type. If unsure select the "Temporary Event/ Use of Council Land" box	
Step 2 Details of Council owned property Provide the street address and description, including Lot/DP/Sec and/or Reserve No.	
Step 3 Details of adjacent property to be developed Provide the address details of the adjacent property to be developed, where applicable.	
Step 4 Details of the Applicant/s Provide the name and contact details of the person making the application.	
Step 5 Details of Proposed use <ol style="list-style-type: none"> 1. State the purpose of the proposed use/occupation/development on Council owned land. 2. Give a description of the area and proximity to the principle development. 3. Provide a full set of development plans for Councils consideration. 4. State reasons why the proposed use/occupation/development needs to be located on Council owned land 5. State what alternatives have been considered to avoid utilisation of Council land. 	
Step 6 Existing Tenure / Lease / License arrangements Provide details of any existing tenure, lease or license arrangement that are held over the property.	
Step 7 Previous discussions Provide details of any previous discussions held with Council staff, noting who the staff member was, when the discussions were held and provide copies of any correspondence relevant to the request for owners consent.	

BYRON SHIRE COUNCIL

MATTERS FOR TRAFFIC ENGINEERING ADVICE

7.3 - ATTACHMENT 2

Assessment of Owners Consent request		(Office use only)
Relevant matters for consideration:		
Necessity of request:		
Public safety and risk		
Risk assessment to be provided to Council.		
(2017 risk assessment + approval attached, FYI)		
Traffic and sight distances		
Amenity/streetscape/appropriate use of public land		
Other		
Recommendations and requirements:		
APPROVE SUBJECT TO RECEIPT OF 2018 TRAFFIC MANAGEMENT		
PLANS, APPROVAL THROUGH LTC & PAYMENT OF ALL		
FEES & CHARGES & HAVING ADEQUATE INSURANCE		
EVAN EUFORD		
ACTING MANAGER WORKS.		
Decision		
In respect of the application and the assessment detailed above:		
<input type="checkbox"/> I Decline the request for owners consent		
<input checked="" type="checkbox"/> I Support the request for owners consent		
Name:	Signature	Date:
Phillip Holloway		10/4/18
Title		
D/S		



Events discussions – Chincogan Charge planning

chincogan				
Subject	Location	Start	End	
Recurrence: (none) (13 items)				
Meeting - Chincogan Charge 2018	Mullumbimby Newsagency	Fri 23/03/2018 10:30 AM	Fri 23/03/2018 11:...	
Amend website to include traffic info		Thu 1/03/2018 12:00 PM	Thu 1/03/2018 12:...	
Event debrief - Chincogan Charge - TBC		Thu 19/10/2017 11:00 AM	Thu 19/10/2017 1:...	
Chincogan Charge	Mullum	Sat 16/09/2017 8:00 AM	Sat 16/09/2017 4:...	
Event catch up - compliance - various events	Meeting/Training Room 1 (max 12)	Mon 4/09/2017 1:00 PM	Mon 4/09/2017 1:...	
Event catch up - Chincogan Charge	Courtyard or similar	Wed 30/08/2017 10:00 AM	Wed 30/08/2017 1:...	
Events catch up	Your desk	Mon 21/08/2017 1:30 PM	Mon 21/08/2017 2:...	
Chincogan Charge - call Evan Elford re traffic plans		Wed 19/07/2017 1:45 PM	Wed 19/07/2017 2:...	
Leave plan & communication		Thu 29/06/2017 10:00 AM	Thu 29/06/2017 1:...	
Events check in	Car's desk if that's ok	Wed 7/06/2017 11:00 AM	Wed 7/06/2017 11:...	
Event meeting - Chincogan Charge	The Italian Joint	Tue 30/05/2017 10:30 AM	Tue 30/05/2017 11:...	
Phone - Janelle re Chincogan Run		Mon 20/02/2017 10:00 AM	Mon 20/02/2017 1:...	

The Mullumbimby Chamber of Commerce have been in regular communications with Council Events & Film Liaison Officer re their 2017 event, and in planning for the 2018 event. They propose to bring back the Chincogan Charge as an annual event. This event has not been run for 16 years prior to the 2017 event, which was a success, sold out at 500 competitors and raising approximately \$9,000 for the local community. Funds were distributed to a number of local organisations / initiatives, such as Mullumbimby Museum, Fire Service, STEER, and Mullum Cares.

