

# 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, 14 March 2023
Time	10.30am

Phil Holloway  
Director Infrastructure Services

*I2023/337  
Distributed 07/03/23*



**BYRON  
SHIRE  
COUNCIL**

**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 7 February 2023

3.2 Extraordinary Local Traffic Committee Meeting held on 28 February 2023

**4. MATTERS ARISING**

**5. OUTSTANDING ISSUES/RESOLUTIONS**

**6. REGULATORY MATTERS**

6.1 Rural Fire Brigade - Authorised Parking ..... 3

**7. EVENTS**

7.1 Reconnecting Mullumbimby May 2023 ..... 5

7.2 Event - Bangalow Billycart Derby May 2023 ..... 28

REGULATORY MATTERS

**Report No. 6.1 Rural Fire Brigade - Authorised Parking**

**File No:** I2023/305

5

Carparking adjacent the Rural Fire Service (RFS) building in Suffolk Park is currently not restricted. During emergency callouts RFS officers have had issues accessing the station and finding suitable parking nearby.

10 The purpose of this report is to obtain LTC endorsement to restrict parking (≈5 spaces) adjacent the RFS Station in Alcorn Street, Suffolk Park. It is proposed the restricted parking space be accessible only for on-duty RFS officers.

Please refer to signage plan in Attachment 1 (E2023/21961) for the proposed signs and layout.

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**RECOMMENDATION:**

**That the Local Traffic Ccommittee supports the installation of a restricted parking zone adjacent the Rural Fire Service building, Alcorn Street, Suffolk Park as shown by attachment 1 (E2023/21961)**

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**Attachments:**

1 Alcorn Street RFB Signs Plan, E2023/21961 , page 4  

25



**EVENTS**

**Report No. 7.1      Reconnecting Mullumbimby May 2023**

**File No:**                      I2023/93

5

Council has received an Event Application for Reconnecting Mullumbimby, an event to be held on 6 May 2023.

This a new event not presented to LTC before.

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**RECOMMENDATION:**

1.    **That Council supports Reconnecting Mullumbimby 2023 be held 6 May 2023 3.00pm to 9.00pm.**

2.    **That Council support in Part 1 is subject to:**

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a) **separate approvals by NSW Police and TfNSW being obtained;**

b) **the event organiser providing council with an updated Traffic Management Plan and Traffic Guidance Scheme/s for the event;**

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c) **development and implementation of a Traffic Management Plan and Traffic Guidance Scheme/s by those with appropriate TfNSW accreditation and the holding of current and appropriate levels of insurance and liability cover;**

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d) **the impact of the event be advertised, and charged at cost to the organisers, via a notice in the local weekly paper and appropriate variable message signage 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;**

e) **the event be notified on Council's web page with the event organiser supplying Council with the relevant information.**

30

3.    **The event organiser to:**

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

# BYRON SHIRE COUNCIL



## LOCAL TRAFFIC COMMITTEE MEETING

7.1

- b) arranging for private property access and egress affected by the event;
  - c) liaising with bus, taxi and waste operators and ensuring arrangements are made for provision of services during conduct of the event;
  - d) consulting with emergency services and any identified issues be addressed;
  - 5 e) holding \$20m public liability insurance cover which is valid for the event;
  - f) paying Council's Road Event Application Fee prior to the event;
  - g) not place any signage on the road related area of the Pacific Highway.
4. That provisions are made for safe access for heavy vehicles at the intersections of Stuart Street/Burringbar Street, and Stuart Street/Tincogan Street.

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### **Attachments:**

- 1 Event proposal - Reconnecting Mullumbimby - The Talking Street Dinner / The Breaking of Bread in Burringbar Street - 6 May 2023, E2023/8420 , page 9 [↓](#) 
- 15 2 Reconnecting Mullumbimby - Traffic Management Plan, E2023/14236 , page 14 [↓](#) 

## **Background**

Byron Shire Council received funding through the Reconnecting Regional NSW Community Events Program. The program is aimed at supporting communities and businesses recover from the COVID – 19 pandemic.

- 5 The Mullumbimby Chamber of Commerce were a recipient of this funding. Their program included a series of art featured events, as well as the Reconnecting Mullumbimby main event of a community dinner.

The Mullumbimby Chamber of Commerce have experience with a similar event (Biggest Little Banquet) they used to run, that was successfully run for several years.

