

NOTICE OF MEETING



TRANSPORT AND INFRASTRUCTURE ADVISORY COMMITTEE MEETING

A Transport and Infrastructure Advisory Committee Meeting of Byron Shire Council will be held as follows:

Venue	Council Chambers, Station Street, Mullumbimby
Date	Thursday, 28 January 2021
Time	9.00am

Phil Holloway
Director Infrastructure Services

I2021/100
Distributed 21/01/21

CONFLICT OF INTERESTS

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

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

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

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

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

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

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

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

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

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

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

Disclosure and participation in meetings

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

- (b) at any time during which the Council or Committee is voting on any question in relation to the matter.

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

Non-pecuniary Interests - Must be disclosed in meetings.

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

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

RECORDING OF VOTING ON PLANNING MATTERS

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

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

BYRON SHIRE COUNCIL
BUSINESS OF MEETING

1. APOLOGIES

2. DECLARATIONS OF INTEREST – PECUNIARY AND NON-PECUNIARY

3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

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4. STAFF REPORTS

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4.2 Signage Policy Update 18

ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

Report No. 3.1 Adoption of Minutes from Previous Meeting

Directorate: Infrastructure Services

5 **Report Author:** Dominika Tomanek, Executive Assistant Infrastructure Services

File No: I2021/37

RECOMMENDATION:

That the minutes of the Transport and Infrastructure Advisory Committee Meeting held on 8 October 2020 be confirmed.

10

Attachments:

1 Minutes 08/10/2020 Transport and Infrastructure Advisory Committee, I2020/1531 , page 7 [↓](#)

15

Report

The attachment to this report provides the minutes of the Transport and Infrastructure Advisory Committee Meeting of 8 October 2020 .

5 Report to Council

The minutes were reported to Council on 22 October 2020. Comments

In accordance with the Committee Recommendations, Council resolved the following:

20-565 Resolved that Council adopts the following Committee Recommendations:

Report No. 4.1 Maintenance of non-Council owned toilets

Committee Recommendation 4.1.1

1. That Council note the contractual arrangements currently in place for maintenance of non-Council owned toilets.
2. That Council review public health information to ensure appropriate level of signage regarding COVID-19.
3. That Council note the need to review the arrangements for the cleaning servicing of Banner, Torakina and Terrace Park and terms and conditions of third party cleaning obligations.
4. That a report on performance of the contract and recommendation for further improvement be prepared to TIAC.

20-566 Resolved that Council adopts the following Committee Recommendation:

Report No. 4.2 Infrastructure Report (Special Schedule 7) Financial Statements 2020

Committee Recommendation 4.2.1

That Council note the report.

MINUTES OF MEETING



**TRANSPORT AND INFRASTRUCTURE
ADVISORY COMMITTEE MEETING**

Venue	Conference Room, Station Street, Mullumbimby
Date	Thursday, 8 October 2020
Time	9.00am

BYRON SHIRE COUNCIL

ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

3.1 - ATTACHMENT 1

BYRON SHIRE COUNCIL

ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

3.1 - ATTACHMENT 1

BYRON SHIRE COUNCIL

TRANSPORT AND INFRASTRUCTURE ADVISORY COMMITTEE MEETING MINUTES
8 OCTOBER 2020

**Minutes of the Transport and Infrastructure Advisory Committee Meeting held on
Thursday, 8 October 2020**
File No: I2020/1531

PRESENT: Cr B Cameron, Cr J Martin

Staff: Phil Holloway (Director Infrastructure Services)
Michael Matthews (Manager Open Spaces and Resource Recovery)
Malcolm Robertson (Team Leader Open Spaces)
Blyth Short (Asset Management Coordinator)
Dominika Tomanek (Minute Taker)

Community Representatives: Graham Hamilton, Andi Maclean and David Michie

Cr Cameron (Chair) opened the meeting at 9:03 am and acknowledged that the meeting was being held on Bundjalung Country.

APOLOGIES:

Sapoty Brook
Katrina Ross (Transport Development Officer, Social Futures)
Cr S Richardson (Mayor) – absent

DECLARATIONS OF INTEREST – PECUNIARY AND NON-PECUNIARY

There were no declarations of interest.

ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

Report No. 3.1 Adoption of Minutes from Previous Meeting
File No: I2020/1473

Committee Recommendation:

**That the minutes of the Transport and Infrastructure Advisory Committee Meeting held on
30 July 2020 be confirmed.**

(Maclean/Cameron)

The recommendation was put to the vote and declared carried.

*Note: The minutes of the meeting held on 30 July 2020 were noted, and the Committee
Recommendations adopted by Council, at the Ordinary Meeting held on 27 August 2020.*

BUSINESS ARISING FROM PREVIOUS MINUTES

There was no business arising from previous minutes.

BYRON SHIRE COUNCIL

ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

3.1 - ATTACHMENT 1

BYRON SHIRE COUNCIL

TRANSPORT AND INFRASTRUCTURE ADVISORY COMMITTEE MEETING MINUTES

8 OCTOBER 2020

STAFF REPORTS - INFRASTRUCTURE SERVICES

Report No. 4.1 **Maintenance of non-Council owned toilets**
File No: I2020/1162

Committee Recommendation:

1. That Council note the contractual arrangements currently in place for maintenance of non-Council owned toilets.
2. That Council review public health information to ensure appropriate level of signage regarding COVID-19.
3. That Council note the need to review the arrangements for the cleaning servicing of Banner, Torakina and Terrace Park and terms and conditions of third party cleaning obligations.
4. That a report on performance of the contract and recommendation for further improvement be prepared to TIAC.