The event itself involves a number of community groups who contribute volunteer hours (approx 30 volunteers at the 2017 event who have put up their hand again to support). Local combined services clubs provide water and sausage sizzle, and the NSW Fire & Rescue are also in attendance.

No negative feedback was received with regards to the following areas:

- Waste management
- Open spaces (use of the park next to Mullum Pool, and the park behind Mullum Neighbourhood Centre – please note these are not being used for the 2018 event)
- Traffic management
- Risk management

2017 event involved Council approval (via LTC) for road closures as follows:

17- Resolved that Council adopt the following Committee Recommendation(s):

3 Report No. 6.9 Event Road Closures - Chincogan Charge 2017 (out of session)
File No: I2017/794

Committee Recommendation 6.9.1

1. That Council note that the Local Traffic Committee reviewed the Traffic Management Plan and Traffic Control Plan for the Chincogan Charge 2017 out of session and concur with the event road closures.
2. That Council note the Committee comments regarding the timelines for submission of applications for on-road events, and provides advice (including on Council's website) to event organisers that submissions of applications with less than four month's notice cannot guarantee approval.
(Richardson/Cameron)

The motion was put to the vote and declared carried.

From: [Orr, Jessica](#)
To: [Gilmore, Jess](#)
Cc: [events; Vinfield, Anna](#)
Subject: RE: Event application - Chincogan Charge Mullumbimby 16.9.17 - risk assessment for review
Date: Monday, 11 September 2017 2:27:36 PM

Hi Jess G.

I have reviewed the attached additional information sought, noting the tight timeframe for turnaround for this event this weekend.

The additional information provided by the event organiser appears to satisfy Councils criteria and CoC looks good, in particular noting that first aid is on site (firefighters) and relevant road closures have been approved.

All information provided satisfies Councils criteria.

Thanks
Jess

Jess Orr | Strategic Risk & Improvement Coordinator | BYRON SHIRE COUNCIL

P: 02 6626 7167 | E: jessica.orr@byron.nsw.gov.au
PO Box 219 Mullumbimby NSW 2482 | www.byron.nsw.gov.au
Find us on Facebook www.facebook.com/byronshire.council

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: Gilmore, Jess
Sent: Monday, 11 September 2017 11:49 AM
To: Orr, Jessica
Cc: events; Vinfield, Anna
Subject: RE: Event application - Chincogan Charge Mullumbimby 16.9.17 - risk assessment for review
Importance: High

Hi Jess,

Please see updated page 5 attached, as well as updated (current) CoC.

Given they appear to have addressed your feedback, are you comfortable with the event going ahead this Saturday?

There has been some chasing involved with this one in terms of who has given what approval, and the temporary licence is yet to be issued and it's now down to the line, so I would really appreciate it if you could back to me at your earliest convenience.

Sorry for the urgent timeframe.

Jess

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

Please note my work days are Monday to Wednesday

From: Orr, Jessica
Sent: Thursday, 22 June 2017 11:14 AM
To: Gilmore, Jess
Cc: events; Vinfield, Anna
Subject: RE: Event application - Chincogan Charge Mullumbimby 16.9.17 - risk assessment for review

Hi Jess,

I have reviewed the attached event application for the above event and make the following comments:

- Item ref no. 1 is not completed in the risk assessment (page 5) – please ask event organiser to complete.
- As this event is a running event, it'd be appropriate for the event organiser to have first aid tent on site at start/finish line as well as the fire fighters on the track.
- Subject to the above comments and appropriate insurance coverage, the risk assessment completed for this event appears to look good.

Thanks

Jess

Jess Orr | Project Manager – Special Projects | BYRON SHIRE COUNCIL

P: 02 6626 7167 | E: jessica.orr@byron.nsw.gov.au
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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: Gilmore, Jess
Sent: Tuesday, 20 June 2017 5:51 PM
To: Orr, Jessica
Cc: events
Subject: Event application - Chincogan Charge Mullumbimby 16.9.17 - risk assessment for review

Hi Jess,

Here's another risk assessment for review.

The event is in September, so doesn't have the same time constraints as the current event we're working on, however it would be great if you have time to cast an eye over it before you go on leave (if possible).

That way I can follow up any further details required.

