

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 May 2024
Time	9.00am

Phillop Holloway
Director Infrastructure Services

I2024/719
Distributed 07/05/24

BYRON SHIRE COUNCIL
LOCAL TRAFFIC COMMITTEE MEETING

BUSINESS OF MEETING

- 1. APOLOGIES**
- 2. DECLARATIONS OF INTEREST – PECUNIARY AND NON-PECUNIARY**
- 3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS**
 - 3.1 Local Traffic Committee Meeting held on 16 April 2024
- 4. MATTERS ARISING**
- 5. OUTSTANDING ISSUES/RESOLUTIONS**
- 6. REGULATORY MATTERS**
 - 6.1 Transport for NSW Temporary Delegation to Councils..... 3
- 7. EVENTS**
 - 7.1 Byron Writers Festival 2024..... 9

REGULATORY MATTERS

Report No. 6.1 Transport for NSW Temporary Delegation to Councils

5 **File No:** I2024/717

This report is provided to create an agenda item for Alexie Miller (TfNSW) to discuss the new temporary delegation from Transport for NSW to Council.

10 Transport for NSW has issued a temporary delegation of its powers under the Roads Act 1993 to give councils an alternative approval pathway for specified low risk works to make streets more liveable, and support walking and cycling.

The formal instrument of delegation is shown in Attachment 1 and the Council Guide to using the delegation is shown in Attachment 2.

15 **Attachments:**

- 1 2023 TfNSW Temp Delegation to Councils, E2023/65912 , page 4 [↓](#) 
- 2 Guide to 2023 TfNSW Temp Delegation to Councils, E2023/65913 , page 7 [↓](#) 

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INSTRUMENT OF DELEGATION AND AUTHORISATION

TRAFFIC MANAGEMENT AND PEDESTRIAN WORKS
TEMPORARY DELEGATION TO COUNCILS*Roads Act 1993
Road Transport Act 2013*

On behalf of Transport for NSW, I, Rob Sharp, Secretary of the Department of Transport:

- a) **DELEGATE** under section 31(1) of the *Transport Administration Act 1988* (the 'Act') and all other enabling powers, the functions set out in **Schedule 1** to the councils set out in **Schedule 2**, and
- b) **AUTHORISE** those delegates, under section 31(2) of the Act, to sub-delegate the functions set out in **Schedule 1** to the persons set out in **Schedule 3**,

subject to the conditions set out in **Schedule 4**.

A failure to comply with the conditions set out in **Schedule 4** renders the delegation inoperative with respect to the works being undertaken.

In addition, I **AUTHORISE** under section 122(b) of the *Road Transport Act 2013*, the councils set out in **Schedule 2**, to install or display (or interfere with, alter or remove) any prescribed traffic control device as set out in the TfNSW "*Traffic Signs Database*" and indicated as "*Delegated to Council for Authorisation – Yes*", required to give effect to this delegation, including any portable traffic control lights, but NOT any internally illuminated traffic control device.

This delegation and authorisation commences on the date it is made and will continue in force until 30 June 2026 unless revoked earlier.

A handwritten signature in black ink, appearing to read 'Rob Sharp'.

Rob Sharp
Secretary
Department of Transport

Date: 24 February 2023

SCHEDULE 1 - FUNCTIONS

The functions and powers of Transport for NSW under section 115(2) of the *Roads Act 1993* to regulate traffic on a public road for purposes other than those set out in section 115(3), being the following types of pedestrian works:

- Works to enable alfresco dining on a road (where there is no change to the number of continuous travel lanes)
- Continuous footpaths
- Converting existing pedestrian (zebra) crossings to raised pedestrian ('wombat') crossings
- Mid-block treatments to manage vehicle speed including road humps, road cushions, chicanes and slow points
- Pedestrian crossings
- Pedestrian refuges
- No Stopping controls at intersections
- Kerb buildouts to reduce intersection crossing distance or manage vehicle speed (where there is no change to the number of continuous travel lanes)
- Kerb modifications for footpath improvements or tree planting (where there is no change to the number of continuous travel lanes)
- Associated changes to kerbside parking necessary to implement the proposal and to offset any parking impacts.

SCHEDULE 2 - DELEGATES

A council constituted under the *Local Government Act 1993*.

