

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, 15 June 2021
Time	10.30am
Committee Members	Ian Shanahan – Transport for NSW Detective Chief Inspector Matt Kehoe – Police Cr Basil Cameron Tamara Smith MP

BYRON SHIRE COUNCIL
LOCAL TRAFFIC COMMITTEE MEETING

BUSINESS OF MEETING

1. APOLOGIES

2. DECLARATIONS OF INTEREST – PECUNIARY AND NON-PECUNIARY

3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

- 3.1 Local Traffic Committee Meeting held on 13 April 2021
- 3.2 Extraordinary Local Traffic Committee Meeting held on 11 May 2021

4. MATTERS ARISING

5. OUTSTANDING ISSUES/RESOLUTIONS

6. REGULATORY MATTERS

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REGULATORY MATTERS

Report No. 6.1 No Stopping - Old Bangalow Road, Suffolk Park

File No: I2021/768

5

Council's enforcement team have made the following signage requests to help reduce traffic and parking conflicts along a problem stretch of Cemetery Road, Suffolk Park.:

10 Replace the "No Parking" signs along the inside curve of the Cemetery Road with "No Stopping" signs in the location shown in the image below. The location of the inside curve is shown by the blue line in the image below and the location of the existing No Parking signs is shown in Figure 1 by the red lines.

Also, install one new No Stopping sign on the inside curve with a 2 way arrow for 10 metres from Lilli Pilli Drive – see the red dot in the image below for the location.



15 **Figure 1 Cemetery Road, Suffolk Park**

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RECOMMENDATION:

That Council:

- 5 1. **Replace No Parking signs with No Stopping signs on the inside of the Cemetery Road, Byron Bay curve, in the general location shown within LTC report I2021/768 (Figure 1).**
2. **Install a No Stopping sign with two-way arrows on Cemetery Road, approximately 10m south of Lilli Pilli Drive, Byron Bay.**

Report No. 6.2 Regulatory Signs - Various Locations

File No: I2021/838

- 5 This report request support for the installation of regulatory signage in a number of locations:

Cul-de-Sac	Collection Day	Number of Signs	Sign Wording
58 Armstrong St, Suffolk Park	Friday	2	No Parking 5am-12pm
Constellation Place, Byron Bay	Monday	2	No Stopping

Armstrong Place

- 10 The manager of Beachside Apartments at 58 Armstrong Street has requested the installation of No Parking (time limited) along their frontage. The request seems appropriate as they have up to 24 bins requiring collection and cars park where the bins need to be presented.

No Parking Friday 5am-12pm signs were approved by LTC and installed in Oceanside Place in July 2020. Oceanside Place is the next lane to the north which had similar bin collection problems.

The image below shows where the 2 signs would limit parking.



15

Constellation Place

Constellation Close is approximately 8m wide with parking currently permitted down both sides.

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Council has received ongoing parking congestion complaints for Constellation Close, Electra Close and Comet Close for several months. The increase in strata development is resulting in parking overflowing onto the streets. There have been several occasions where waste trucks could not access Constellation Close for bin collection.

- 5 A greater concern is that emergency vehicle access is not possible, especially during peak holiday / summer periods when units are rented through AirBnB.

To ensure consistent emergency access staff propose No Stopping along the northern side of Constellation Close. Blue dots shown below show the proposed location of the signs. No Stopping signs have already been installed covering the yellow highlighted areas around the intersection of Constellation Close, Electra Close and Comet Close which was another conflict area.

10



RECOMMENDATION:

- 15 That Council Install the regulatory signs at 58 Armstrong Street, Suffolk Park (Friday - No Parking 5am-12pm) and Constellation Place, Byron Bay (No Stopping) in the locations shown in the report (I2021/838)

Report No. 6.3 Jonson Street Bus Stop - Revision to Signs & Linemarking

File No: I2021/865

- 5 The Visitor's Information Centre (VIC) and surrounding area including the frontage to Jonson Street are soon to commence a landscaping upgrade, involving the removal of the old bus stop (now that the Byron Bay Transport Interchange is operating).

- 10 This removal means that the 'Bus Zone' currently in place is no longer required. It is proposed to change this to a 'No Stopping' zone, including a yellow line painted adjacent to the kerb on Jonson Street. This would further promote the Byron Bay Town Centre Masterplan vision for 'cars out, people in'. It would also maintain the car-free frontage to the Visitor's Centre, maximising visibility in the town centre. The below image shows the location of the no stopping zone - paint (yellow) and signs (red).



RECOMMENDATION:

- 5 **That Council endorse the modification of the Bus Zone fronting the Visitor's Information Centre on Jonson Street, Byron Bay to a No Stopping Zone.**

Report No. 6.4 Event - Chincogan Charge 2021

File No: I2021/867

SUMMARY

- 5 Council has received an event application and Traffic Control Plan (TCP) for the Chincogan Charge 2021 to be held on Saturday 18 September 2021.

BACKGROUND

For the 2021 event the organisers are proposing to follow the same course as 2020 with runners starting and finishing near Mullumbimby Police Station.

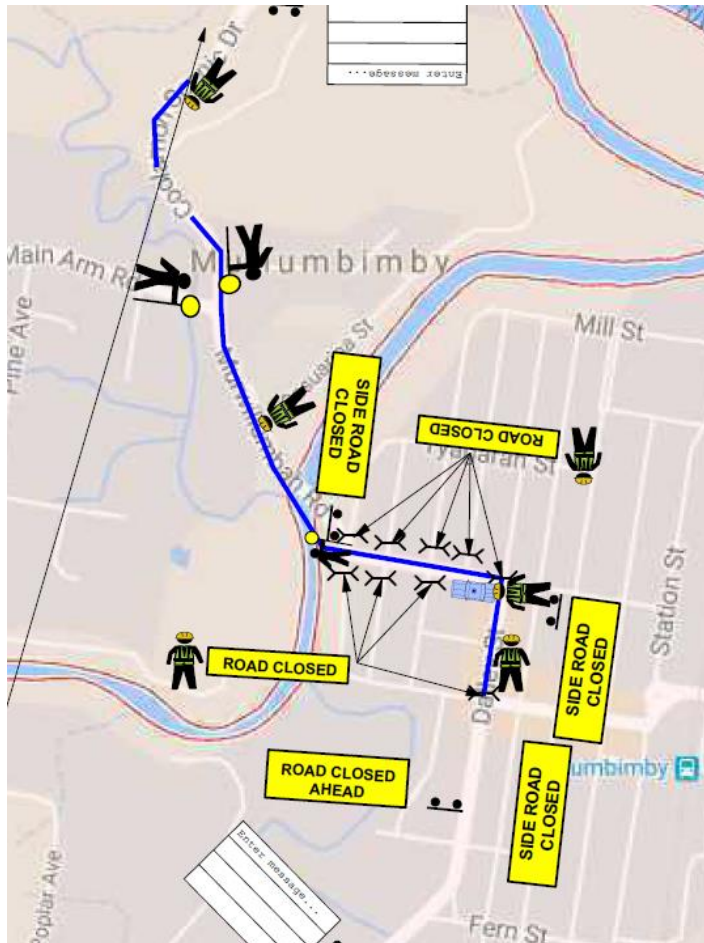
- 10 The road course will require actions to control traffic and the implementation of prescribed traffic control devices such as No Parking signs to control vehicles. 500 participants are expected.