Jess

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

Please note my work days are Monday to Wednesday

Report No. 7.4
File No:

Traffic Calming on Broken Head Road
I2018/1144

- 5 A request has been received from RMS for LTC to consider traffic calming and other measures along Broken Head Road to improve safety.

A briefing will be provided to the committee at the meeting.

10

RECOMMENDATION:

That LTC comments be provided to Council to consider future actions.

15

DEVELOPMENT APPLICATIONS

Report No. 8.1 **Bluesfest 2019 - Paid Parking**
File No: I2018/1082

Development Consent 10.2013.128.2

Council has received a s96 Application to amend Development Consent 10.2013.128.2 for Bluesfest at 30 Tanners Lane, Tyagarah near the Pacific Hwy Interchange.

The applicant is seeking approval to delete Condition No.59 of the consent in relation to a prohibition on charging for parking. The condition states:-

59. No Car Parking Fees

The entry for the event shall include free car parking within the site to discourage on-street car parking on roads within the vicinity.

The purpose of the condition is to:-

- a) discourage parking in the surrounding road network by making parking freely available for patrons within the Bluesfest Car Park; and
- b) to enable traffic to enter the site unencumbered without the need to pay a fee at the entrance to the site in terms of traffic management. This is of importance having regards to the means of entrance to the site via the Pacific Hwy Off ramps with a 110 km speed environment.



The applicants have advised of the need to charge for parking for financial reasons, whilst they have proposed that drivers will not be charged until they have parked their vehicles and patrons will be then approached for payment. A media campaign would advise patrons of the charges associated with parking at Bluesfest, whilst staff would be employed to monitor any queuing issues that may arise on the Pacific Hwy, with traffic management taking priority over any collection of car parking fees. The applicant has provided details on other events that charge for parking including Splendour in the Grass and Falls Festival at Yelgun.

The matter was reported to the LTC on the 20 March 2018 whereby the request for paid parking was not supported.

The applicant has provided further information in relation to the management of traffic and believes that the provision of paid parking can be appropriately managed through:

- pre purchase of parking tickets
- the use of dedicated staff to collect parking fees after cars have parked
- The use of smart technology such as tap and go wireless eftpos machines
- Suspension of paid parking in the event that traffic was starting to queue on the highway

In discussions with the applicant the point has been made that a price on parking is also desirable to make other forms of transport more attractive such as local buses and kiss and ride by family and friends. It is noted this will provide a "Plan B" for patrons as they will not be tempted to drink and drive if they have utilised other forms of transport to access the event.

Development Consent DA10.2014.753.1

The applicant is also seeking further clarity for the consent issued under DA10.2014.753.1. This approval granted consent for:

- 10 Days of large events (15,000 – 25,000 people)
- 10 Days of medium events; (2,000 – 15,000 people) and
- 100 days of small events (up to 2,000 people)

Condition 101 implies that the event organisers can charge for parking as part of the ticket price . The condition states:

101. Internal Roads, Pathways and Parking areas

The internal roads and pathways must be suitably maintained to provide all weather access during the event. Effective dust-control measures must be introduced and maintained in accordance with the approved erosion and sediment control plan for unsealed roads and pathways.

Sufficient parking marshals must be present in the car parks to direct patrons to selected parking areas, to direct pedestrians away from main traffic routes, and to prevent congestion on circulation roads.

Entry to large and medium events to include car parking in the ticket price within the site to discourage on-street car parking on roads within the vicinity.

Although Development Consent DA10.2014.753.1 is yet to be activated, the applicants are endeavouring to start operating events from the site under this approval in the near future. This consent will then supersede the 2013 approval. Council also has a S96 application for this approval whereby applicants are seeking an amendment to reflect any changes to the 2013 approval.

Conclusion

Provided parking is managed as proposed it is considered the impact on traffic on surrounding roads and the safe operation of the Pacific Hwy is negligible, having regards to the size of the property and the access arrangements into the site. It is recommended that paid parking be supported as a trial for two events, and if no issues are raised by either the RMS, Council or the Police, that paid parking be allowed to continue in the long term.

A copy of the additional information from Bluesfest is attached for the Local Traffic Committees consideration.