(Cameron/Hamilton)

The recommendation was put to the vote and declared carried.

Report No. 4.2 **Infrastructure Report (Special Schedule 7) Financial Statements 2020**
File No: I2020/1448

Committee Recommendation:

That Council note the report.

(Cameron/Martin)

The recommendation was put to the vote and declared carried.

There being no further business the meeting concluded at 10:25 am.

STAFF REPORTS - INFRASTRUCTURE SERVICES

Report No. 4.1 Byron to Suffolk Cycleway - Browning St Roundabout Bypass Connection

5 **Directorate:** Infrastructure Services
Report Author: Daniel Strzina, Project Engineer
File No: I2021/18

Summary:

10 At the 27 August 2020 Ordinary Council meeting, Council resolved (20-456) to consider extending the scope of the Byron to Suffolk Cycleway to include on-road cycle lanes through the Bangalow Road/Browning Street/Tennyson Street roundabout to ensure continuity through to the Byron Bay Bypass project. It was also resolved that the amended plans be provided to TIAC for endorsement. This report provides the plans for
15 endorsement.

RECOMMENDATION:

That Council endorse the attached plan (Attachment 1 - E2020/97761) for the On-Road Cycleway Connection at Bangalow/Browning/Tennyson Roundabout pavement marking and signage to be installed.

.Attachments:

- 20
- 1 24.2017.86.1 - 2801-SK45 - Byron to Suffolk Cycleway - Browning St Roundabout Bypass Connection, E2020/97761 , page 15 [↓](#)
 - 2 24.2017.86.1 - 2801-45 - Byron to Suffolk Cycleway - Browning St Roundabout - Current Design, E2021/3924 , page 16 [↓](#)
 - 25 3 24.2017.86.1 - 8857-SK14A-ISS - Byron Bay Bypass - Browning St Roundabout On-Road Cycleways, E2021/3930 , page 17 [↓](#)

Report

There are currently two separate on-road cycleway projects running concurrently, being the Byron Bay Bypass and the Byron to Suffolk cycleway projects.

- 5 Upon review of both projects, it has been identified that neither project included on-road cycleway markings on the Bangalow Road/Browning Street/Tennyson Street roundabout to provide connectivity between the two.

10 As per Resolution 20-456, this connection has been designed and is presented as Attachment 1 (E2020/97761). This design is proposed to supersede the current design to link the two major projects.

Attachment 2 (E2021/3924) presents the current design for the Bangalow Road on-road cycleways that ends just south of the Bangalow Rd/Browning St/Tennyson St roundabout, for comparison.

15 Attachment 3 (E2021/3930) presents the current design (as constructed) for the Byron Bay Bypass project on-road cycleways at the Bangalow Road/Browning Street/Tennyson Street roundabout to demonstrate continuity.

Proposed works will also require these plans to be endorsed by LTC and adopted by Council. This will be the final piece of work that will connect cycling infrastructure from Suffolk Park to the Ewingsdale interchange through Byron Bay.

20 Shared Path Consideration

This report has considered solely the on-road components of cycleway design to prioritise and fast-track the construction of the missing link.

25 There are currently plans to widen the shared path that runs north from the Bangalow Road/Browning Street/Tennyson Street roundabout along Tennyson St to the school, sports fields and YAC. This is a separate project that is funded for design this year.

There is currently no shared path connection between the Byron Bay Bypass Project and the shared paths on Bangalow Road and Tennyson St, though Attachment 3 shows a proposed location for the shared path connection.

30 Part of this path (west of Ruskin Lane) is planned to be completed by the developer of 3 Browning St. The remaining 97m is not currently funded, though detailed design has been completed by the developer and funding opportunities are being investigated.

Strategic Considerations

Community Strategic Plan and Operational Plan

CSP Objective	L2	CSP Strategy	L3	DP Action	L4	OP Activity
Community Objective 1: We have infrastructure, transport and services which meet our expectations	1.1	Provide a road network which is safe, accessible and maintained to an acceptable level of service	1.1.5	Deliver road network new works program	1.1.5.1	Complete construction of the Byron Bay Bypass
	1.1	Provide a road network which is safe, accessible and maintained to an acceptable level of service	1.1.5	Deliver road network new works program	1.1.5.2	Complete Suffolk Park Cycle Way - Bangalow Road

Related Resolutions

20-001 *Resolved that Council adopt the following Committee and Management Recommendations:*

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

File No: I2020/1061

Committee Recommendation 6.5.1

1. *That Council supports the modification of Bangalow Road as per the detailed designs (E2020/53823) including the following:*
 - a) *Adjustment of the existing road alignment, lane widths, line-marking, signage, bus-stop locations and crossings;*
 - b) *Addition of crossings, a bus stop and on-road cycle lanes.*
 - c) *The removal of some parking on both sides of Bangalow Road where necessary to enable space for bus stops and cycle lanes.*
2. *That council consider extending the project to ensure safe cycling and pedestrian access in and around the Browning St/Tennyson St roundabout.*
3. *That the amended plans be provided to community representatives on the TIAC for comment.*

Management Recommendation

Management comments are provided at the end of this report.