While the organisers have not yet submitted a 2021 TMP and TCP the image below shows the expected impact on roads. This image is taken from the attached 2020 TCP. The blue line indicates the approximate running path within the road reserve and the following major impacts are planned:

15

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

30



RECOMMENDATION:

- 5 That Council support the Chincogan Charge 2021 to be held on Saturday 18 September 2021, between 8:00am and 5:30pm, subject to:-
 1. Traffic control plan(s) and a Traffic Management Plan (TMP) being designed by those with the appropriate and relevant NSW (TfNSW) accreditation. The TCP(s) and TMP to include the closure of Dalley Street between Burringbar Street and Tincogan Street between 12.30pm-5.30pm;
 2. The TCP to be generally in accordance with document E2020/46680 (Attachment 1);
 3. Implementation of the approved Traffic Management Plan and Traffic Control Plan/s by those with appropriate TfNSW accreditation and the holding of current and appropriate levels of insurance and liability cover;

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4. **Separate approvals by NSW Police and TfNSW being obtained;**

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

6. **The event be notified on Council's webpage;**

7. **Informing community and businesses that are directly impacted (e.g. adjacent to the event) via written information which is delivered to the property in a timely manner so as to document, consider and respond to any concerns raised;**

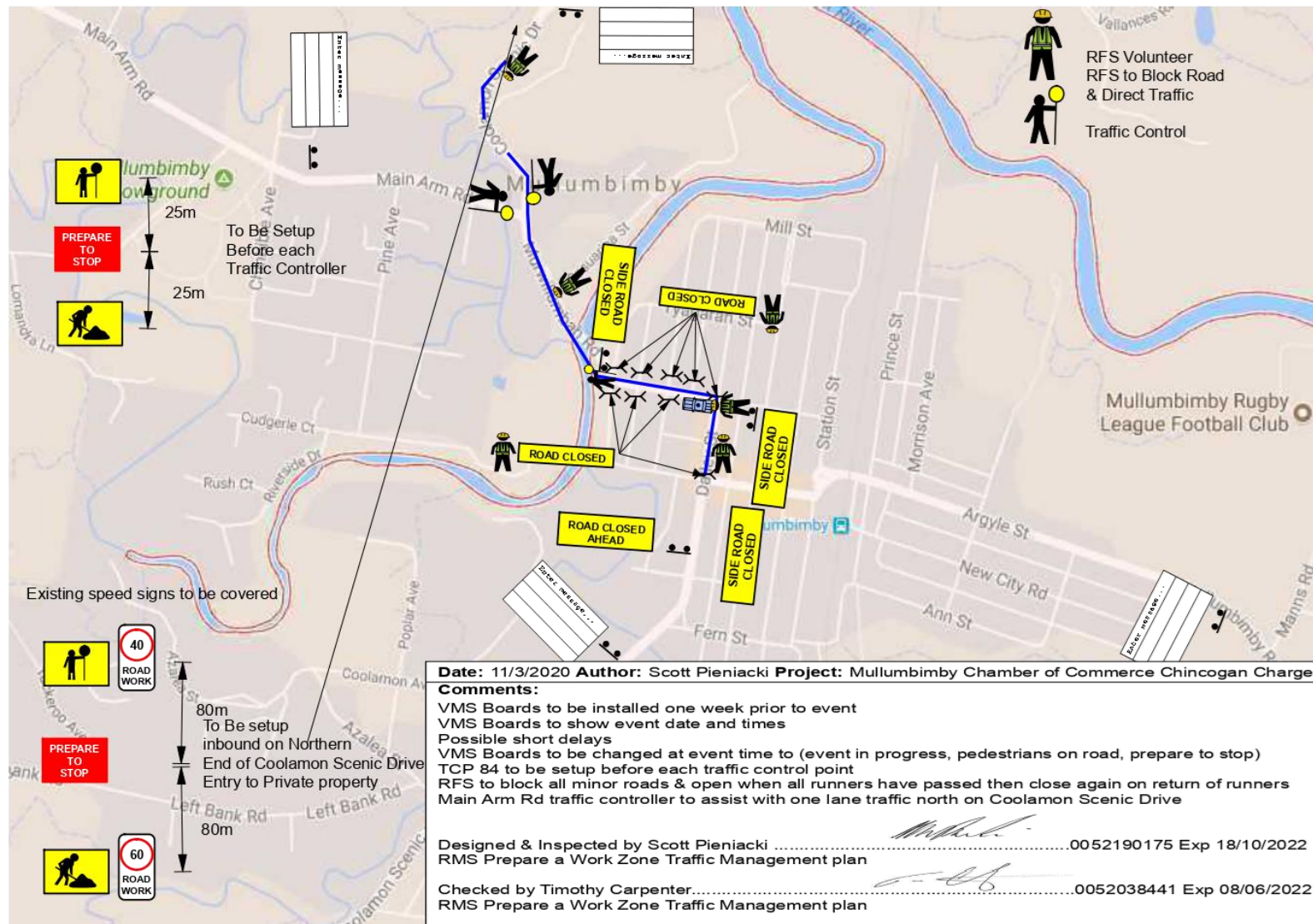
8. **Undertake consultation with emergency services and any identified issues addressed;**

9. **Hold \$20m public liability insurance cover which is valid for the event**

10. **Pay Council's Road Event Application Fee and LTC application Fee prior to the event**

Attachments:

- 1 Event - Chincogan Charge 2020 - Traffic Control Plan - Mullumbimby Chamber of Commerce, E2020/46680 , page 12 [↓](#)



Report No. 6.5 Event Road Closures - Byron Lighthouse Run 2021

File No: I2021/941

5 SUMMARY

Council has received an application, Traffic Management Plan (TMP) and Traffic Control Plan (TCP) from NXsports Community Foundation Ltd for the Byron Lighthouse Run 2021 to be held Sunday 24 October 2021.

10 BACKGROUND

The annual Byron Lighthouse Run is proposed to be held on Sunday 24 October 2021. It is a fun run and walk to raise money for charity. The event will operate on the same course and design as the 2019 event.

The Byron Lighthouse Run 2021 is expected to attract approximately 750 participants.

- 15 The Byron Lighthouse Run features participation in the following categories: 10km Fun Run, 6km Walk, 1km Kids Dash. Note that the 1km Kids Dash will be contained entirely within Denning Park and will not extend onto the road reserve.