## 10 **Event Overview**

This community event will bring locals together after the trials of COVID and the flood events, bringing everyone together to share a meal and rebuild relationships.

- 15 The event will temporarily close a section of Burringbar Street between Stuart Street and Daley Street from 2pm to 10pm. Traffic will be detoured around Stuart Street and Whian Street and Tincogan Street both linking back up with Daley Street.

## **Key Issues**

While the proposal closes the road it will not prevent pedestrian access to businesses and will support bringing more people to local businesses, therefore, the closure is not seen as being a negative for local business or those using the town centre.

## 20 **Council Implications**

### **Financial Considerations**

Nil, costs borne by applicant.

### **Asset Management**

Not applicable.

## 25 **Policy or Regulation**

All TGS's are to be developed and implement by people with the appropriate level and type of accreditation.

**Consultation**

A condition of the endorsement of this event is that the event organisers conduct appropriate community consultation, including:

- 5       1. Advertising the impact of the event in the local newspaper and on the Council website.
- 2. Informing community and business that are directly impacted.
- 3. Liaising with bus and taxi operators.
- 4. Consulting with emergency services.

**Legal and Risk Management**

- 10      Burringbar Street is part of MR463 and this is a classified regional road.

The event requires consent from TfNSW under S144 of the Roads Act.





Grant application

Mullum Chamber is proposing hosting 4 events focussed on rebuilding, celebrating, and sharing across the layers and tribes within the community.

- Creating a place to tell your story without witness or being in the public eye, a remedy to the social media the permeates our world.
- A dinner to bring the community together.
- A physical expression of place through Art
- A community forum, to discover where and how we can all contribute

**THE BLUE CUBE**

**A STORY TELLING CAPSULE**

A transportable booth creating a private zone enabling those entering to write their story, leave a thankyou, describe a feeling or leave a photograph.

The collective story telling of the "unprecedented" event we have all experienced or witnessed.

In association with The Brunswick Valley Historical Society and Creative Mullum, we shall create and curate a private booth that can be placed within a public space, where the leaving of thoughts, kindness, images and ideas can be made.

The concept is a simple booth, predominantly blue in colour that can be installed within a venue, or if the weather holds, for a period of time in the street.

It can be placed within venues such as the Services Club, the Civic Hall or even the council chambers.

The end result will be a collective art piece that houses the images, ideas and stories.

A physical alternative to the usual online portals that pervade our every moment.

A private space that allows a different type of anonymity that allows sharing on a compassionate level.

For prosperity, the BVHS, can "scrapbook" the traces left for a real and honest archive.

Simplicity, honesty, integrity, and community

BUDGET \$7 000

COMPONENT	COST	IN KIND
Design and engineering	1000	1200
Materials	2500	2000
Production	2000	3000
Promotion and marketing	1000	1200
Positioning and relocating	500	2500

**THE TALKING STREET DINNER**

**THE BREAKING OF BREAD IN BURRINGBAR STREET**

The talking street dinner is based on the previous Long Table Dinner event the Chamber of Commerce

Historically the dinner, had a magic power of bringing together the "tribes" of Mullum for a meal to share.

Traditionality commandeering Burringbar St for a long table dinner, restaurants sharing food and theatre and art permeating the scene.

This year the programme will operate slightly differently, more in line with the "Diner en Blanc" (*"Dinner in White" in French*) is a worldwide event spanning six continents in which people have a meal dressed in white in a temporary dining setup in a public space.

Our version will open the street to dining (as envisaged by the Shared Streets Programme). Participants may bring the own table and chairs, enjoy their meal, whether prepared at home or purchased from one of the many restaurants in Mullumbimby and become absorbed in the entertainment.

The street/s will be sectioned, and space allocated for seating, entertainment and if applicable a licensed area.

Circus, music, theatre, light and art will permeate the atmosphere.

Our community has been divided and fractured over the last 2 + years and looked to have cracks that would be difficult to bandage.

Through adversity, the strengths of a community come to the surface and bond us together.

The meal at a table is a way to bring together those bonds that have formed in a social and celebratory way.

The breaking of bread, although an analogy, is a fantastic way to strengthen new connections.

The depths of social layers within this community can be difficult to navigate for newcomers and even challenging for relatively long-term locals.

With a moving dynamic and changing demographic, this dinner provides an opportunity to connect at that deep level.

We can tell stories, enjoy a drink and celebrate what is great about the place we live.