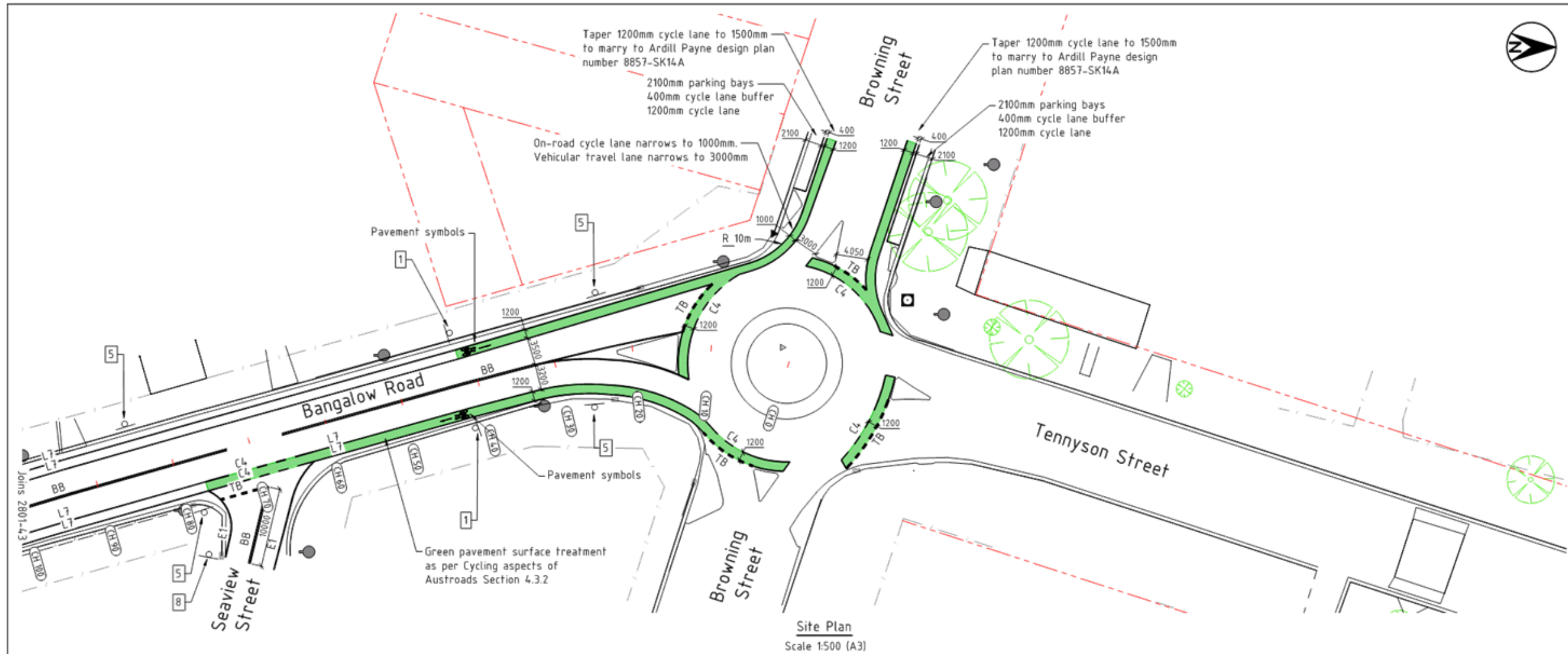
(Cameron/Ndiaye)

Financial Considerations

5 There is no funding allocated for the on road works from either the bypass or the Byron to Suffolk Cycleway, so it is proposed that the cost of undertaking the works be funded out of developer contributions. There are sufficient funds in the Byron Bay cycleways developer contributions reserve to fund this scope.

10 While developer contributions are available to undertake the shared path there are opportunities to attract grant funding. Staff are currently exploring these grant funding opportunities with TfNSW. Once the shared path has been fully costed it may be part funded from developer contributions and / or grant funds.

Subject to the endorsement by TIAC these projects will be incorporated into the quarterly budget review process.



LEGEND

- Proposed Linemarking
- Proposed Bike Lane pavement surface treatment
- Proposed sign
- Existing Property Boundary
- Existing Edge of bitumen
- Existing top of bank
- Approx. Geocortex road chainage
- Existing power pole
- Existing sign
- Existing Water hydrant/valve
- Existing Communications Pit
- Existing tree to remain

LEGEND - pavement symbols and signage

- PS-2 and BA-1 (On-road)
- PS-3, PS-4 and PA-1 (Shared Path)
- R7-1-4 'Bike Lane'
- R7-1-4 'Bike Lane' and R7-2 'Ahead'
- R7-1-4 'Bike Lane' and R7-4 'End'
- R8-2 'Shared Path' and R7-4 'End'
- R5-400 'No stopping'
- R5-400L 'No stopping Left'
- R5-400R 'No stopping Right'
- R1-2 'Give Way'
- R1-2 'Give Way' (Bike path 375mm sign)
- R2-3 'Keep Left'

LEGEND - linemarking

- BB DIVIDING BARRIER LINE 100 WHITE
- E1 & E5 EDGE LINE 150 WHITE
- L1 LANE LINE 100 WHITE
- L3 LANE LINE 100 WHITE
- C1 CONTINUITY LINE 150 WHITE
- TB GIVE WAY LINE 300 WHITE
- TB1 GIVE WAY LINE (RIGHT SIDE) 150 WHITE
- TF STOP LINE 300 WHITE
- L7 BICYCLE LANE LINE 100 WHITE
- C4 BICYCLE LANE CONTINUITY LINE 100 WHITE
- S4 SHARED PATH SEPARATION LINE 100 WHITE
- S5 SHARED PATH SEPARATION LINE 100 WHITE
- E7 SHARED PATH EDGE LINE 100 WHITE
- TBB SHARED PATH GIVE WAY LINE 200 WHITE