COURSE OVERVIEW

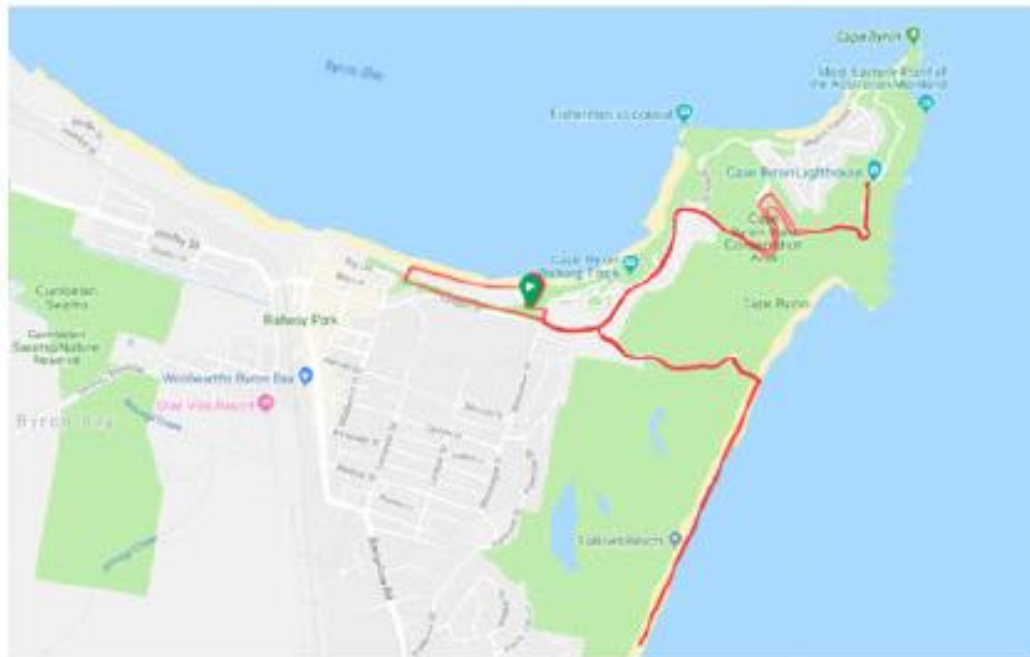
- 20 As seen in the maps below the 10km run course and 6km walk course extend along Lawson St and Lighthouse Road up to the Lighthouse. This means access in and out of Watagos will require traffic management which must be formalised through the TCP.

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10KM RUN COURSE



6KM WALK COURSE



KIDS DASH



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TRAFFIC MANAGEMENT

Full details of the submitted Traffic Management Plan are provided in attachment 1 with planned road closures (and hours of closure) shown in the table below.

ROAD/SITE	BETWEEN	TYPE	START	END
Clarks Beach Carpark		Full Closure	24/10/2021 04:00	24/10/2021 09:00
Lawson Street	Massinger Street to Lighthouse Road	Full Closure	24/10/2021 04:00	24/10/2021 10:00
Massinger Street	Lawson Street to Holiday Park	Full Closure	24/10/2021 04:00	24/10/2021 09:00
Tallow Beach Road	Lighthouse Road to Tallow Beach Car Park	Full Closure	24/10/2021 04:00	24/10/2021 10:00
Lighthouse Road	Lawson Street to Lighthouse	Full Closure	24/10/2021 04:00	24/10/2021 10:00
Brooke Drive	Lighthouse Road to the Pass	Full Closure	24/10/2021 04:00	24/10/2021 10:00
Mildenhall Road		Impacted	24/10/2021 04:00	24/10/2021 10:00
Palm Valley Drive		Impacted	24/10/2021 04:00	24/10/2021 10:00
Marine Parade		Impacted	24/10/2021 04:00	24/10/2021 10:00
Brownell Drive		Impacted	24/10/2021 04:00	24/10/2021 10:00
Julian Place		Impacted	24/10/2021 04:00	24/10/2021 10:00
Pandanus Lane		Impacted	24/10/2021 04:00	24/10/2021 10:00

- 5 Outgoing traffic from within the closed Lighthouse precinct will be guided by traffic control to the Lawson Street and Massinger Street intersection. Escorts will be available throughout the closure; the mobile number to arrange escort in advance is disseminated in all community consultation collateral. Motorists will be advised to proceed with caution, hazard lights on, and windows down until they reach the Lawson Street roundabout.
- 10 In the case of a major community incident such as terrorism, the event will be put on hold until the Race Director and Police determine when the event is safe to continue. Emergency services will maintain right of way.

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5 3. **Clarkes Beach car park open to the public by 9am. Alternatively, if car park is to be closed to the public after 9am an application is to be made to Council to occupy the car park and relevant application fees and parking fees are to be paid to Council prior to the event commencing.**

4. **Separate approvals by NSW Police, TfNSW and Cape Byron Headland Trust being obtained.**

10 5. **The event organiser:-**

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

ii) **providing copy of the advert for Council's web page;**

20 iii) **informing community and businesses that are directly impacted (e.g. adjacent to the event), including the Beach Byron Bay Café and North Coast Holiday Park Clarkes Beach, via written information which is delivered to the property in a timely manner so as to document, consider and respond to any concerns raised;**

iv) **arranging for private property access and egress affected by the event;**

25 v) **liaising with bus and taxi operators and ensuring arrangements are made for provision of services during conduct of the event;**

vi) **consulting with emergency services with any identified issues being addressed;**

vii) **holding \$20m public liability insurance cover which is valid for the event; and payment of Council's Road Event application fee prior to the event.**

30 **Attachments:**

1 Byron Lighthouse Run 2021 - Traffic Management Plan, E2021/75049 , page 18[↓](#)

LOCAL TRAFFIC COMMITTEE



Byron Bay, NSW


Sunday 24 October 2021



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

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

Document Summary

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

Executive Summary

Dear members,

NXsports Community Foundation is pleased to make application to the Local Traffic Committee for approval to conduct the not-for-profit Byron Bay Lighthouse Run on Sunday 24 October 2021.

The Byron Bay Lighthouse Run features participation for the following categories: 10km Fun Run, 6km Walk, and 1km Kids Dash.

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

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

Summary of Road Closures

ROAD/SITE	BETWEEN	TYPE	START	END
Clarks Beach Carpark		Full Closure	24/10/2021 04:00	24/10/2021 09:00
Lawson Street	Massinger Street to Lighthouse Road	Full Closure	24/10/2021 04:00	24/10/2021 10:00
Massinger Street	Lawson Street to Holiday Park	Full Closure	24/10/2021 04:00	24/10/2021 09:00
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Brownell Drive		Impacted	24/10/2021 04:00	24/10/2021 10:00
Julian Place		Impacted	24/10/2021 04:00	24/10/2021 10:00
Pandanus Lane		Impacted	24/10/2021 04:00	24/10/2021 10:00

The Byron Bay Lighthouse Run is expected to attract approximately 750 participants.

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

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

Thank you.