SCHEDULE 3 – SUB-DELEGATES

The general manager of a council, or an employee of the council.

SCHEDULE 4 - CONDITIONS

1. A delegate or its sub-delegates may only exercise the functions in schedule 1:
 - (a) On public roads within the local government area under the *Local Government Act 1993* for which the delegate is the roads authority;
 - (b) On unclassified roads with a speed limit of 50km/h or less;
 - (c) Not on or within 50 metres of a directly adjacent road on which a regular light rail service operates;
 - (d) Not on a road or intersection, or within 10 metres of a road or intersection, on or through which a regular bus service operates;
 - (e) Not within 100 metres of traffic lights; and
 - (f) Not on a road to which a clearway applies.
2. Delegates must use any relevant Transport for NSW established standards, specifications and Technical Directions, and the relevant Austroads guidelines and Australian Standards when designing and implementing the selected pedestrian works. Any novel designs or works where there are no established standards, technical directions or guidelines are to be dealt with under existing processes and are not subject to this delegation.

3. Delegates must submit a record of the works undertaken to TfNSW and NSW Police for information and reporting purposes. In the case of a new pedestrian crossing the record of works must include a copy of a road safety audit.



Guide to Councils

Traffic Management and Pedestrian Works Temporary Delegation

The intent of the pedestrian works temporary delegation is to facilitate more efficient and localised decision making.

The pedestrian works selected for this delegation have been identified as opportunities for councils to exercise their understanding of local needs and implement appropriate designs according to well established [Transport for NSW \(TfNSW\) standards, specifications and technical directions](#), Australian Standards and the [Austroads guidelines](#).

The delegation is a trial to help Transport for NSW (TfNSW) evaluate expanded localised decision-making. The information gathered from councils exercising the delegation will inform TfNSW as to whether the delegation requires refinement and will assist shaping longer term traffic management strategies.

The delegation may be revised or revoked at any time.

How to use the delegation

The delegation allows councils to approve and implement selected pedestrian works without needing to seek concurrence, approval or input from TfNSW. Councils do not need to seek the advice of their Local Traffic Committee (LTC).

That said, the delegation does not stop councils seeking additional advice from TfNSW or LTC to implement the selected pedestrian works. It is designed to offer a more streamlined process for decision making.

TfNSW and LTC actively welcome Councils to seek advice or assistance if it is considered useful.

What is being delegated?

Subject to the conditions set out in the delegation, councils will be able to design and implement the following:

- Works to enable alfresco dining on a road (where there is no change to the number of continuous travel lanes)
- Continuous footpaths
- Converting existing pedestrian (zebra) crossings to raised pedestrian ('wombat') crossings
- Mid-block treatments to manage vehicle speed including road humps, road cushions, chicanes and slow points
- Pedestrian crossings (i.e. not at signals)
- Pedestrian refuges

- No Stopping controls at intersections
- Kerb buildouts to reduce intersection crossing distance or manage vehicle speed (where there is no change to the number of continuous travel lanes)
- Kerb modifications for footpath improvements or tree planting (where there is no change to the number of continuous travel lanes)
- Associated changes to kerbside parking necessary to implement the proposal and to offset any parking impacts.

Novel designs and works are excluded under the delegation. Any novel works, where there are no TfNSW standards, technical directions or Austroads guidance available, will be subject to existing processes.

Reporting Requirements

The delegation will assist in evaluating whether localised decision making for certain works is a more sustainable and effective model for councils.

The reporting requirement will assist TfNSW to respond to any issues, provide support to councils and evaluate the efficacy of the temporary delegation for long term local traffic management strategy.

When exercising the delegation, council must provide TfNSW and NSW Police:

1. A description of the pedestrian work;
2. A copy of the as-built design plans; and
3. A copy of the road safety audit if establishing a new pedestrian crossing

The information is to be sent to delegated_works@transport.nsw.gov.au.

Further Enquiries

For further questions or information on the delegation please email delegated_works@transport.nsw.gov.au.

EVENTS

Report No. 7.1 Byron Writers Festival 2024

File No: I2024/658

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The purpose of this report is to seek Local Traffic Committee support for the regulation of traffic for the Byron Writers Festival 2024.