CONSTRUCTION FOR CONSTRUCTION

SCALE: A1 SHEET 1:250, A3 SHEET 1:500
0 2.5 5 10 15 20 25m

Infrastructure Services
Council offices
70-90 Station Street,
Mullumbimby NSW 2482.
Phone 02 66267000
Fax 02 66843018
Website www.byron.nsw.gov.au



Approved on behalf of the General Manager

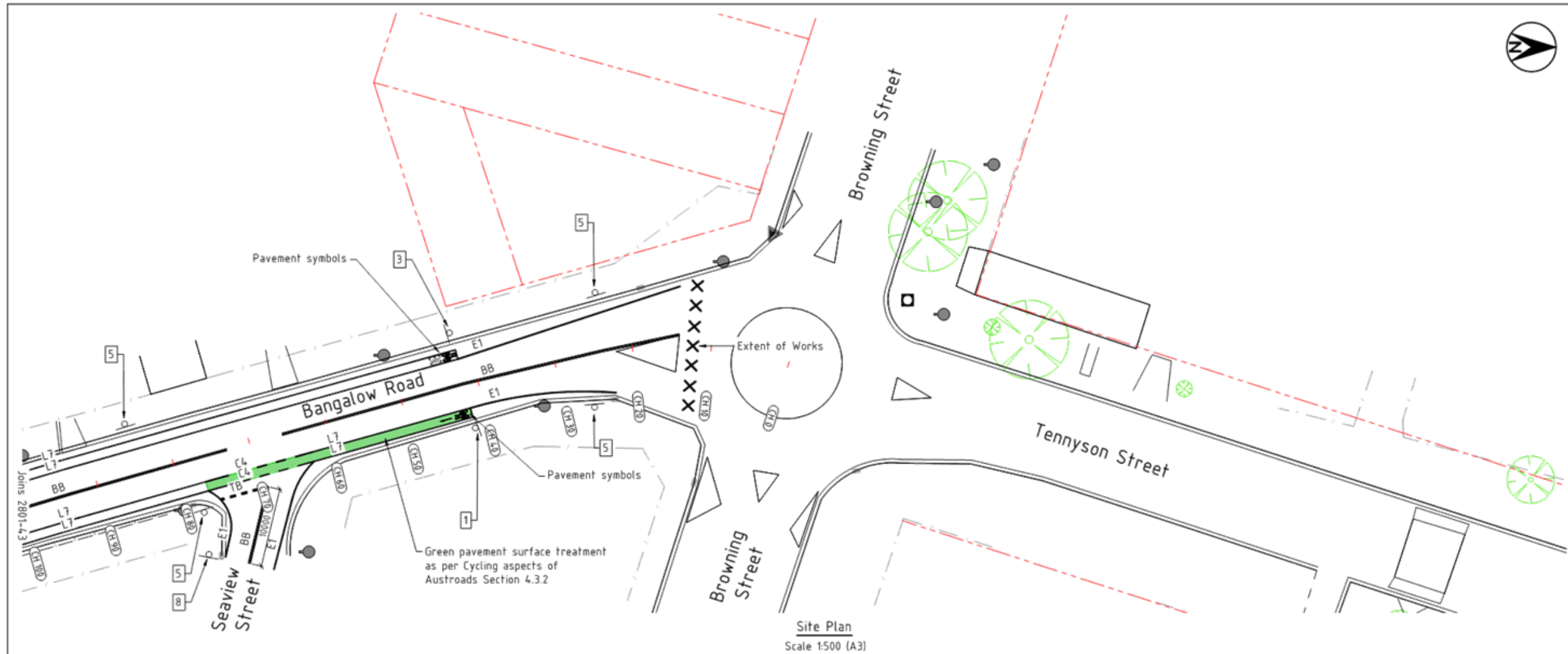
Designed	A.D.	28.08.20
Drawn	A.D.	28.08.20
Checked	D.S.	28.08.20
Horizontal datum	MGA	
Vertical datum	AHD	

Project: **Cycleways-ECG-Bangalow/Broken Head Rd. Onroad Cycleway-Suffolk Park to Byron Bay**

Project number: **2801**

Plan title: **Site plan Sheet 17 Signage and Linemarking Ch100 to Ch0**

Drawing number	Issue
2801-sk45	A



LEGEND

- Proposed Linemarking
- Proposed Bike Lane pavement surface treatment
- Proposed sign
- Existing Property Boundary
- Existing Edge of bitumen
- Existing top of bank
- Approx. Geocortex road chainage
- Existing power pole
- Existing sign
- Existing Water hydrant/valve
- Existing Communications Pit
- Existing tree to remain

LEGEND - pavement symbols and signage

- PS-2 and BA-1 (On-road)
- PS-3, PS-4 and PA-1 (Shared Path)
- R7-1-4 'Bike Lane'
- R7-1-4 'Bike Lane' and R7-2 'Ahead'
- R7-1-4 'Bike Lane' and R7-4 'End'
- R8-2 'Shared Path' and R7-4 'End'
- R5-400 'No stopping'
- R5-400L 'No stopping Left'
- R5-400R 'No stopping Right'
- R1-2 'Give Way'
- R1-2 'Give Way' (Bike path 375mm sign)
- R2-3 'Keep Left'