Yours sincerely,

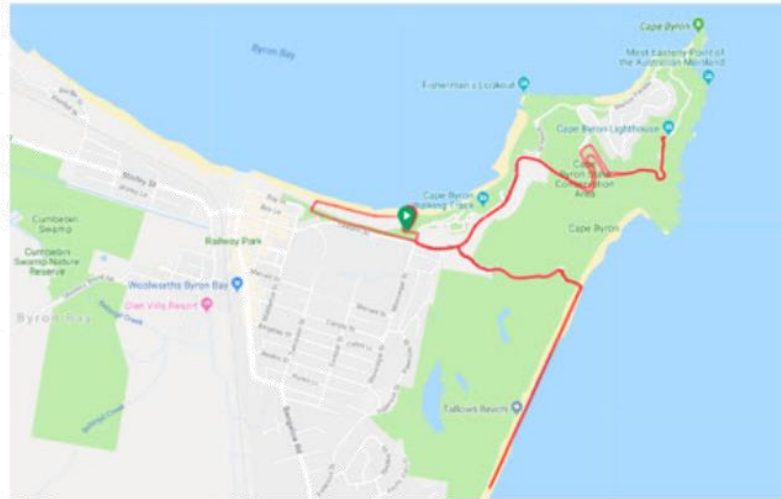
A handwritten signature in blue ink, appearing to read 'Kevin Pready', with a stylized flourish at the end.

Kevin Pready, Event Manager

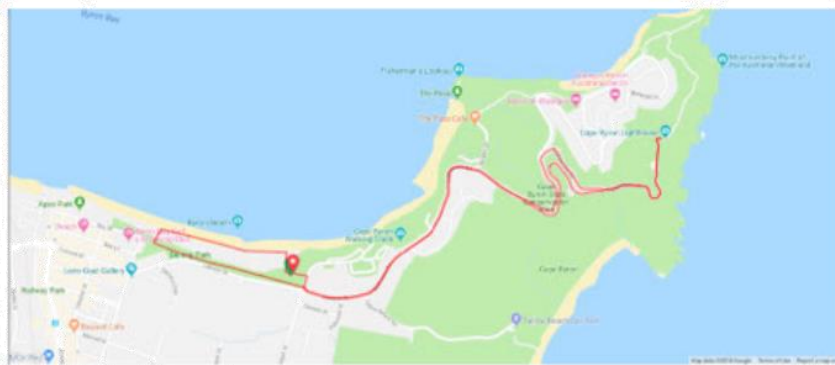
Event Sites

3.1 Course Overview

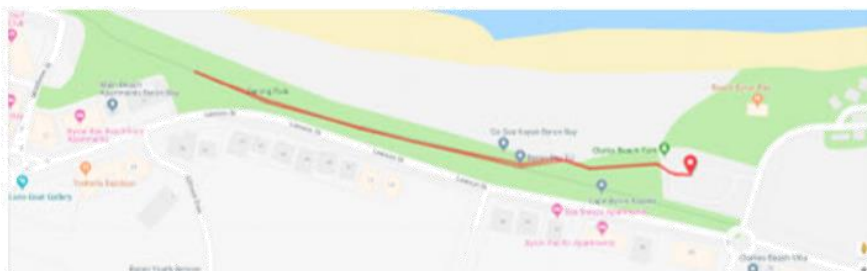
10KM RUN COURSE



6KM WALK COURSE



KIDS DASH



3.1.1 Course Specification

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

3.1.2 Course Design

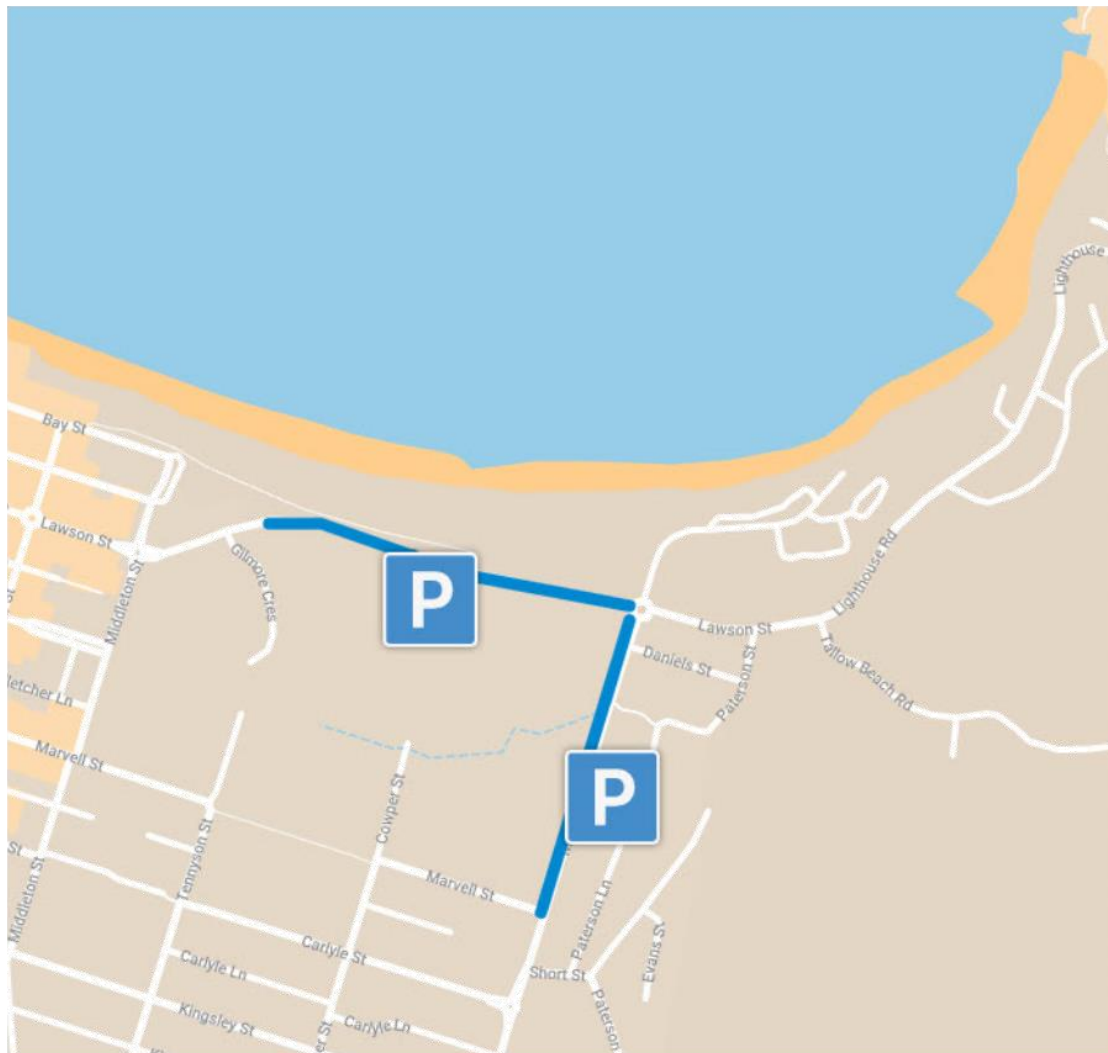
The Byron Bay Lighthouse Run course was designed with National Sporting Organisation best practice and aligns with their policies. The challenge of the course is commensurate to the event type, the age restrictions for participation, and the overall distance. The course will be overlayed with adequate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