**BUDGET \$13 300**

COMPONENT	COST	IN KIND
Layout and planning	2000	2500
Equipment and lighting Hire	1750	1500
Street closure (Byron SC as part of shared streets programme)	1800	1500
Music	1750	2500
Theatre and performance	1000	2500
Art installations	1500	2500

# BYRON SHIRE COUNCIL

## EVENTS

## 7.1 - ATTACHMENT 1

Marketing and promotion	500	1500
Set up, pack down and cleaning	1500	1500
Security	1500	

**THE INGENUITY SMALL SCULPTURE SHOW AND SIDE SHOW**

**ART OF THE PLACE**

Art has a unique way of telling stories, it enables those who choose not to use the spoken or written word to express their feelings in a way that is profound and often inspiring to the human psyche

We along with Creative Mullum, would like to host a Small Sculpture / Art show.

Following on from the successful maquette show of 2021, which produced a \$10 000 installation in Palm Park and an Art Furniture table / seat, still in production (due to flooding).

This show will offer an opportunity for artists to present their small sculptural works at a local venue, and for the curation of more robust small works integrated into the long table dinner

The local arts community, that have been impacted like no other, from both Covid and the floods, will again be invited to express in a collective exhibition.

An exhibition of local artists work, focussed on Genius Loci (the essence of place) and shown both at an inside exhibition and scattered works throughout the township.

The side show, is envisaged as a forum on how both personal and public art can heal, express, both divide or conquer the soul.

**BUDGET**

\$8 400

COMPONENT	COST	IN KIND
Venue Hire and catering	1400	2500
Equipment and lighting Hire	1750	1500
Music	750	2500
Marketing and promotion	1700	1500
Guest speakers, facilitation,	1300	1500
Web site	1500	1500

## THE CONNECTION HUB

### A Showcase of Community Volunteer Organisations

#### RESPECT, RESILIENCE AND REBUILDING

With the advent of fires, covid and floods, it is time to reflect, consider, and respond.

The bringing together of the many facets and faces of the community with the Sculpture Show and the Long Table Dinner, offers an opportunity for the agencies and community groups to present their organisation, their role and their vision.

The connection assembly is about observance, reflecting, considering and renewal.

The objectives vary and are widespread, with a focus on resilience and rebuilding.

#### COMMUNITY AGENCIES + ORGANISATIONS

A platform for all the local agencies to demonstrate their roles

If you are looking for a place to offer your valuable volunteer hours, where do you go and how do you choose?

A tableau of agencies presented at a time and place where the community will gather.

The smorgasbord is laid out

I have 2 hours week and I like cooking

I am really keen on upskilling and love the comradery of group activities

I can't really offer much, but if you need me happy to have you call to fix someone's door...

Key local agencies that will play a large role in the event are the SES, Red Cross and The Mullum District and Neighbourhood Centre.

The hub will connect and align people, agencies and organisations with hopes, visions and reason, to present a cohesive response to resilience, respect and rebuilding.

#### BUDGET \$6 800

COMPONENT	COST	IN KIND
Promotion and coordination	1500	3000
Hire and catering	1800	2500
Facilitation	1000	1500
Display and data presenting	1300	2500
Equipment hire	1200	1200

# Traffic Management Plan (TMP)


**PROJECT DETAILS**

<b>Client Name:</b>	Mullumbimby Chamber of Commerce		
<b>Division Conducting Works:</b>			
<b>Division Role:</b>	<input checked="" type="checkbox"/> Principal Contractor (PC)	<input type="checkbox"/> Subcontractor	
<b>If Subcontract, Specify PC:</b>		<b>ABN (PC):</b>	

**PLAN APPROVAL**

Plan Revision:	1	Date of Issue:	02/02/23	Date of Approval:	
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**PLAN DEVELOPMENT AND REVIEW:**

	NAME	CERTIFICATION NUMBER	DATE	SIGNATURE
<b>Plan Developer:</b>	Scott Pieniacki	Prepare a Work Zone Traffic Management Plan – TCT0066389	20/01/23	
<b>Plan Reviewed by:</b>	John Leeming	Prepare a Work Zone Traffic Management Plan – TCT0035936	20/01/23	

**CLIENT APPROVALS**

	COMPANY	NAME	DATE	SIGNATURE
<b>Project Manager</b>	Mullumbimby Chamber of Commerce	Steve Drake		
<b>Principal Contractor Representative</b>				

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**1. DOCUMENTATION AND CONTROL REGISTER**

1.1. Plan Template Amendments Record

Date	Revision Number	Amendment Details	Amended by
02/02/23	2	Multiple changes to template	Vicky Butler

1.2. Project-Specific Amendments Record

Date	Revision Number	Amendment Details	Amended By	Certificate No.