LEGEND - linemarking

- BB DIVIDING BARRIER LINE 100 WHITE
- E1 & E5 EDGE LINE 150 WHITE
- L1 LANE LINE 100 WHITE
- L3 LANE LINE 100 WHITE
- C1 CONTINUITY LINE 150 WHITE
- TB GIVE WAY LINE 300 WHITE
- TB1 GIVE WAY LINE (RIGHT SIDE) 150 WHITE
- TF STOP LINE 300 WHITE
- L7 BICYCLE LANE LINE 100 WHITE
- C4 BICYCLE LANE CONTINUITY LINE 100 WHITE
- S4 SHARED PATH SEPARATION LINE 100 WHITE
- S5 SHARED PATH SEPARATION LINE 100 WHITE
- E7 SHARED PATH EDGE LINE 100 WHITE
- TBB SHARED PATH GIVE WAY LINE 200 WHITE

CONSTRUCTION FOR CONSTRUCTION

SCALE: A1 SHEET 1:250, A3 SHEET 1:500



Infrastructure Services
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 70-90 Station Street,
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Approved on behalf of the General Manager

Date 22.10.2020

Designed	A.D.	28.08.20
Drawn	A.D.	28.08.20
Checked	D.S.	28.08.20
Horizontal datum	MGA	
Vertical datum	AHD	

Project: **Cycleways-ECG-Bangalow/Broken Head Rd. Onroad Cycleway-Suffolk Park to Byron Bay**

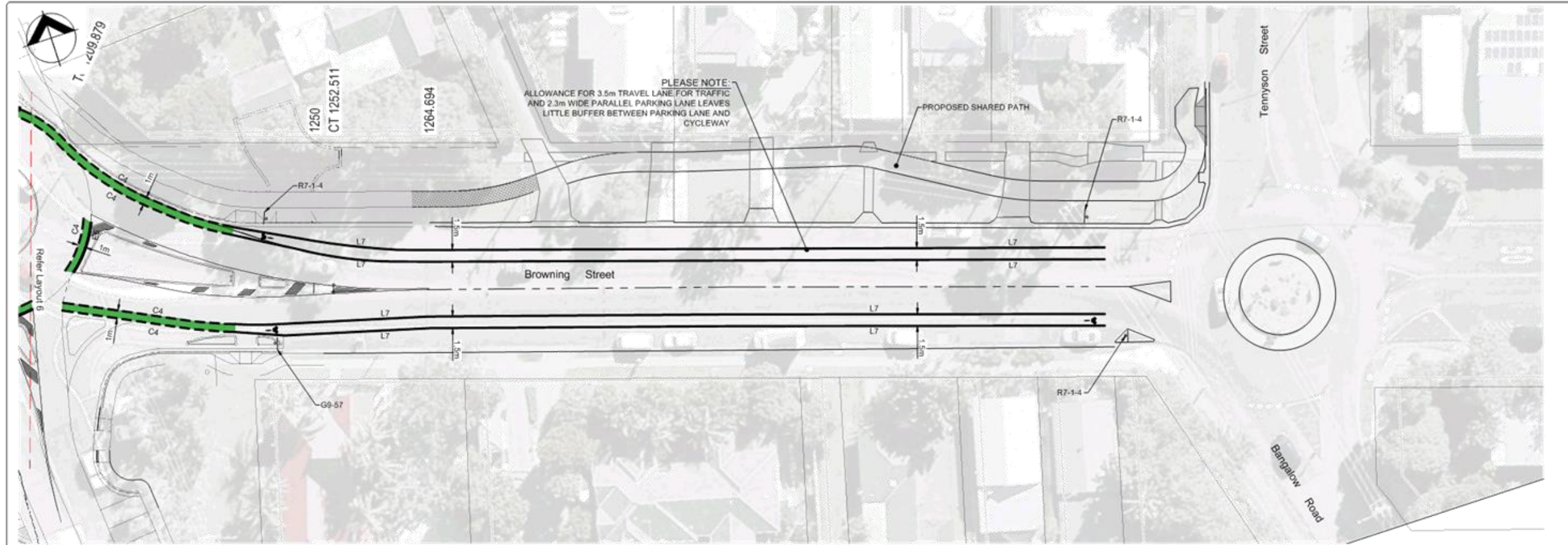
Project number: **2801**

Plan title: **Site plan Sheet 17 Signage and Linemarking Ch100 to Ch0**

Drawing number **2801-45** Issue **1**

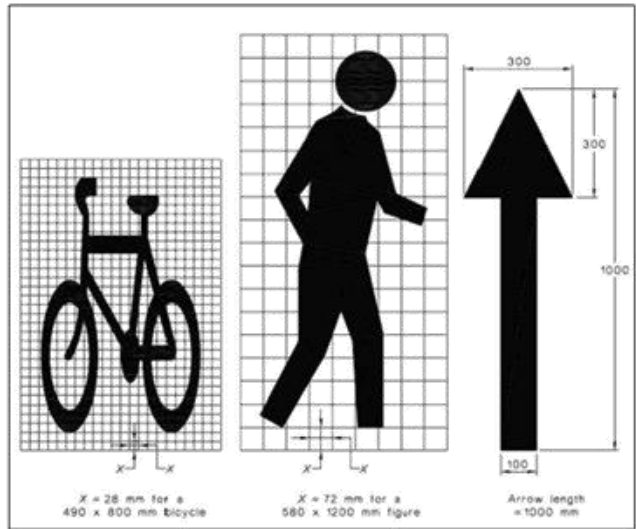
1	Construction Issue	A.D.	D.S.	25.09.20
	Amendment details	Drawn	Check	Date