3.2 Event Sites Overview

The Byron Bay Lighthouse Run uses a number of sites to conduct the event, namely:

SITE	ADDRESS	START	END
Start / Finish - Clarkes Beach Car Park	Crn of Lawson and Massinger Street, Byron Bay, NSW, 2481	24/10/2021	24/10/2021
Water Station 1 - Lighthouse	Cape Byron Lighthouse, Byron Bay NSW 2481	24/10/2021	24/10/2021
Water Station 2 - Tallow Beach Carpark	Tallow Beach, Byron Bay NSW 2481	24/10/2021	24/10/2021

3.3 Parking



Community Engagement In Brief

4.1 Summary

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

4.2 Community Communication

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

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

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

4.2.1 Letter Box Drop

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

4.2.2 Flyer

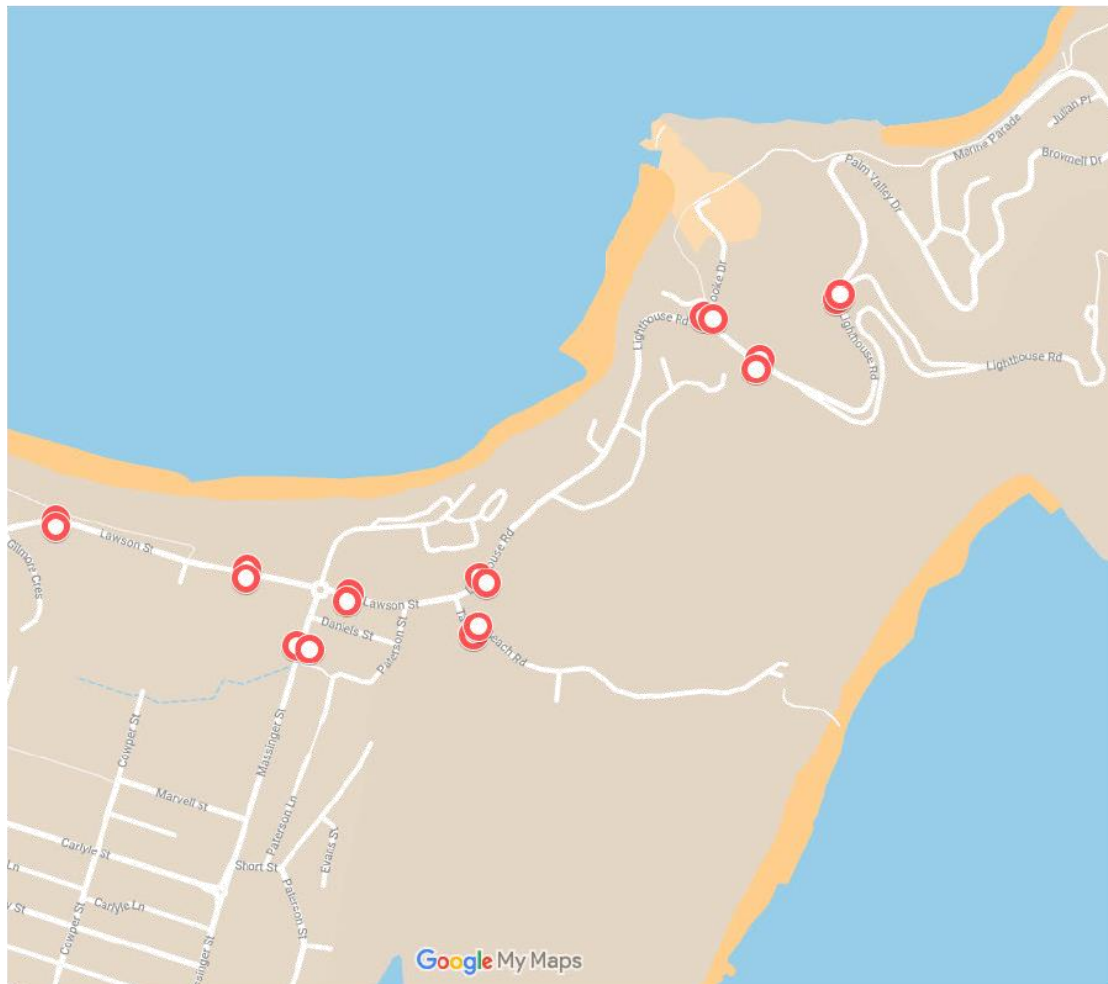
To be inserted here on approval

4.2.3 Special Event Signage

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

4.2.4 Corflute Signage

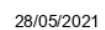
The below example of corflute signage, with specific details for this event, will be erected a minimum of 10 days prior to the event as per the below map.



Traffic Control Plans

The below is the 2019 traffic control plan when the event was last delivered. There are no changes for 2021, and the 2021 plan will be supplied to include any feedback from the Local Traffic Committee.

6.5 - ATTACHMENT 1



NXsports Quality System

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



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

Methodology

Consult:	<ul style="list-style-type: none"> Identify key stakeholders and appoint the Strategic Advisory Group Review and confirm the outcomes and critical impact factors for the event Perform the event SWOT analysis
Strategy:	<ul style="list-style-type: none"> Create the event budget and set targets Create the specific management plans, beginning with the Strategy Map Set the overarching scorecards Ensure the resources and structure required to deliver the event are clearly in place Review the consultation progress to ensure the management plans are current
Design:	<ul style="list-style-type: none"> Define the parameters of the project Set the milestones and reporting structure Recruit the best people for the job and appoint Committees
Process:	<ul style="list-style-type: none"> Implement the processes set out in the requisite management plans Perform ongoing feedback loops and integrate results into the management plans Evaluate the ROI of marketing, consultation and operations tactics and adjust as required
Result:	<ul style="list-style-type: none"> Seek post-event feedback from customers, stakeholders, and Strategic Advisory Group Review and judge scorecard results for each management plan Evaluate the ROI of marketing and delivery tactics Review overall event results with the Strategic Advisory Group and set the '4x4' improvement targets

Strategic Planning Model

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

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

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

Management Plans



Real Time Management Planning

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

Report No. 6.6 Mullumbimby Police Station Parking

File No: I2021/942

5 The Mullumbimby Police station has contacted Council regarding parking management concerns.

To ensure adequate parking for the Mullumbimby police station and courthouse the Mullumbimby Police has requested the following dedicated parking

- 3 police spaces,
- 2 court dedicated parking spaces
- 10 • 1 disabled space

The image below was sent through from the police to illustrate their request. The precise location will be confirmed through site inspection and final discussion with the Mullumbimby police.