Byron Writers Festival is proposed to be held in Bangalow Showgrounds from the 9th to the 11th of August 2024. Last years event was held at this location without any incidents or negative feedback from the community.

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Figure 1 – Locality

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Local Traffic Committee advice is required to satisfy TfNSW’s document “Delegation to Council – Regulation of Traffic” because the regulation of traffic is for a purpose other than those specified in Section 115 of the Roads Act 1993.

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Council has received a Roads Act application (51.2024.1016.1) for traffic control to be implemented at Byron Street, Market Street, Deacon Street and Stations Street in Bangalow in accordance with the Traffic Guidance Scheme contained within the Traffic Management Plan - refer Attachment 1 (E2024/48623).

It should be noted that the event is not subject to any development assessment process.

On-site parking this year will be charged \$5 pre-paid with tickets.

BYRON SHIRE COUNCIL

LOCAL TRAFFIC COMMITTEE MEETING

7.1

Based on 2023 results, the parking area has capacity to accommodate the 750 car spaces identified in the plans submitted with the traffic management plan.

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RECOMMENDATION:

1. That Council supports the traffic management associated with the Writers Festival in Bangalow from the 9 August 2024 to 11 August 2024.

2. That Council support is subject to:

- 10 a) separate approvals by NSW Police and TfNSW being obtained;
- b) implementation of the Traffic Management Plan and Traffic Guidance Scheme/s, related to Roads Act consent 51.2024.1016.1, by those with appropriate TfNSW accreditation and the holding of current and appropriate levels of insurance and liability cover;
- 15 c) the impact of the event be advertised, and charged at cost to the organisers, via a notice in the local weekly paper and Variable Message Signage (VMS) 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
- 20 event related enquiries or complaints;
- d) the event be notified on Council's web page and social media with the event organiser supplying Council with the relevant information;
3. The event organiser to:
- 25 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;
- 30 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;
- 35 f) not place any signage on the road related area of the Pacific Highway.

Attachments:

- 1 51.2024.1016.1 - TMP for LTC approval, E2024/48623 , page 11  

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Our Reference: J1310_TMP Rev0

General Manager
Byron Shire Council
PO Box 219
Mullumbimby NSW 2482

11th April 2024

Attn: Gray Blunden

Re: Byron Writers Festival 2024 — Traffic Management Plan

Dear Gray,

The Byron Writers Festival has engaged our services to prepare a Traffic Management Plan (TMP) for the 2024 Byron Writers Festival, which will be held at the Bangalow Showground from the 9th - 11th of August 2024.

Byron Writers Festival contact

Amy Shaw - Project Manager
02 6685 5115
projects@byronwritersfestival.com

2023 event data

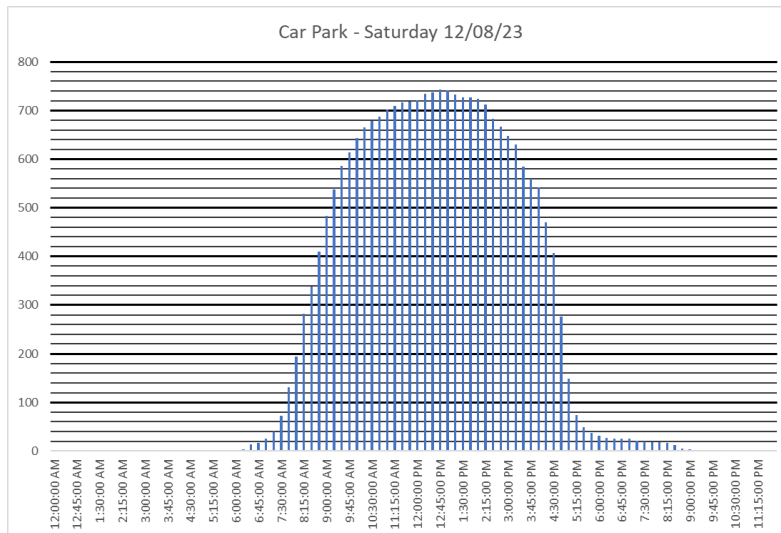
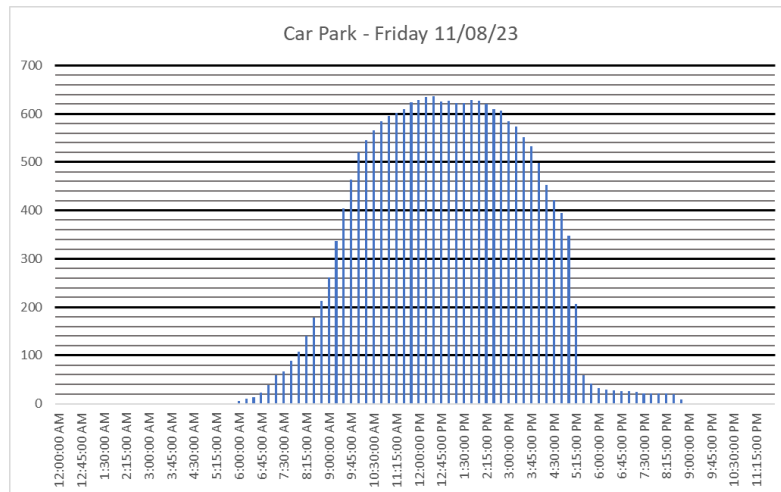
2023 was the first year that the Byron Writers Festival was held at the Bangalow Showground. During that event we collected traffic data in Market to assist with event planning for future events. The graphs below display the number of cars parked on-site using 15-minute intervals. These graphs are not direct measurements, but estimations based on inbound and outbound traffic flows. Based on these estimates, the maximum number of patron cars parked on site per day was:

- Friday: 637
- Saturday: 743
- Sunday: 806

Byron Writers Festival 2024
Traffic Management Plan



These numbers are higher than the original estimate of a site capacity of 519 spaces as reported in the 2023 TMP. This is because more car parking area was made available than planned, and other areas not in the original plan were found to park cars. An aerial photo taken on midday on the Saturday is shown in Figure 1.



Byron Writers Festival 2024
Traffic Management Plan

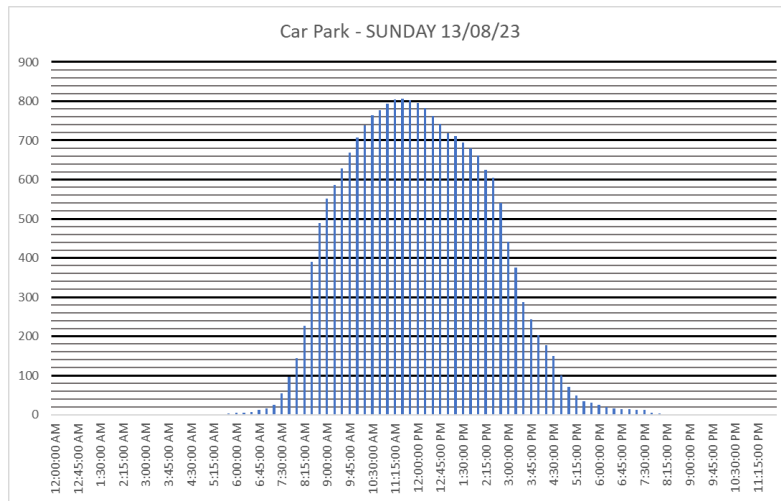


Figure 1 | Aerial photo taken midday on Saturday during 2023 event

2024 event summary

The Byron Writers Festival 2024 will be held at Bangalow Showground in Bangalow, NSW.

This TMP includes Traffic Guidance Schemes (TGS) with traffic control devices (signs, delineation, and TC) to be implemented at Byron Street as per TGS03. Variable Message Sign (VMS) will be erected on the three approaches of Bangalow (Bangalow Rd, Lismore Rd and Grannuaille Rd) before and during the event as per TGS01-02. A temporary bus bay will be set up with appropriate signs as per TGS05

Byron Writers Festival 2024
Traffic Management Plan



in Byron Street. The Shuttle Bus Movement Plan shown in TGS04 is to provide a better understanding of the proposed shuttle bus service for this event. The On-site vehicle movement plan shown in TGS06-07 display the pedestrian and vehicle movements generated by and during the festival.

The following section of this letter will explain in more detail how traffic control devices will be implemented.

Traffic Guidance Scheme design principles

The TGSs have been designed according to the requirements stated in Transport for NSW Traffic Control at Worksites version 6 Technical Manual and Australian Standard 1742.