RECOMMENDATION:**1. That paid parking at Bluesfest:-**

- a) Be supported for two trial events (either 2 large event or 1 large and 1 medium event); and**
- b) If no issues are raised by either the RMS, Police or Council that paid parking be permitted as a permanent arrangement.**

Attachments:

- 1 Bluesfest 10.2013.128.3 Paid Parking Information June 2019, E2018/50391 , page 53 [1](#)

**PAID PARKING:
BLUESFEST 2019**

Bluesfest is introducing paid parking for the 2019 Event to offset the significant annual investment into parking infrastructure capital & recurrent, mounting costs of Traffic Management, increased User Pays Police contingent for Counter Terrorism including Hostile Vehicle Mitigation Measures.

The Paid Parking will not affect the previous points 1.0 through 5.0 of this Traffic Management Plan. Patrons will pre-purchase their parking tickets online and a new team of staff will be employed to scan and check patrons parking tickets for the correct days. Their tickets will be scanned by hand held devices. The parking team will only approach cars for their pre-paid ticket once they have been directed to a parking bay.

For the small number of patrons that have not pre-purchased a ticket before they arrive they will have the chance to purchase one on the spot from one of our paid parking staff. The method of collection will be a combination of a Credit Card Tap Device or a cash payment and that will be indicated to our Patrons before they arrive. Card will be encouraged, and we will have campaigns around this message. Extra signage at entrance points to the Festival Site will also reinforce what to expect on parking their vehicles.

Staff and contractors will be supplied with a sticker and or identification pass that will allow them to park straight away and not incur the paid parking fee.

We will have ample information campaigns commencing before we go on sale, whilst we are on sale and during the festival. We will notify patrons of this new initiative of the festival via our online EDM's, Facebook page, Instagram page, SMS campaigns and side of stage screens. We will provide them with detailed information on how to pre-purchase and what occurs if they do not pre-purchase.

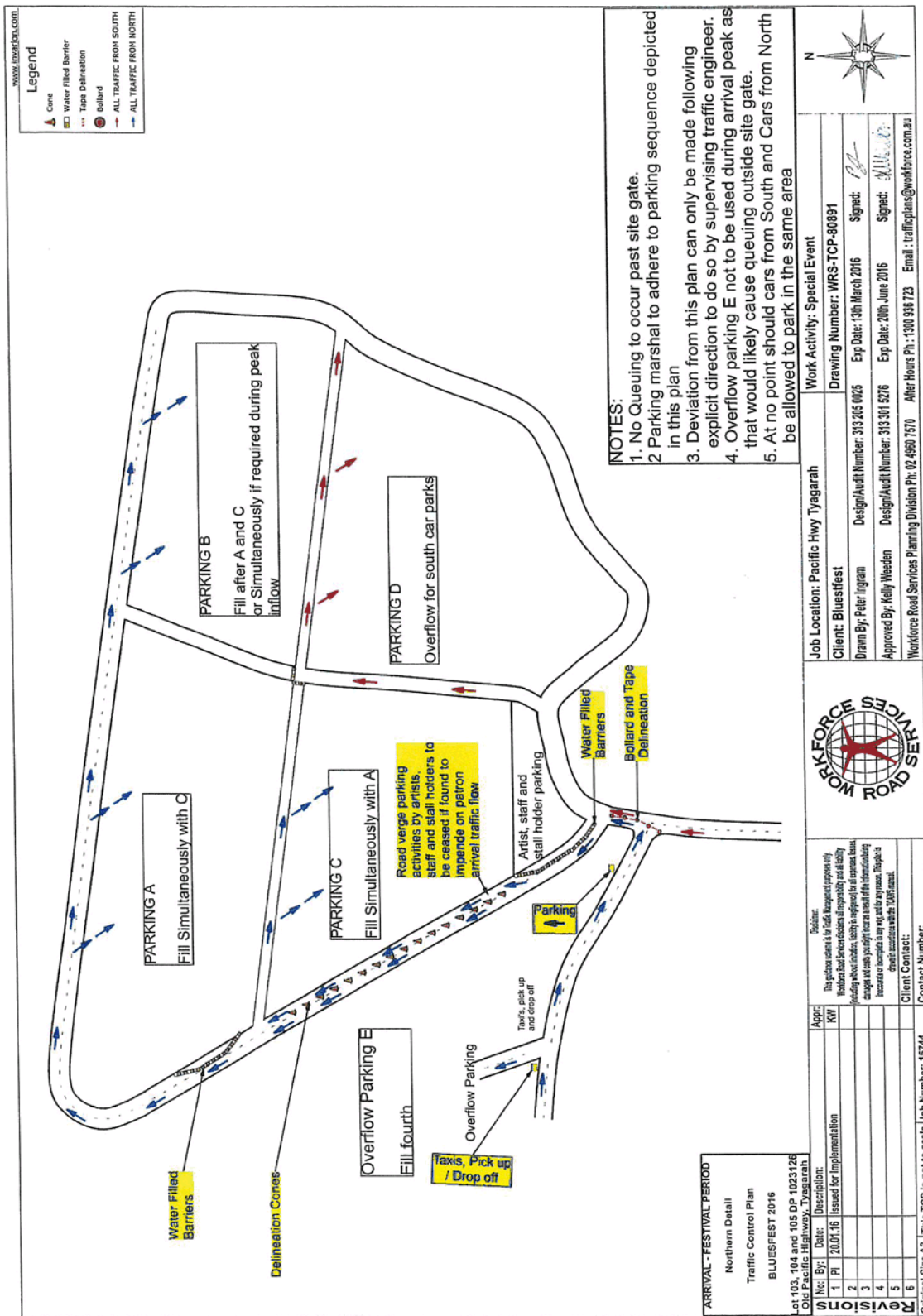
The Payment collection team will be under the direction of our experienced North and South Car Park Supervisors who will be monitoring queue lines and flow rates of traffic within the car parks. Through our website and social media platforms we will be engaging our patrons to notify them of the payment structure and to be ready with payment on arrival.