- 15 Due to the growing parking demand within Mullumbimby Police often find it difficult to ensure adequate parking and access during court related matters.

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RECOMMENDATION:

That Council support the installation of:

1. **Five car spaces dedicated to police and court services in Mullumbimby with associated signage to permit only police and court related vehicles**
- 5 2. **One mobility space on Dalley Street in the vicinity of the Mullumbimby Court House.**

MATTERS FOR TRAFFIC ENGINEERING ADVICE

Report No. 7.1 Speed Zone Reviews

File No: I2021/701

5

The purpose of this report is to present known speed zone requests for LTC comment.

Below is a table summarising known speed zone reviews raised with TfNSW over the past couple months and which staff are aware of.

13 submitted, 6 approved, 3 not supported, 4 under review

Road	Extents	Current Speed	Requested Speed	Requested by	Status
<i>Federal Rd</i>	<i>Eureka Rd to Binna Burra Rd</i>	<i>100</i>	<i>80</i>	<i>Community</i>	<i>Approved</i>
<i>Binna Burra Rd</i>	<i>Federal Dr to Lismore Rd</i>	<i>80</i>	<i>60</i>	<i>Community</i>	<i>Approved</i>
<i>Tyagarah Rd</i>	<i>Western two thirds</i>	<i>80</i>	<i>60</i>	<i>Community</i>	<i>Approved</i>
<i>Skidders Shoot Rd</i>	<i>Southern end</i>	<i>100</i>	<i>60</i>	<i>Council</i>	<i>Under Review</i>
<i>Grays Lane</i>	<i>Full length</i>	<i>100</i>	<i>60</i>	<i>Council</i>	<i>Approved</i>
<i>Yelgun Rd</i>	<i>Full length</i>	<i>60</i>	<i>50</i>	<i>Council</i>	<i>Approved</i>
<i>McAuleys Lane</i>	<i>Full length</i>	<i>100</i>	<i>50</i>	<i>Community</i>	<i>Not Supported</i>
<i>Broken Head Reserve Road</i>	<i>Eastern end</i>	<i>50</i>	<i>40</i>	<i>Council</i>	<i>Approved</i>

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Road	Extents	Current Speed	Requested Speed	Requested by	Status
<i>Broken Head Rd</i>	<i>Near Sugarcane Rd</i>	<i>80</i>	<i>50</i>	<i>Community</i>	<i>Not Supported</i>
<i>Bangalow Rd</i>	<i>Full length</i>	<i>80</i>	<i>60</i>	<i>Community</i>	<i>Under Review</i>
<i>Lismore Rd</i>	<i>Rifle Range Rd to Byron St</i>	<i>80</i>	<i>60</i>	<i>Community</i>	<i>Not supported</i>
<i>Burringbar St</i>	<i>Talking Streets</i>	<i>50</i>	<i>30</i>	<i>Council</i>	<i>Under Review</i>
<i>Tincogan St</i>	<i>Stuart St to Dalley St</i>	<i>50</i>	<i>40</i>	<i>Council</i>	<i>Under Review</i>
<i>Alcorn St</i>	<i>All</i>	<i>50</i>	<i><50</i>	<i>Community email</i>	<i>-</i>
<i>New Brighton Rd</i>	<i>Redgate Rd to Casons Rd</i>	<i>50</i>	<i>Request to extend 40 zone 10m north</i>	<i>Community email</i>	
<i>Paterson St</i>	<i>Browning St to Bangalow Rd</i>	<i>50</i>	<i><50</i>	<i>Community email</i>	
<i>Coolamon Scenic Drive</i>	<i>Azalea St to Myocum Rd</i>	<i>100</i>	<i>Request to extend 50 zone to south of the Golf Club</i>	<i>Community email</i>	

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Below is a copy of the community requests relating to the last 3 speed zone requests in the table above. Note, staff responded and encouraged residents to access the Safer Roads NSW site to submit a speed zone request.

5 **New Brighton Rd Request**

"The 40 zone that begins the local traffic area of New Brighton Road starts right out the front of my house. This is the area it is meant to protect.

Cars don't even think about slowing down until well after this sign.

10 *If it is mean to protect my neighbourhood, it needs to start before the urban area.*

It needs to give drivers a chance to slow down, and the speed limit enforced.

I have also requested that you put a speed check device in place, which has been having great success in Tweed. Read a quote from Tweed Shire website: "Before placement of the smiley face radar, a site north of Windsong Way recorded that 58 per cent of vehicles
15 *were travelling over the 50 kilometre an hour speed limit. When the sign was present, only seven per cent of drivers were doing the wrong thing."*

Extending the 40/zone/local area traffic zone back, so it actually protects me and my family and placing a speed check device (which would be way more cost effective than road
20 *works) is what needs to be done to protect residents and children on our street.*

The path beside the road offers not protection (no curb) and cars are constantly swerving on it where children are playing".

25 **Paterson St Request**

"As a resident of Byron Bay of 13 years, I'm alarmed about the increased traffic on Paterson Street (towards Bangalow Rd end) – it does say Local Traffic only – but has become the unofficial town bypass. The speeds people are doing down from Paterson
30 *street heading towards Bangalow Rd – are nothing but terrifying. On dozens of occasions, I have encountered near misses of cars, pedestrians, people pushing prams, school children and cyclists – because of the speed people are doing. At 107 Paterson Street exiting the street is almost near impossible – as the cars parked on the street (Airbnb's) we cannot see right, doubled with the speed people are clocking down to Bangalow Rd. Again*
35 *– on a weekly occasion there are so many near misses of people trying to exit our driveway (there are at least 10 houses in our mini complex) I ask you please in the interest of public safety, children riding their bikes to school, mothers pushing prams along the street to put in something to stop the speed people are doing".*

40 **Coolamon Scenic Drive Request**

"Having spoken to other residents, we have been told that this is a notorious corner for accidents or near misses. I have given this some thought and would like to suggest the following for your consideration to hopefully avoid future incidents and possible serious accidents:

45 *1. Signpost the straight section of road, before the corner, to indicate the Gold Club driveway is just around the corner with possible turning vehicles. The Gold Club has a circular driveway and the exit is right on the corner but the entrance is about 20 metres around the corner, not visible to approaching traffic until they are right on the corner. This*

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reminder might at least warn motorists to be prepared for the possibility of needing to stop suddenly.

2. *Extend the 50km speed zone to past this corner. This is only a distance of approximately 700m. The town 50km zone ends not far past the Azalea St corner and Coolamon Scenic Drive is then an 80km zone despite there being numerous side roads and driveways on that short stretch of road. This is a contrast to Left Bank Road where the 50km zone extends out past Melaleuca Dve, 3.4 kms from Azalea St.*
- 5
3. *Build a turning lane for the Golf Club allowing traffic flow to go around any cars turning into the Golf Club. This would also allow for safer exiting from the Golf Club for cars turning to go into town from the club car park”.*
- 10

15 **RECOMMENDATION:**

That Local Traffic Committee note the report.