1.3. TMP Purpose & Governance

The primary function of this Traffic Management Plan (TMP) is to ensure the safety of both the public and the contractor undertaking the scope of works, by isolating the work zone physically and visually.

This TMP will focus on the main aspects of the project that will affect public road users including temporary and permanent lane closure / road closure to undertake various repairs to road infrastructure.

This document has been developed in accordance with the scope of works provided by the client and is compliant to the following governing documents:

Title	Year	Revision
RMS Traffic Control at Worksites Manual NSW (TCWS)	2018	Version 5.0
AS1742 Manual of Uniform Traffic Control Devices, Part 3	2009	1

1.4. Project Management Location

Company Name	Address of Company	Phone Number
Mullumbimby Chamber of Commerce		0418192565
Site Office	Address of Site Office	Phone Number
Mullumbimby Chamber of Commerce		0418192565



1.5. Scope of Works

The scope of this Traffic Management Plan is the works identified in Section 2.1 This Traffic Management Plan shall remain in force for the duration of the project, ceasing at the completion of works. Completion of works shall also take into consideration the defects and liability period where this is a requirement under the contract for works.

2. PROJECT DETAILS

2.1. Project Overview

GENERAL				
Project Site Name	Burringbar St Special Event		Project Number:	
Client Name	Mullumbimby Chamber of Commerce		Project Contract #	
Location of works	Burringbar ST between Stuart St and Dalley St			
Project Contact Name	Steve Drake		Contact Number:	0418192565
Expected Start Date	06/05/23		Estimated Duration:	8 hrs
Hours of Operation	1400	to	2200	Days 1
OPERATIONAL				
All requirements (including timings, limitations and prohibited activities) received from client.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
Category:	Short Term <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Long Term <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Night Works <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Work Type	<b>Road closure Special Event</b>			
Scope of Works	Close Road & detour Traffic			
Sequencing of work	Place signage and barriers then close Burringbar St			
PROJECT SPECIFIC DETAILS				
Road Type	Bitumen			
Travel Path Width	2 Lane 2 way			
Traffic Volume	ADT less than 10000			
Peak Traffic Times	Unknow being a Saturday Afternoon			
Approval Type				
Control	Traffic Controllers <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Traffic Lights <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
Consultation required	Community <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Deliveries <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
Local Access requirements	Deliveries or event Vehicles under traffic control			

2.2. Permits, Approvals and Licenses Required for Works

Approvals	Required	Permit Type	Permit Number
Federal Government	<input type="checkbox"/> YES <input type="checkbox"/> NO		
State Government (RMS)	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Regional Council	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Road Closure (Event)	TBA
Other: (name)	<input type="checkbox"/> YES <input type="checkbox"/> NO		

2.3. Licences

Licences (Corporate)		
Licence type	Required	Licence / Registration
Traffic Management Registration	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	RMS - Cat G
Other (name)	<input type="checkbox"/> YES <input type="checkbox"/> NO	

2.4. Project Contacts & Emergency Contacts

(For emergency contact please start at the top of the list working your way down.)

Position	Name	Contact Number	CM <sup>1</sup>	NTO <sub>2</sub>	AHC <sub>3</sub>
<b>Project Manager</b>	Steve Drake	0418192565	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Project Supervisor</b>	TBA		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site Work Health &amp; Safety Representative</b>	TBA		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Client Contact</b>	Steve Drake	0418192565	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

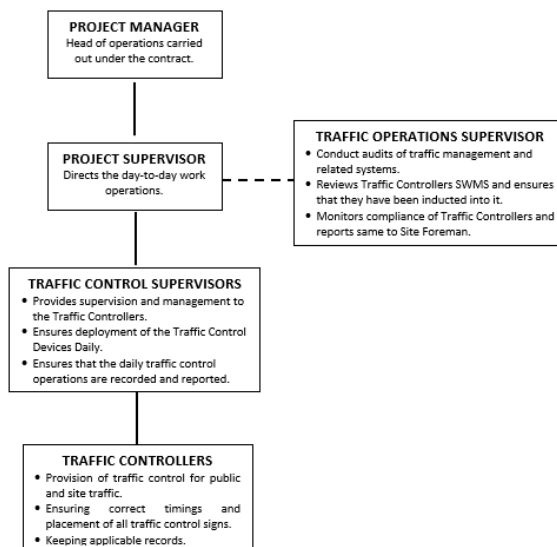
**CM** (Traffic Coordination Committee Member): Projects shall have one person from the Project Senior Management shall be nominated for this role, unless otherwise specified.