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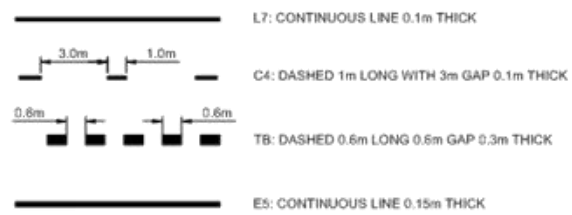


Layout 7
Scale 1 in 250 @ A1

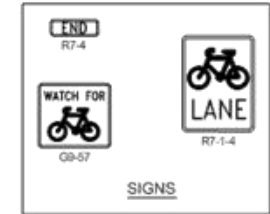
Note:
Cycle way for Browning street has been designed by taking measurements from six maps. For more detailed design survey information will be required.



BICYCLE, PEDESTRIAN AND ARROW PAVEMENT MARKINGS
REFER AS 1742.10 FOR ADDITIONAL DETAIL



CYCLEWAY LINEMARKING DETAILS
REFER RMS PAVEMENT MARKINGS FOR BICYCLE FACILITIES



This plan is NOT to be used for construction purposes unless it carries the approval stamp of the local authority.

S:\01 Jobs\8800-8899\8857 Project Management - Byron Bay Bypass\05 Drawings\01 Civil\01 Current\Design tasks D74-8-12-13\8857_Cycleway ISS H.dwg - 14/10/2020 3:23:18 PM, AutoCAD PDF (General Documentation).pc3

<table border="1"> <tr> <th>Issue</th> <th>Date</th> <th>Description</th> <th>App'd</th> </tr> <tr> <td>H</td> <td>14/10/2020</td> <td>Amended as per Council Comments</td> <td>AH</td> </tr> <tr> <td>G</td> <td>14/10/2020</td> <td>Amended as per Council Comments</td> <td>AH</td> </tr> <tr> <td>F</td> <td>13/10/2020</td> <td>Amended as per Council Comments</td> <td>AH</td> </tr> <tr> <td>E</td> <td>8/09/2020</td> <td>Amended as per Council Comments</td> <td>AH</td> </tr> <tr> <td>D</td> <td>23/08/2020</td> <td>Issue for Discussion 4</td> <td>AH</td> </tr> </table>		Issue	Date	Description	App'd	H	14/10/2020	Amended as per Council Comments	AH	G	14/10/2020	Amended as per Council Comments	AH	F	13/10/2020	Amended as per Council Comments	AH	E	8/09/2020	Amended as per Council Comments	AH	D	23/08/2020	Issue for Discussion 4	AH	Client: Byron Shire Council	Project: Byron Bay Bypass	Title: Concept Cycleway Layout Plan Sheet 4 of 4	ARDILL PAYNE ENGINEERS PLANNERS SURVEYORS ENVIRONMENTAL PROJECT MANAGEMENT BALLINA 45 River Street Ph: 62 6666 3300 GUNNDAH 205 Conolly Street Ph: 62 6742 9355 A.B.N. 61 805 553 977 e-mail: info@ardillpayne.com.au	Design: AH Drawn: AH Checked: LF Approved: LF Date: 14/04/2020 Job No: 8857 Design No: SK14A Issue: H	Scale: 1:250 @ A1, 1:500 @ A3 0 2.5 5 7.5 10 12.5
Issue	Date	Description	App'd																												
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E	8/09/2020	Amended as per Council Comments	AH																												
D	23/08/2020	Issue for Discussion 4	AH																												

Report No. 4.2 Signage Policy Update

Directorate: Infrastructure Services

Report Author: Andrew Pearce, Traffic Engineer

File No: I2021/81

5 **Summary:**

The purpose of this report is to provide a brief update on Council's Tourist, Street Name, Community Facility and Service Signs (Policy 07/102) and Wildlife Signage investigations.

10

RECOMMENDATION:

That Council note the progress undertaken to update Council's Tourist, Street Name, Community Facility and Service Signs (Policy 07/102) in accordance with resolution 18-465 and developing a wildlife signage strategy.

15 **Attachments:**

- 1 Policy: Tourist, Street Name, Community Facility and Service Signs (Adopted 30/8/07) (Current_Policies), DM705283 , page 22 [↓](#)

20

Report

Background

Council has 3 key documents relating to different forms of signage, namely:

- Tourist, Street Name, Community Facility and Service Signs (Policy 07/102)
- 5 • Signs as Remote Supervision (Policy 4.25)
- DCP 2014 Chapter B10: Signage

Each of the above documents is currently under review.

The Tourist, Street Name, Community Facility and Service Signs relates to signage within the road reserve typically for the purpose of wayfinding.

- 10 Signs as Remote Supervision relates to signage associated with Parks and Beaches and not part of the road reserve.

DCP 2014 Chapter B10 relates to signage that requires a development application and is predominately advertising related.

Tourist, Street Name, Community Facility and Service Signs Policy

- 15 In accordance with Resolution 18-465 staff are in the process of updating the Tourist, Street Name, Community Facility and Service Signs Policy (07/102).

- 20 A previous report was submitted to the November 2018 TIAC meeting outlining key areas requiring amendment within the policy. A draft updated policy has since been developed with preliminary feedback received from key departments. Once this feedback is compiled final feedback will be requested to ensure latest guidelines and process is reflected within the document. This final update will then be reported back to TIAC when complete.