Report No. 7.2
File No:

Events - Bangalow Billycart Derby 2021
I2021/868

5 SUMMARY

Council received an event application from the Bangalow Lions Club for the annual Bangalow Billy Cart Derby to be held on Sunday 12 September 2021.

BACKGROUND

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

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

15



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

20

1. The proposed TCP places signage on Lismore to Bangalow Road (B62) and TfNSW controlled Granuaille Road.
2. The western end of Deacon Street is a laneway not suitable to Heavy Vehicles as a detour to the Pacific Highway. However, the volume of HV on Sunday's is very limited and not been a concern for previous years.
3. It will be a requirement for the TCP to be developed and implemented by those with appropriate TfNSW accreditation.
- 4.

25

30

RECOMMENDATION:

1. That Council endorse the Bangalow Billy Cart Derby to be held on Sunday 12 September 2021, that includes the temporary road closure below:-

- a. Byron Street, Bangalow between Ashton Street and Granuaille Road, between 6am and 4pm on Sunday 12 September 2021.**

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

- a. Separate approvals by NSW Police and TfNSW being obtained, noting that the event is on a state road or may impact the state road network;**
- b. Traffic Control Plan(s) to be developed and implemented by people with the appropriate TfNSW 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; and**
- d. The event notified on Council's webpage.**

3. That the event organiser:-

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

Report No. 7.3 Pedestrian Access and Safety - Suffolk Park

File No: I2021/938

The purpose of this report is to gain feedback from LTC representatives regarding:

- 5 • Installing a zebra crossing at 2 locations in Suffolk Park.
- Reducing the speed limit for Broken Head Road and Clifford St to 40k/h or less.

At the 27th May 2021 Council meeting, Council resolved the following:

Resolved that Council:

- 10 1. *Support the installation of a pedestrian refuge at Broken Head Road as detailed in the proposal at attachment 1 (E2021/60667).*
2. *Support the enhancement of existing pedestrian refuges at the roundabout on the intersection of Broken Head Road and Beech Drive.*
3. *Consider the inclusion of supporting refuge and enhancements in the 10 year capital works program.*
- 15 4. ***Refer the speed review and pedestrian crossing matters to the Local Traffic Committee as per part 5 of Res 20-432.***
5. *Consider including the funding for the works and a Place Planning process for Suffolk in the 2021/22 Operational Plan and Budget and this be included in the submissions report following the public exhibition.*

- 20 The area where the above resolution is intended to apply is shown in the image below:



Pedestrian Crossings

Staff request LTC comments in relation to the type of crossing considered appropriate for the area shown in the image above.

- 5 As way of background, Staff recently completed a pedestrian count and traffic count in Suffolk Park in 2 locations ("location a" and "location b") shown in the image below. The results of these counts can be seen in Attachment 2, along with an assessment on whether these locations meet TfNSW warrants for a Zebra crossing.

- 10 At "location a" there are 2 bus stops, one located on the east side and another on the west side in front of an aged care facility.

At "location b" there is a bus stop, Taxi rank and sewer pump station on Clifford Street opposite the Clifford Street shops.

- 15 Staff identified opportunities to upgrade pedestrian crossings (see attachment 1) through installing a refuge in "location a" and upgrading the crossings at the existing roundabout at the Beech Street / Broken Head Road intersection. These crossing would improve the link between the Aged Care facility and the existing bus stops and the Clifford Street shops.

"Location b" is considered highly constrained with a Bus Stop, Taxi Rank, sewer pump station and a driveway located directly opposite the Shops and wide car park driveways, power poles and marked parking along the northern side of Clifford Street.

A Pedestrian refuge may be considered in this location at the expense of on street parking adjacent to the shops, away from the bus stop in the location shown by the blue line. It is anticipated this refuge would not be used as it is perceived to be disconnected from where people cross and shops would object to parking removal.



5

Zebra Crossing Warrants

Council have compared the traffic and pedestrian count results against the TfNSW warrants for a zebra crossings and found these sites did not meet the warrants for a zebra crossing. Special consideration Warrants were also not met. Attachment 2 provides an overview of this assessment.

10

However, staff considers sufficient merit to install pedestrian refuges generally in the vicinity of location a and b, though not zebra crossings.

Alternative Option

A potential alternate option for Clifford Street is relocating the existing bus stop in location b from the south side of Clifford Street to the north side and move it east, away from the intersection.

5 This would:

- minimise the number of pedestrians crossing Clifford Street near the intersection,
- locate the bus stop closer to a childcare centre to improve access.
- Move the stop more centrally to the residential catchment.

10 A refuge may be installed in the vicinity of the newly located bus stop, near the childcare centre, encouraging pedestrians to cross away from the intersection.

A left out of Clifford Street slip lane could potentially then be installed to help reduce the traffic que coming out of Clifford Street. This queuing is a frequent source of community complaints.

This approach would facilitate a holistic solution to improved pedestrian safety and access.

15

Speed Review

Comments from LTC are requested in relation to a speed review for the “Traffic Calmed Village Area” under consideration in the first image above.

20 The existing speed limit within the “Traffic Calmed Village Area” is currently 50k/h with community requests being received for the area to be 40k/h or shared zone.

Attachments:

25

- 1 E2021 60667 Pedestrian refuge locations on Broken Head Rd, E2021/60667 , page 44[↓](#)
- 2 TfNSW WARRANTS - ZEBRA CROSSING2, E2021/74711 , page 45[↓](#)

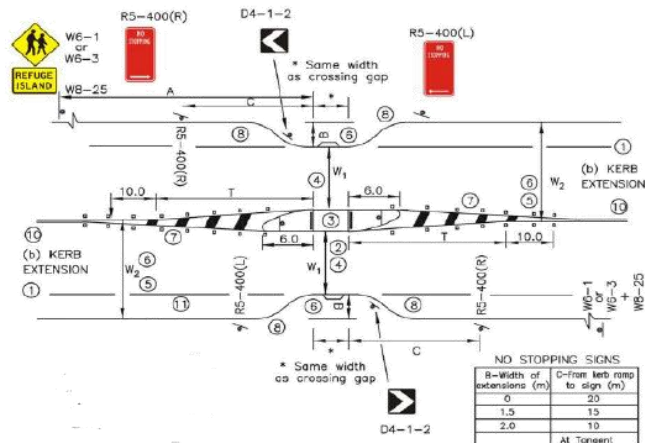
Banaglaow Rd - Pedestrian refuge and enhancement of existing pedestrian crossing at roundabout



Pedestrian refuge No 1

Best suitable location near RSL age care centre and bus stops. Further south or north pedestrian refuge will clash with auxiliary lanes and driveways

Pedestrian refuge to be as per AS1742.10 and RMS TDT 2011/01a



Pedestrian refuge No 2

Existing crossing is lacking hand rail, delineation, reflective markers, warning signage, line marking and raised reflective markers.