At any point during a peak flow period if the Paid Parking initiative impacts on the traffic flow it will be suspended until it is deemed practical to continue.

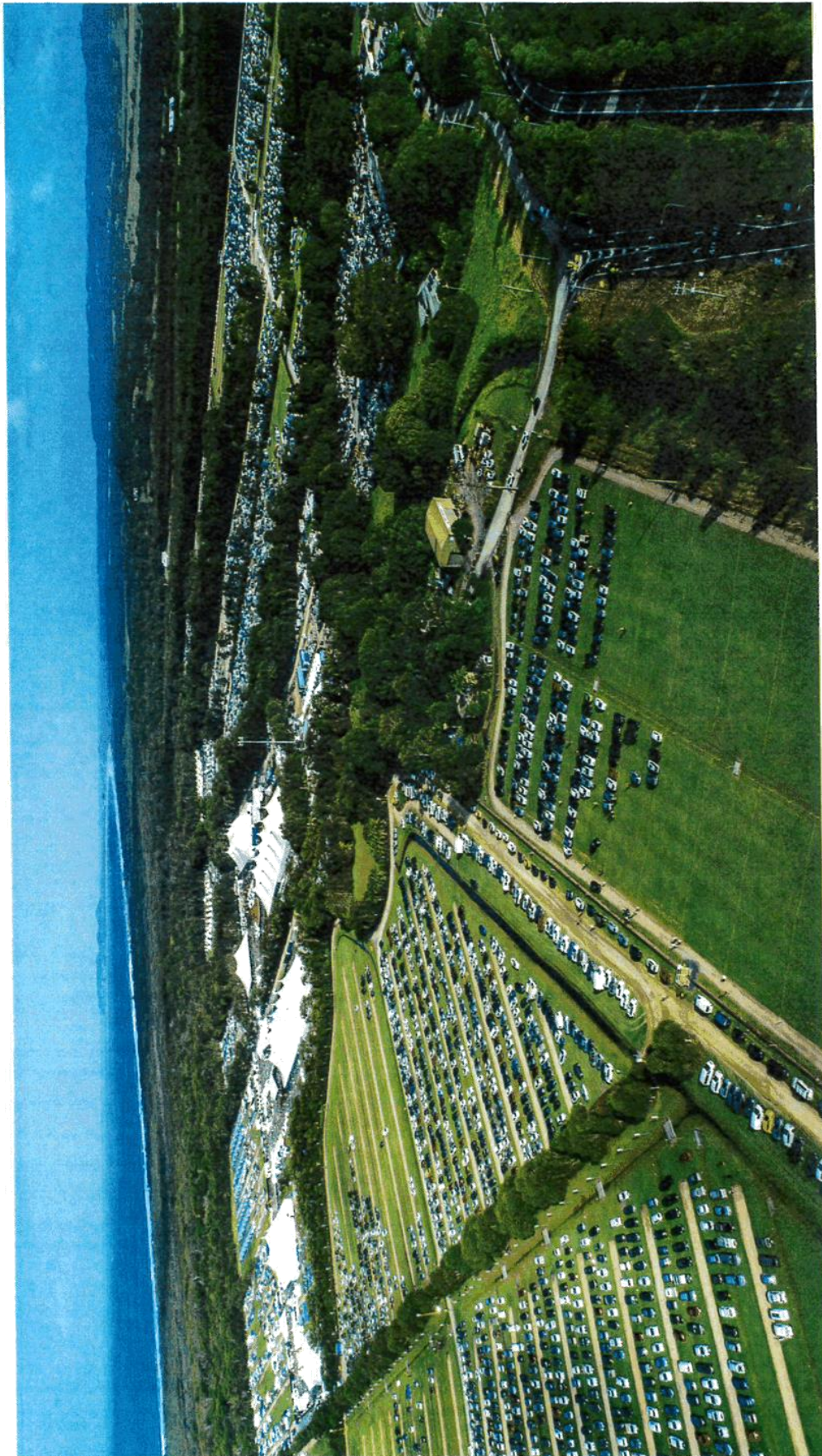
The safety of our Staff, Patrons and Traffic Flow on the Pacific Hwy is of the highest importance and will be considered first at all times. By introducing paid parking not only do we get the opportunity to offset the significant annual investment into parking infrastructure capital & recurrent it also gives our staff a chance to engage vehicle occupants before they enter the Festival area to assess any suspicious behavior and alert Security & Police.

