

# Minutes of Meeting

## Local Traffic Committee Meeting

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| Venue | Conference Room, Station Street, Mullumbimby |
| Date  | Tuesday, 14 March 2023                       |
| Time  | 10.30am                                      |



**BYRON**  
SHIRE  
COUNCIL



**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING HELD ON TUESDAY, 14 MARCH 2023**

**File No:** I2023/338

MEETING COMMENCED: 10.35am

PRESENT:

Transport for NSW: Alexie Miller

Siobhan Foley on behalf of Tamara Smith MP

Staff: Judd Cornwall (Traffic Engineer), James Flockton (Chair and Coordinator Infrastructure Planning), Alice Meir (Event Liaison Officer), Shelley Flower (Minute Taker)

APOLOGIES:

Councillor: Michael Lyon

NSW Police: Detective Chief Inspector Matt Kehoe

DECLARATIONS OF INTEREST

There were no declarations of interest raised.

ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

Committee Recommendation:

**That the minutes of the Local Traffic Committee Meeting held on 7 February 2023 and Extraordinary Local Traffic Committee Meeting held on 28 February 2023 be confirmed.**

(Miller/Foley)

*The recommendation was put to the vote and declared carried.  
NSW Police approval received via email on 25 March 2023.*

MATTERS ARISING

None.

OUTSTANDING ISSUES/RESOLUTIONS

None.

REGULATORY MATTERS

**Report No. 6.1      Rural Fire Brigade - Authorised Parking**  
**File No:              I2023/305**

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.

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.

Committee Comments

None.

Management Comments

None.

**Committee Recommendation:**

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

(Miller/Foley)

*The recommendation was put to the vote and declared carried.  
NSW Police approval received via email on 25 March 2023.*

EVENTS

**Report No. 7.1      Reconnecting Mullumbimby May 2023**  
**File No:              I2023/93**

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.

Committee Comments

None.

Management Comments

None.

**Committee Recommendation:**

- 1. That Council support Reconnecting Mullumbimby 2023 be held 6 May 2023 3.00pm to 9.00pm.**
- 2. That Council support in Part 1 is subject to:**
  - 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;**
  - 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;**
  - 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.**
- 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;**
  - 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;
  - 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.

(Miller/Foley)

*The recommendation was put to the vote and declared carried.  
NSW Police approval received via email on 25 March 2023.*

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**Report No. 7.2**      **Event - Bangalow Billycart Derby May 2023**  
**File No:**            **I2023/55**

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**.

Committee Comments

None.

Management Comments

None.

**Committee Recommendation:**

- 1. That Council support 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;
  - 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;
  - 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.**

**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;**
- 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;**
- 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.**

(Miller/Foley)

*The recommendation was put to the vote and declared carried.  
NSW Police approval received via email on 25 March 2023.*

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*There being no further business the meeting concluded at 10.47am.*