Install all of the above to enhance safety on existing crossing

TfNSW WARRANTS

TfNSW outline 4 possible situations in which a zebra crossing may be installed, as follows:

i) Normal Warrant:

A pedestrian (Zebra) Crossing is warranted where:

In each of three separate one hour periods in a typical day

(a) The pedestrian flow per hour (P) crossing the road is greater than or equal to 30

AND

a) The vehicular flow per hour (V) through the site is greater than or equal to 500

AND

b) The product PV is greater than or equal to 60,000

NOTE: if the vehicle count is $V = 500$ cars per hour and $P \times V = 60,000$ then you need a minimum pedestrian count of $P = 120$ pedestrians per hour (i.e. $500 \text{ cars / hour} \times 120 \text{ pedestrians / hour} = 60,000$)

ii) Reduced Warrant #1

Reduced Warrant for sites used predominantly by children and by aged or impaired pedestrians:

If the crossing is used predominately by school children, is not suitable site for a Children's Crossing and in two counts of one hour duration immediately before and after school hours:

(a) $P \geq 30$

AND

(b) $V \geq 200$

a pedestrian (Zebra) Crossing may be installed.

NOTE: This crossing is not used predominately by school children as pedestrian counts remain consistent throughout the day and did not peak during school morning and afternoon periods. Therefore, these warrants do not apply.

iii) Reduced Warrant #2

If at least 50% of pedestrians using the crossing are aged or impaired and for each three one hour periods in a typical day

(a) $P \geq 30$

AND

(b) $V \geq 200$

AND

(c) $PV \geq 60,000$

a pedestrian (Zebra) Crossing may be installed.

iv) Special Warrant:

In certain circumstances where:

(a) $PV \geq 45,000$ but less than $(60,000)$

AND

(b) $P \geq 30$

AND

(c) $V \geq 500$

then consideration may be given to a potential pedestrian crossing site. In such circumstances, Transport must be satisfied with the additional reasons for why the location is in need of special consideration. Local traffic advice may be sought from council.

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MATTERS FOR TRAFFIC ENGINEERING ADVICE

7.3 - ATTACHMENT 2

DATA TABLES

The table below present the pedestrian counts (P), vehicle counts (V) and PxV results for Clifford St. As seen in the table the PxV results are well below the minimum required. In addition, the Vehicle Counts are well below 500 per hour for the Special Warrants.

TIME	VEHICLES / HR (V)			PEDESTRIANS / HR (BROKEN HEAD RD) (P)				PxV			
	EAST	WEST	COMBINED	FRIDAY	SATURDAY	TUESDAY	WEDNESDAY	FRIDAY	SATURDAY	TUESDAY	WEDNESDAY
6	71	117	188	11	20	36	28	2,068	3,760	6,768	5,264
7	131	197	328	52	31	33	49	17,056	10,168	10,824	16,072
8	188	283	471	49	51	43	32	23,079	24,021	20,253	15,072
9	209	247	456	31	51	44	53	14,136	23,256	20,064	24,168
10	194	205	399	41	50	30	26	16,359	19,950	11,970	10,374
11	211	196	407	41	42	25	53	16,687	17,094	10,175	21,571
12	204	175	379	52	44	37	41	19,708	16,676	14,023	15,539
13	212	171	383	42	58	26	49	16,086	22,214	9,958	18,767
14	222	187	409	34	44	38	33	13,906	17,996	15,542	13,497
15	265	198	463	42	42	63	42	19,446	19,446	29,169	19,446
16	286	198	484	34	49	52	51	16,456	23,716	25,168	24,684
17	256	171	427	51	43	56	40	21,777	18,361	23,912	17,080

The table below present the pedestrian counts (P), vehicle counts (V) and PxV results for Broken Head Road. As seen in the table the pedestrian counts and PxV throughout the day are well below the minimum required:

TIME	VEHICLES / HR (V)			PEDESTRIANS / HR (BROKEN HEAD RD) (P)				PxV			
	SOUTH	NORTH	COMBINED	FRIDAY	SATURDAY	TUESDAY	WEDNESDAY	FRIDAY	SATURDAY	TUESDAY	WEDNESDAY
6	106	67	173	1	0	2	4	173	0	346	692
7	262	186	448	1	3	4	2	448	1,344	1,792	896
8	410	310	720	3	5	2	2	2,160	3,600	1,440	1,440
9	507	393	900	1	3	8	4	900	2,700	7,200	3,600

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MATTERS FOR TRAFFIC ENGINEERING ADVICE

7.3 - ATTACHMENT 2

10	536	438	974	7	0	5	8	6,818	0	4,870	7,792
11	525	468	993	2	2	4	2	1,986	1,986	3,972	1,986
12	501	492	993	3	2	4	5	2,979	1,986	3,972	4,965
13	498	488	986	3	1	1	5	2,958	986	986	4,930
14	474	492	966	1	0	5	3	966	0	4,830	2,898
15	471	498	969	2	5	2	2	1,938	4,845	1,938	1,938
16	483	523	1006	3	6	3	6	3,018	6,036	3,018	6,036
17	483	526	1009	1	0	1	5	1,009	0	1,009	5,045

The email asked what impact Covid could have had on traffic counts. Between 1st November – 14 November 2019 Council did a traffic count 1km south of Clifford St. All traffic passing through this location would be very similar to the above Broken Head Rd traffic count.

As seen in the table the 2021 counts are noticeably higher than the 2019 counts. It is also noted the Covid restrictions in Byron occurred between 31st March to 5th April. The impacts of Covid do not appear to have reduced the 2021 traffic counts.

TIME	VEHICLES / HR			PEDESTRIANS / HR (BROKEN HEAD RD)				PxV			
	SOUTH	NORTH	COMBINED	FRIDAY	SATURDAY	TUESDAY	WEDNESDAY	FRIDAY	SATURDAY	TUESDAY	WEDNESDAY
6	146	154	300	1	0	2	4	300	0	600	1,200
7	217	220	437	1	3	4	2	437	1,311	1,748	874
8	289	338	627	3	5	2	2	1,881	3,135	1,254	1,254
9	300	303	603	1	3	8	4	603	1,809	4,824	2,412
10	293	294	587	7	0	5	8	4,109	0	2,935	4,696
11	307	303	610	2	2	4	2	1,220	1,220	2,440	1,220
12	293	296	589	3	2	4	5	1,767	1,178	2,356	2,945
13	286	297	583	3	1	1	5	1,749	583	583	2,915
14	294	288	582	1	0	5	3	582	0	2,910	1,746
15	334	310	644	2	5	2	2	1,288	3,220	1,288	1,288
16	309	319	628	3	6	3	6	1,884	3,768	1,884	3,768

17	278	293	571	1	0	1	5	571	0	571	2,855
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PEDESTRAIN COUNTS

The pedestrian counts were done on 2 separate occasions. The first occasion overlapped with the traffic counts and coincided with school holidays. To make sure we captured the highest number of pedestrians another count was done during school term. Doing the counts both in holidays and during school term aimed to make sure we check both conditions.