Wildlife Signage

- 25 Council Staff are undertaking a number of steps to develop a Road Strike Mitigation Action Plan. This plan will correlate priority road strike areas within the shire with recommended wildlife signage options.

Preliminary literary review has been undertaken to identify previous studies into wildlife signage and their efficacy.

- 30 Engagement with several community groups has occurred in relation to trialling different wildlife signage and measuring its impact on traffic. A key example is the trial of new Koala signage at two locations (McAuleys Lane and Coolamon Scenic Drive) and a third location proposed in Tyagarah. Traffic counters were installed before and after the trial wildlife signage was installed to objectively measure the effectiveness of signage on speed.

BYRON SHIRE COUNCIL

STAFF REPORTS - INFRASTRUCTURE SERVICES

4.2

In addition, Council has undertaken research to identify priority Road Strike areas that will inform priority roads for ongoing roll out of wildlife signage once the above trials are complete.

- 5 Once the above literary review, signage trials and priority Road Strike areas investigations are complete they will be combined to create the Road Strike Mitigation Action Plan. This action plan will be drafted in consultation with the Biodiversity Committee and reported to TIAC when complete.

Key issues

N/A

10 **Options**

N/A

Next steps

Inter-department feedback is to be collated in relation to *the Tourist, Street Name, Community Facility and Service Signs Policy*.

- 15 Impacts on traffic speed are to be confirmed via traffic counters prior to rolling out signage beyond the three trial locations.

Other sub-headings

N/A

Strategic Considerations

20 **Community Strategic Plan and Operational Plan**

CSP Objective	L2	CSP Strategy	L3	DP Action	L4	OP Activity
Community Objective 5: We have community led decision making which is open and inclusive	5.2	Create a culture of trust with the community by being open, genuine and transparent	5.2.3	Provide access to publicly available corporate registers	5.2.3.2	Review, update and publish Council policies online and report on the status of Council's policy register

Related Resolutions

- 18-465
- 20-224

Legal/Statutory/Policy Considerations

N/A

5 Financial Considerations

N/A

Consultation and Engagement

N/A



BYRON SHIRE COUNCIL

POLICY NO. 07/102

**TOURIST, STREET NAME, COMMUNITY
FACILITY AND SERVICE SIGNS**

#705283

Policy - Tourist, Street Name, Community Facility and Service Signs

**INFORMATION ABOUT THIS DOCUMENT
(INTERNAL USE ONLY)**

Date Commenced	29/3/94 (Street Names and Signs Policy 4.14)		
Policy Responsibility	Asset Management Services, Infrastructure Planning		
Date Adopted	29/3/94	Resolution No.	
Review Timeframe			
Last Review Date:	30/8/07	Next Scheduled Review Date	

Document History

Doc No.	Date Amended	Details Comments eg Resolution No.
#406870	May 2007	Replace Policy 4.14 Street Names and Signs-Draft Replacement #647516
#647516	June 2007	Draft Policy – Tourist, Street Name, Community Facility and Service Signs – Amended by Res 07-288
#680330	August 2007	Res 07-467

Further Document Information and Relationships

Related Legislation	Australian Standard 1742 Tourist Signposting – Roads & Traffic Authority 2003 The Roads Act 1993 – Section 162 Roads (General) Regulation 2000 Part 2, Division 2 The Geographical Names Board – “Guidelines for the Naming of Roads”
Related Policies	
Related Procedures/ Protocols, Statements, documents	Council approved list of suitable names #354461 Council Standard Drawing No R12

Policy - Tourist, Street Name, Community Facility and Service Signs

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Policy - Tourist, Street Name, Community Facility and Service Signs

Policy No. 07/102

POLICY TITLE	TOURIST, STREET NAME, COMMUNITY FACILITY AND SERVICE SIGNS
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1. OBJECTIVES

- 1.1. To aid the safe and orderly movement of traffic.
- 1.2. To provide clarity for the community, businesses and Council in the provision of roadside signage throughout Byron Shire.
- 1.3. To provide appropriate street names for new subdivisions, recognising the history, indigenous culture, natural environment and character of the area and Australia.
- 1.4. To provide an effective street sign standard that is aesthetically acceptable.

2. POLICY STATEMENT

- 2.1. This Policy addresses the provision of road-side signs around Byron Shire, including:
 - a) tourist signage;
 - b) street names in new subdivisions
 - c) applications for the renaming of existing street names;
 - d) place names; and
 - e) guide signs for community facilities and services.
- 2.2. The Policy establishes the framework for what signage will be provided, where they will be placed, the criteria for their establishment and who pays for them.
- 2.3. Tourist, street name, community facility and service signs are in general, to be provided in accordance with Australian Standards and State Guidelines established by the Roads and Traffic Authority. In this regard:
 - a) Australian Standard 1742 – Manual of Uniform Traffic Control Devices (relevant version at the time of applying the standards):
 - i) Part 1 General Introduction and index of signs,
 - ii) Part 2 Traffic control devices for general use,
 - iii) Part 5 Street names and community facility name signs, &
 - iv) Part 6 Service & Tourist signs for motorists.
 - b) Tourist Signposting – Roads & Traffic Authority 2003;
- 2.4. Street name and place name signs will be erected in accordance with the above and be approved in accordance with:
 - a) The Roads Act 1993 – section 162 – providing the Council with the Authority to name roads;
 - b) The Roads (General) Regulation 2000 Part 2, Division 2 – setting out the procedure for naming roads; and
 - c) The Geographical Names Board – “Guidelines for the Naming of Roads”.