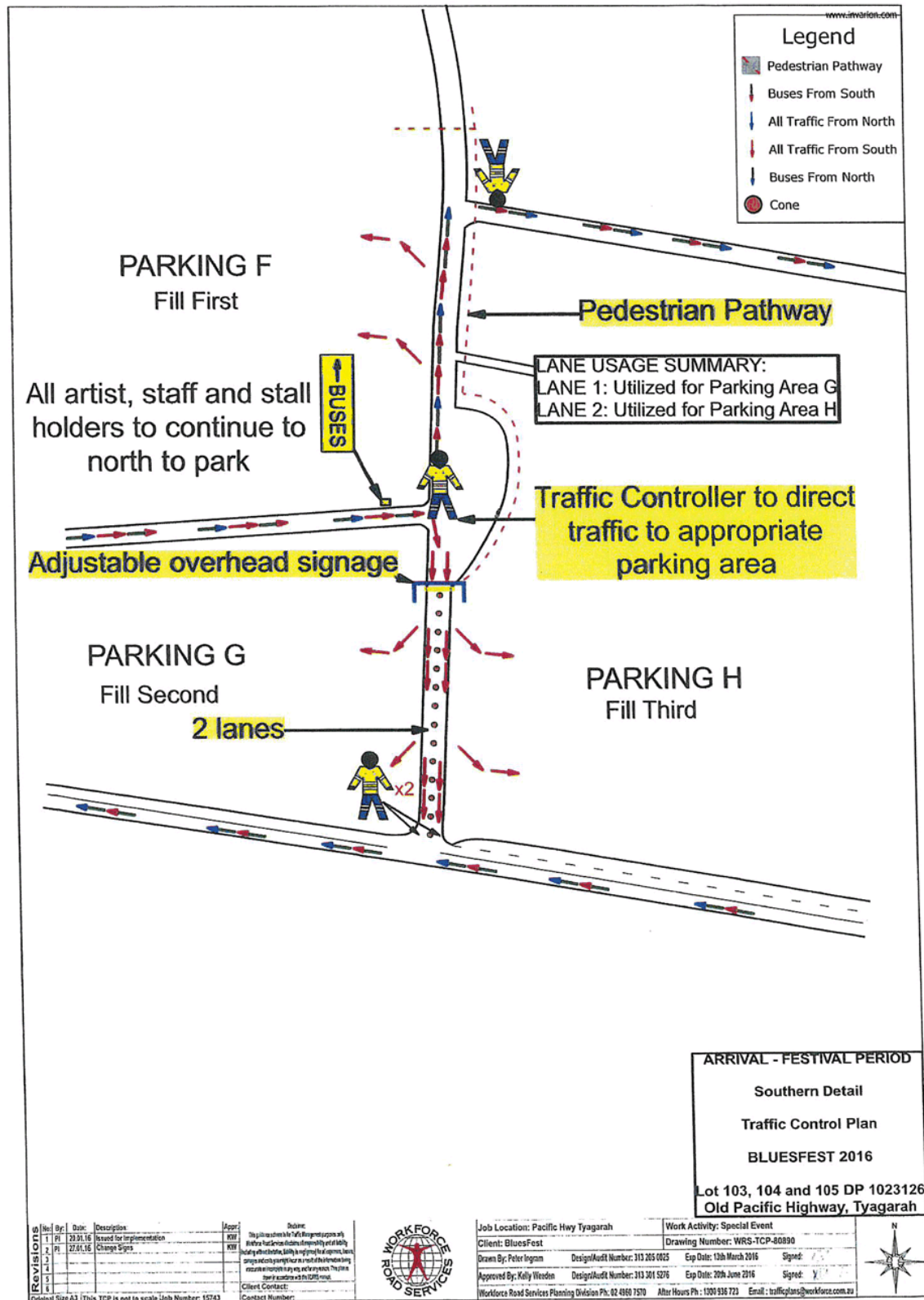
We believe this initiative is beneficial for the smoother running, financial bottom line and safety of our festival.