**NTO** (Nominated Traffic Officer): there must be at least one person nominated as the contact person for any traffic control issues for projects.

**AHC** (After Hours Contact): Persons that can be contacted for any issues that may occur out of hours, there must be at least two people nominated for this role for projects. Only one after hours contact need be nominated for standard works.

Spinifex Traffic Controllers contact information is contained in section – 3.8.2. - **Traffic Controller Information.**

**ORGANISATIONAL STRUCTURE FOR TRAFFIC MANAGEMENT**



**3. TRAFFIC MANAGEMENT**

**3.1. Compiling This Project**

Where work undertaken consists of separable portions or identifiable sections each part shall clearly record the applicable part(s) of this section. The sections where the separable or identifiable sections exist shall be individually titled in the applicable box and refer to the correct diagram which is being described.

**3.2. Variations from the Traffic Control at Work Sites Manual (TCWS)**

Where conditions exist that make enacting conditions within the TCWS manual not reasonably practicable, a Risk Assessment within the Pre-Job Site Inspection Checklist book will be completed to manage the risk of the specific condition. Alternate controls or methodology will be clearly nominated and transferred to the applicable section of this TMP.

Examples of Not Reasonably Practicable to comply with requirements of the TCWS:

- Taper would cut off access to a property
- Travelled path will not be reduced below the existing lane width
- Work is undertaken on a bend with a blind corner

**Deviation from the TCWS will not occur for the sake of convenience.**

**3.3. Compliance to this TMP**

The Project Manager and the Project Supervisor shall be responsible for enacting the plan and notifying the plans developer to make amendments to diagrams and the TMP as they are required throughout the project. Any interim changes may be marked on the drawings written in to the TMP, with the changes signed by a person accredited to do so.

Changes to diagrams shall be recorded in APPENDIX A of this TMP.

**3.4. Safe Work Method Statements (SWMS)**

A Spinifex Safe Work Method Statement (SWMS) for Traffic Control Operations shall be readily available onsite. The responsibility for ensuring an approved Safe Work Method Statement is available for all other works, rests with the client.

**3.5. Community Considerations**

**3.5.1. Communication and Publicity**

Mullumbimby Chamber of Commerce & Byron Shire Council

**3.5.2. Local Business and Residents**

To be notified (VMS boards could be used on approaches 1 week prior)

**3.6. Traffic routing**

Follow Detour Signage

3.7. Traffic demand

medium

3.8. Control

3.8.1. Traffic Controllers provided by:

Spinifex Traffic

3.8.2. Traffic Controller Information

<b>Company Name:</b>	Spinifex Recruiting	<b>Registration No.</b>	Category G (Provision of Traffic Control)
<b>Traffic Coordinator:</b>	Amber Dawson	<b>Phone:</b>	(02) 6620 9455
<b>Traffic Operations Supervisor:</b>	Scott Pieniacki	<b>Phone:</b>	0476 057 715
<b>Site Representative:</b>	Scott Pieniacki	<b>Phone:</b>	0476 057 715

Refer to APPENDIX A of this TMP, for plans relating to Traffic Control & Traffic Management.

Traffic Controllers shall be appointed in accordance with the RMS guidelines. Traffic Controllers when setting up signage shall provide an RMS certified Implement Traffic Control Plans card.

Traffic Controller SWMS and related Risk Assessments shall be retained on file. SWMS must be signed by all persons undertaking the activity.

The Traffic Controllers shall be responsible for:

- Reviewing the TMP and being familiar with the requirements of the project
- Keeping up to date with any amendments to the TMP or Diagrams
- Review and amend the SWMS to ensure that it is relevant to the project
- Erecting and removal of all traffic control signage at the beginning and end of works, or whenever the Traffic Controller is not controlling or in a position to control traffic
- Ensuring that provisions are made to evacuate their area in the event that control is lost.
- Regulate traffic and maintain traffic flow as per TMP requirements.
- Taking meal and rest breaks as per the approved procedure (i.e. they shall be relieved every 2 hours with a 15-minute break).
- Ensuring there are sufficient relief personnel available to allow for breaks in a shaded area.
- Ensuring that they attend Site Communications, such as Pre-Start and Toolbox Meetings.