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2.5. This Policy does not include the provision of Regulatory, Warning and Guide signs intended for the regulation, road safety improvements and effective traffic management of our roads.

3. TOURIST SIGNPOSTING**3.1. Key Elements**

- a) Tourist signposting shall be approved and erected in accordance with the RTA Guide – “Tourist Signposting” – Published July 2003, subject to verification that the facility is an approved use.
- b) Documentary evidence is to be supplied to Council by the applicant for signage indicating that the facility has been accepted by the Tourist Attraction Signposting Assessment Committee (TASAC) detailing the level of signage permitted.
- c) Council cannot consider signage requests associated with State Roads (Lismore/Bangalow Road and Pacific Highway).
- d) Commercial attractions receiving eligibility for signposting by TASAC are responsible for the cost of erecting and the ongoing maintenance of signs.
- e) Tourist signposting colours are brown background with white lettering.

4. STREET NAMES**4.1. New Streets in developing subdivisions and existing unnamed roads**

- a) Naming of new streets and roads shall be in accordance with the Geographical Names Board’s document – “GUIDELINES FOR THE NAMING OF ROADS”.
- b) Developers of new subdivisions shall advise Council of their preference on names for new streets and roads provided in the subdivision prior to the release of final plans of subdivision.
- c) The names shall be selected from a Council approved list of suitable names detailed in Council Document [#354461](#) – a copy of which can be provided to the developer upon request.
- d) An alternative name may be selected in accordance with this policy for consideration by Council’s Director Environment and Planning Services.
- e) Alternative road names will be selected from the following categories:
 - i) Australian natives animal and plant species
 - ii) Aboriginal names
 - iii) Poets
 - iv) Pioneers
 - v) Maritime themes
 - vi) Themes eg sports, arts, geographical
- f) The selected list for each town, village or area shall be relevant to the local area and approved by Council’s Director Environment and Planning Services.
- g) Street name signs shall be consistent throughout the Council area and of a design and standard in accordance with Council Standard Drawing No R12 – inclusive of the Council logo.

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4.2. Renaming of Existing Streets

- a) A request to change a street name must be received from an owner or resident of the affected street;
- b) Council must receive 100% written concurrence on the proposed name from owners and residents of the subject road, prior to advertising the proposed change;
- c) The onus for obtaining this concurrence of owners/residents rests with the applicant;
- d) A road name shall not be altered if it bears historical, local, regional, indigenous or family significance;
- e) All road renaming requests must comply with the Geographical Names Board Guidelines and The Roads (General) Regulation 2000 (Government Gazette No. 112) Part 2, Division 2;
- f) The request will be referred to Council for consideration following the public advertising of the proposed change of name.

4.3. Crown Roads

- a) Council will not name Crown Roads.
- b) Residents/owners requesting Council to name a Crown Road will be referred to the NSW Department of Lands.

5. COMMUNITY FACILITIES AND SERVICE SIGNS**5.1. General**

- a) Community facilities and service signs will be provided by Council as required generally in accordance with Australian Standard 1742 - Part 5 Street names and community facility name signs and Part 6 Service & Tourist signs for motorists.
- b) The signs will generally be erected in accordance with AUSPEC Standard Drawing No R12:
 - i) Inclusive of the Council logo where the public facility is owned and/or operated by Council; or
 - ii) Without the Council logo when the facility is owned and/or operated by organisations other than Council.
 - iii) Distances to the service will not be shown on the sign unless it is a walking distance and is related directly to a designated walking track.
- c) Signs to be erected for community facilities and services will be erected by Council and the applicant is responsible for the cost of erecting and the ongoing maintenance of signs and their removal if/when they become redundant;
- d) Council will provide a quote for the erection of signs and prepayment must be made prior to their erection. Council will not be responsible for their replacement under any circumstances including fading, vandalism, damage caused by a motor vehicle accident or similar circumstances.
- e) Community facilities and service signs will only be erected at two locations.
- f) The commercial name of a business eligible for a directional service sign will not be included on the sign. For example a Bed and Breakfast owned by ABC will state on the sign the words "Bed & Breakfast", NOT "ABC Bed & Breakfast".
- g) Community facilities and service signs colours are blue background with white lettering.

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5.2. Community Facility Signs

- a) Community facility signs are not advertising signs for commercial interests.
- b) These are specific facilities not necessarily related to travel, but which maybe sought by strangers to the area, and which includes:
 - i) recreational facilities such as libraries, swimming pools, other sporting facilities;
 - ii) public facilities such as telephones, emergency medical services;
 - iii) Administrative facilities such as Council Chambers / Administration and post offices;
 - iv) Educational facilities such as TAFE's and Universities;
 - v) Churches and religious institutions;
 - vi) Other non-profit organisations such as charities, Scout Groups, Youth Centres, and
 - vii) Airports, railway stations and Shopping Centres.
- c) Primary and secondary schools would only be included if they have some special facility sought by large numbers of strangers to the area.

5.3. Service signs

- a) Service signs are not advertising signs for commercial interests.
- b) Service signs include commercial facilities and public facilities.
- c) A Commercial service is an establishment that provides travellers with services such as meals, refreshments, overnight accommodation, Caravan Park and camping grounds.
- d) Non-commercial service signs are predominantly Highway signs with the blue background with white lettering and symbols indicating town centres with facilities including accommodation, meals, shopping, service stations etc.