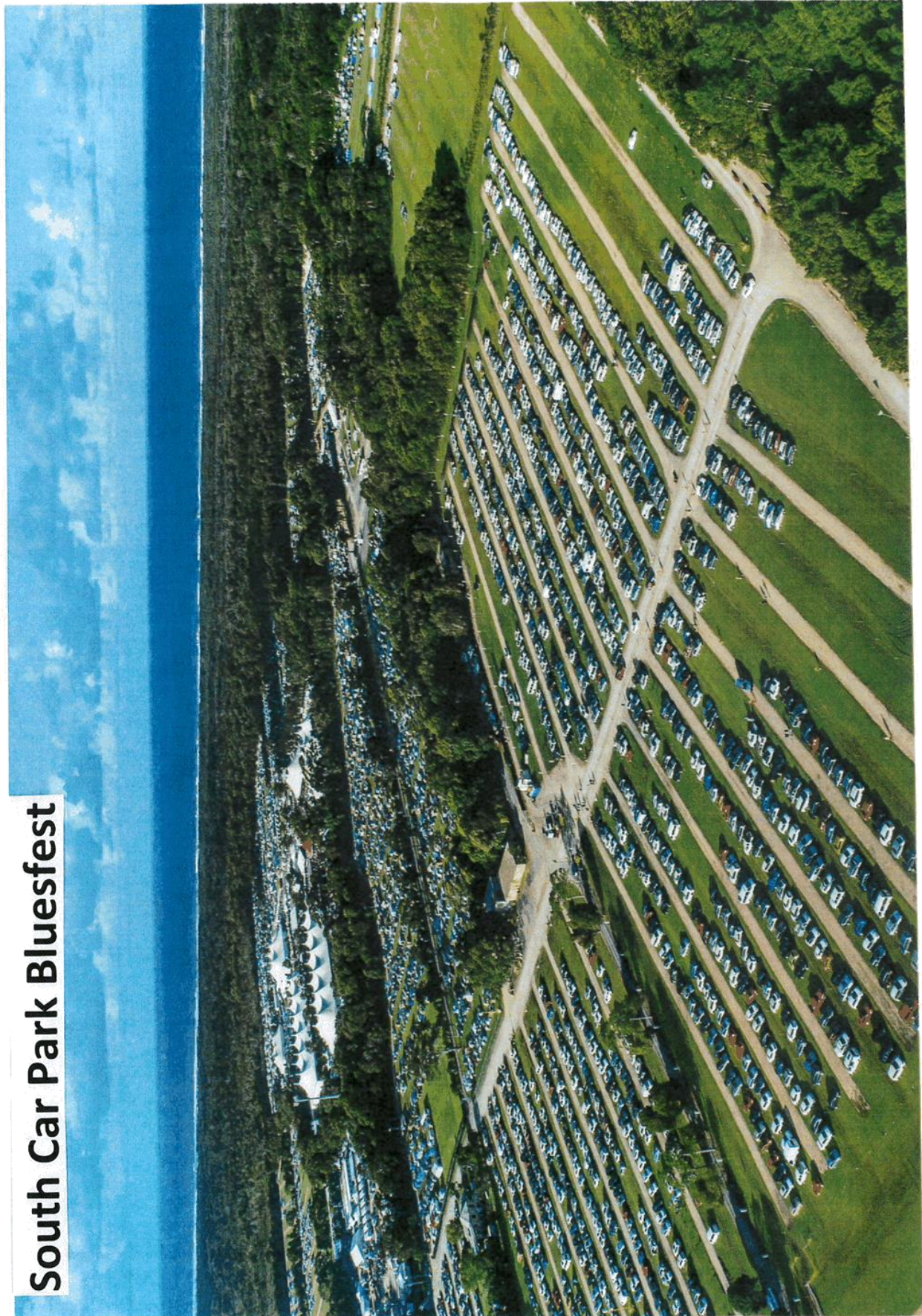
Bluesfest Services Pty Ltd
June 2019



North Car Park Bluesfest







South Car Park Bluesfest

Report No. 8.2 **Beer and Cider Festival**
File No: I2018/1081

SUMMARY

Council has received a Development Application from Jeremy Holmes (C/O Kate Singleton, Planners North) for Byron Bay Craft Beer & Cider Festival, including the erection of temporary structures and car parking. The application seeks consent to undertake up to three (3) events per annum with capacity for 1000 persons including 950 patrons plus 50 staff.

The development application includes a Traffic Management Plan from Traffic Control Services Pty Ltd.

LINKAGE TO OUR COMMUNITY STRATEGIC PLAN

Theme	Economy	A sustainable and diverse economy which provides innovative employment and investment opportunities in harmony with our ecological and social aims.
Objective	EC1	A diverse economic base and support for local businesses.
Strategy	EC1.4	Support sporting and cultural events in Byron Shire.
Measures	EC1.B	Increase the sustainability of events in which Council is involved.

BACKGROUND

A development application for the Byron Bay Craft Beer and Cider Festival was lodged with Council on 28 March 2018. The festival was intended to be held on 5th May 2018; however, there was insufficient time for the application to be determined before the scheduled date.

It is understood the proposal was altered so that it could proceed without development consent and was undertaken on 5th May 2018 as advertised.

The development application was subsequently amended to seek consent for a two year trial period for up to three festivals per annum. The applicant's submission states that Council is to be notified of the upcoming events 28 days prior to the event occurring. The festival will be for up to 1000 persons, including 950 patrons and 50 staff.



- ## 10 COUNCIL IMPLICATIONS

- 15