3.8.3. Police Control

Nil

3.8.4. Portable traffic control signals

VMS



3.9. Provisions for other road users

3.9.1. Pedestrians

Use crossings

3.9.2. Bicycles

Not to be ridden in event area

3.9.3. School Children

N/A

3.9.4. Emergency Services

To be given priority access and to Notified prior to Event

3.9.5. Other – Please specify

3.10. Special Vehicle Requirements

3.10.1. Buses

Minimal impact and bus companies to be notified prior to Event

3.10.2. Over-Dimensional Vehicles

Use detour

3.10.3. Restricted Vehicles

Only Event vehicles allowed on Site

3.11. Traffic Management Methodology

Prior to set out, establish whether the site is already occupied by another entity. If the site is occupied the other entity must be consulted before setting out signage to avoid conflicting signage.

3.11.1. Set Out

(Within limitations described in the TCWS Section 3.5.8)

Signage to be installed by Spinifex qualified traffic controller

3.11.2. Signage

(The use of Variable Message Signs (VMS) shall comply with section 3.2.9 of the TCWS.)

(Signage once installed shall be reviewed by an NSW Implement Traffic Control Plans certified person)

Scott Pieniacki TCT0066389

3.11.3. Detours



Nil

3.11.4. Delineation (physical isolation)

Barrier Boards

3.11.5. Safety of Workers

Road closure

3.11.6. Safety and convenience of road users

Traffic control and detour

3.11.7. Safety of Pedestrians

Road closure

3.11.8. End of Shift – After Care

All signage to be removed

3.11.9. Night Conditions – After Care

Traffic control to use night wand and vehicles

Sites that remain set up overnight shall have night-time configuration checked each evening to ensure that the configuration is correct and is visible.

3.11.10. End of Works

As per TCP

**4. OPERATION**

**4.1. Record Keeping & Monitoring**

The Work Zone shall be inspected daily to ensure that all signs are correctly positioned as per the TMP drawings located in APPENDIX A. Sign inspection shall be recorded in the Pre-Job Site Inspection Checklist book. Where changes are required to be made to the TMP and related diagrams, due to a change in works, the variations and updated drawings shall be recorded and retained in APPENDIX A.

**4.2. Mobilisation and Demobilisation**

All mobilisation (and demobilisation) of plant and equipment will comply with legislated road rules. These will include compliance with:

- Speed limits.
- Entry and exit to work site & adjacent properties.
- Always give way to emergency vehicles.

**4.3. Site Access**

Work vehicles will enter and exit the work site as per the legislated road rules. The Traffic Controller on site may stop traffic temporarily to allow the safe egress of trucks from the site.

Site access shall not impede on property boundaries or property access without consultation and permission of land holders.

Site parking areas and amenities shall be clear of the road alignment.

#### 4.4. Incident reporting

In accordance with Spinifex Recruiting's WHS Incident Reporting and Investigation Procedure

##### 4.4.1. Incidents at worksites or roadwork's

An incident is an occurrence that affects the operational safety and/or effectiveness of a traffic controller or other workers and may include:

- Accidents occurring within the designated worksite or road works
- Verbal (abusive/insulting/threatening language) or physical assault directed towards a traffic controller by road users
- Unsafe or dangerous actions of other road users within a worksite or at road works
- Road users disobeying a direction or signal given by a traffic controller at a designated worksite
- Difficulties experienced with stopping certain vehicle types (for example excess dimension vehicles).
- Any injuries or near-misses to a traffic controller or other workers

##### 4.4.2. Action to be taken

A traffic controller must take the following action if a minor accident/incident occurs within their designated worksite or traffic control operational area:

- Call for assistance if needed
- Notify the Project Supervisor
- Maintain effective traffic control
- Notify Spinifex Recruiting
- Record sufficient notes of the incident, including their observations and photos, in order to complete an incident report.
- Complete an Incident Report and submit to Project Supervisor and Spinifex Recruiting.

##### 4.4.3. Serious Incidents

If the situation is more serious or poses further risk of injury to persons or damage to property, the traffic controller must:

- Call for assistance if needed
- Notify the Project Supervisor immediately
- If the situation requires evacuation of the area, inform vehicle drivers of the situation and direct them to turn around and find an alternative route
- Relocate the traffic control area to a safe position clear of any real or potential danger
- Notify Spinifex Recruiting
- If the incident is deemed as "Notifiable" to Safework NSW. The site must not be undisturbed until a SafeWork Inspector can attend.
- Record sufficient notes of the incident, including their observations and photos, in order to complete an incident report.
- Complete an Incident Report and submit to Project Supervisor and Spinifex Recruiting.

##### 4.4.4. Incident Records



All incidents must be reported immediately to the Project Supervisor and to Spinifex Recruiting.

A WHS Incident Injury Notification Report shall be completed in full for all incidents and near-misses. Precise details of the incident must be recorded, including (but not limited to):

- Vehicle type and colour
- Vehicle registration number including registered state or territory
- Direction of travel
- Description of driver, other road user and occupants
- Full and accurate description of the incident
- Witness details

#### 4.4.5. Incident requiring further investigation

Traffic controllers must ensure that details of incidents requiring further investigation or attention by a Police Officer are reported and forwarded to the Project Supervisor and to Spinifex Recruiting.

Written incident reports must be completed and submitted to their Project Supervisor at the end of their shift or at the resumption of duty on the following day.

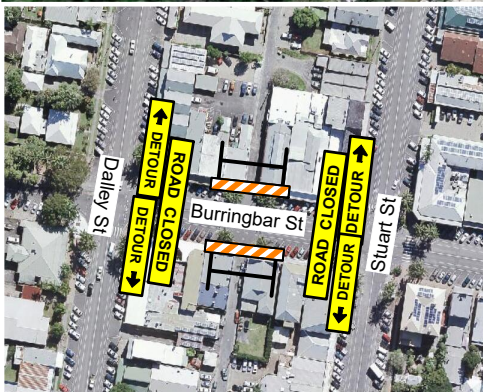
Traffic Controllers to be available for any level of further investigation should it be required

#### 4.5. Communications to client

Communications shall be maintained throughout the compiling of this TMP through to site operations. All documented communications shall be retained.

Appendix A – Traffic Control Plans

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**Legend**  
 Work Area

Manifest	
12 x	sign single
5 x	T5-1 (L) DETOUR LEFT
4 x	T2-4 ROAD CLOSED
4 x	T5-1 (F) DETOUR IN FRONT
4 x	T5-1 (R) DETOUR LEFT
4 x	T5-6 (R) ARROW MARKER RIGHT
4 x	TM1-32A Side Road Closed
2 x	Barrier
2 x	Barrier Position
2 x	T1-1 ROADWORK AHEAD
2 x	T2-23 END DETOUR
2 x	traffic controller

**Date:** 02/02/23 **Author:** Scott Pieniacki **Project:** Special Event  
**Client:** Mullumbimby Chamber of Commerce **Label:** Road Closure TGS1

**Comments:**  
 SHORT TERM WORK  
 Based on TC@WS Manual Version 6.0 & AS 1742.3  
 Traffic control to Direct Traffic and allow event holders access

**Spinifex**  
 Recruiting

Inspected & Designed by Scott Pieniacki ..... *Scott Pieniacki* ..... TCT0066389  
 Prepare A Work Zone Traffic Management Plan

Checked by John Leeming ..... *John Leeming* ..... TCT0035936  
 Prepare A Work Zone Traffic Management Plan

**Report No. 7.2      Event - Bangalow Billycart Derby May 2023**

**File No:**                      I2023/55

5 Council has received an application for the Bangalow Billycart Derby to be held on Sunday 21 May 2023.

The Billy Cart Derby has been previously approved by the Local Traffic Committee (LTC) and by Council resolution **22-343**.

10

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**RECOMMENDATION:**

1. That Council supports the Bangalow Billycart Derby to be held on 21 May 2023.
2. That Council support in Part 1 is subject to:
  - a) separate approvals by NSW Police and TfNSW being obtained;
  - 15 b) the event organiser providing council with an updated Traffic Management Plan and Traffic Guidance Scheme/s for the event;
  - c) development and implementation of a Traffic Management Plan and Traffic Guidance Scheme/s by those with appropriate TfNSW accreditation and the holding of current and appropriate levels of insurance and liability cover;
  - 20 d) the impact of the event be advertised, and charged at cost to the organisers, via a notice in the local weekly paper and appropriate Variable Message Signage 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;
  - 25 e) the event be notified on Council's web page with the event organiser supplying Council with the relevant information.
3. The event organiser to:
  - 30 a) inform the community and businesses that are directly impacted (e.g. within road closure zones) via written information which is delivered to the property in a timely manner so as to document, consider and respond to any concerns raised;
  - b) arranging for private property access and egress affected by the event;