▪ **Policy or Regulation**

Speed Limit (as required) ROAD WORK (R4-212) - Delegated to council for authorisation in conjunction with NSW Road Rules 21 and AS 1742.4 (Speed Controls) Clause 3.1.2, AS 1742.3 (Roadworks).

▪ **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.
3. Consulting with emergency services.
4. Council regarding works programs and event date concurrence.

▪ **Legal and Risk Management**

No RMS controlled asset are affected by the traffic control.

RECOMMENDATION:

1. That Council approve the traffic management plan for the Byron Bay Craft Beer & Cider Festival to be held for up to three (3) events per annum in accordance with the Local Traffic Committee recommendations.

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, including the use of signed detours, as designed and implemented by those with appropriate accreditation.

c.the impact of the event being advertised via a notice in the local weekly paper

d.the event be notified on Council's webpage.

e.the event organiser:

- i. undertaking consultation with Council in relation to any likely impacts associated with Council works and/or construction programs prior to advertising any event date to ensure any identified impacts are able to be satisfactorily managed. Council's concurrence to the event date will be required.
- ii. undertaking consultation with community and affected businesses including adequate response/action to any raised concerns.
- iii. undertaking consultation with emergency services and any identified issues addressed.
- iv. holding \$20m public liability insurance cover which is valid for the event.
- v. paying Council's Road Event Application Fee prior to each event.

Attachments:

- 1 Jeremy Holmes (C/O Kate Singleton, Planners North) – 51.2018.132.1 - PR109900, PR269028, - Application and Supporting Documentation S2018/5133.
- 2 Revised Traffic Management Plan, E2018/49776.