# BYRON SHIRE COUNCIL

## LOCAL TRAFFIC COMMITTEE MEETING

7.2

- c) **liaising with bus, taxi and waste operators and ensuring arrangements are made for provision of services during conduct of the event;**
- d) **consulting with emergency services and any identified issues be addressed;**
- e) **holding \$20m public liability insurance cover which is valid for the event;**
- 5 f) **paying Council's Road Event Application Fee prior to the event;**
- g) **not place any signage on the road related area of the Pacific Highway.**

### **Attachments:**

- 10 1 Bangalow Billycart Derby 2023 - Traffic Control Plan, E2023/14204 , page 32 [↓](#) 
- 2 Bangalow Billycart Derby 2023 - Traffic Management Plan, E2023/14213 , page 33 [↓](#) 

## Background

The Bangalow Billycart Derby is an annual event held by the Bangalow Lions Club. It's been taking place since the first event in 1994. .

5 The event took a 2 year hiatus due to COVID-19 and flood events, but ran another successful event in September 2022.

The format of the event is the same as in previous years, with traffic detoured through Deacon Street.

## Event Overview

10 As a family friendly community event, the focus of the day is not the speed of the entries but family fun for participants and spectators. The Grand Parade is a highlight, the event also features local bands, vintage cars, schools, local clubs, scouts and celebrities.

The event involves the temporary closure of a section of Byron Street, between the Granuaille Road roundabout and Ashton Street intersection, with a traffic detoured through Deacon Street, the temporary closure will be in place between 6am and 5pm.

## 15 Key Issues

1. The proposed TGS places signage on Lismore to Bangalow Road (B62) and TfNSW controlled Granuaille Road.

20 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.

## Council Implications

### Financial Considerations

Nil.

## 25 Asset Management

Not applicable.

## Policy or Regulation

All TGS's are to be developed and implement by people with the appropriate level and type of accreditation.

30

**Consultation**

A condition of the endorsement of this event is that the event organisers conduct appropriate community consultation, including:

- 5       1. Advertising the impact of the event in the local newspaper and on the Council website.
- 2. Informing community and business that are directly impacted.
- 3. Liaising with bus and taxi operators.
- 4. Consulting with emergency services.

10   **Legal and Risk Management**

This road closure directly affects TfNSW controlled asset – Lismore to Bangalow Road (B62) and TfNSW controlled Granuaille Road. TfNSW Traffic Engineering Department requires separate approval of the TMP and TGS.





## Traffic Management Plan

Bangalow Billycart Derby, 21st May 2023

Description: The plan involves the temporary closure of Byron Street Bangalow between the hours of 6.00am to 5.00pm on Sunday 21<sup>st</sup> May 2023.

- a. Impact of Proposed Measures: No significant traffic movement impact is expected in the village as traffic is diverted along Deacon Street.
- b. Measures to re-assign traffic: As in previous years the Bangalow Police change the signage for Deacon Street to restrict parking and make it two-way traffic for the period of the temporary closure. Barricades and signage are placed on Byron Street at the intersection of Granuaille Road and Market Street to direct traffic into Deacon Street.
- c. Public Transport Services: there is no impact on Public Transport Services.
- d. Emergency vehicles, heavy vehicles, cyclists and pedestrians: There is no impact on the movement of these instances along Deacon Street.
- e. Assessment of effect on existing and future developments: As far as existing developments are concerned there are no transport implications. Until they are advertised, I have no ability to respond to future developments.
- f. Effects on Adjoining Council areas: there is no effect on traffic movements in adjoining council areas.
- g. Public consultation process: The proposed event has been organised for the past 24 years by either the Bangalow Lions Club or the Bangalow Chamber of Commerce with support from the local community. The proposed event dates have already been advertised on the Bangalow Chamber of Commerce web site and their Facebook page to alert businesses, residents and visitors. Signage is put up around Bangalow at least one month prior to the event. All the public schools in the shire are notified at least 3 months prior to the event. Since the event began there have been no adverse impacts on the village.

Yours sincerely  
Richard Millyard  
Bangalow Lions Club Traffic Co-ordinator  
Bangalow Billycart Derby