Roadworks speed limits

For traffic controllers (TCs) safety, the existing posted speed limit of 50km/hr will be reduced to 40km/hr roadworks in Byron Street. The 40km/h roadworks zone will start and end 100m from the intersection of Byron Street with Market Street, where traffic controllers will be located. This speed zone is depicted on the attached Traffic Guidance Schemes (TGS03).

Lane closure

No lane closure will take place in this project.

Pedestrian management

All pedestrian traffic will be directed to and from the site via Station Lane. Pedestrian signs (T8-2) will be displayed at the intersection of Station Ln with Byron St.

Delineation

Four cones placed at 4 meters spacing must be located immediately preceding the traffic controller's location at the centre of the road, refer to TGS03. Also, for the proposed bus bay, bollards or similar to be installed along the existing parking linemarking to prevent cars from parking, refer to TGS5.

Traffic Controller

Three traffic controllers will be located at the intersections of Byron Street with Market Street, one on each approach, to direct and manage the traffic flow. Signage will inform the road users in advance and help traffic controllers to manage the traffic more safely. Also, one spotter will stay on Market Street to direct festival patrons and to keep the street flowing. Enough sign distance is available at the proposed locations. Refer to TGS03 for more details.

Byron Writers Festival 2024
Traffic Management Plan



As informed before, four cones at 4 meters spacing must be placed before traffic approaches the traffic controller. These traffic cones are used to highlight the traffic control position and where the vehicle stops.

Note that, traffic controllers and spotter will be used at the contractor's discretion and may not be needed at all time.

No stopping area

No stopping area is proposed at Market St during the festival on both sides of the street. The existing parking restrictions signs are to be covered by no stopping signs and the existing no stopping signs are to be maintained. Also, as mentioned before, one spotter will be on Market Street to direct people and keep the street traffic flowing efficiently.

Signage

Signs will be used to inform road users of the presence of a traffic controller and to warn of the change of conditions.

The signs will be displayed as dual-sign frames and three-sign frames. Signs frames must have dimensions, as shown Figure 2 below.

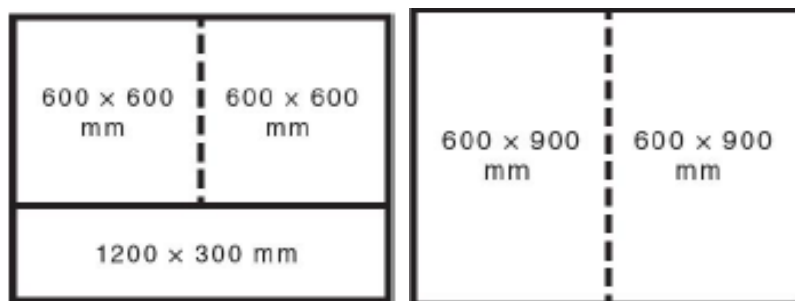


Figure 2 | Three-sign frame and dual-sign frame dimensions, *source: TNSW Traffic control at worksites version 6 Technical Manual*

Signs will be spaced as per the distance "D", and in this TMP, we adopted the existing posted speed limit of 50km/hr. The location of each sign can be found in the attached TGSs, and a manifest is shown in **Table 1**.

Byron Writers Festival 2024
Traffic Management Plan



Table 1 | TGS Manifest

Manifest
20 x Bollard 12 x Cone 3 x Multi Message (TC1257 Traffic Controller Symbolic, TC1173 Prepare To Stop, TM1-V100-2 (Y) Blank Yellow) 3 x R5-400 (L) NO STOPPING LEFT NSW 3 x R5-400 (R) NO STOPPING RIGHT NSW 3 x Traffic Controller 2 x R4-1 (50) SPEED LIMIT 50 2 x R4-212 (40) SPEED LIMIT 40 ROAD WORK 2 x T2-17 END ROAD WORK 2 x TM1-1A Roadwork Ahead 1 x R5-20 (L) BUS ZONE LEFT 1 x R5-20 (R) BUS ZONE RIGHT 1 x R5-20 BUS ZONE 1 x R5-400 NO STOPPING NSW 1 x Spotter 1 x T8-2 (L) PEDESTRIANS LEFT 1 x T8-2 (R) PEDESTRIANS RIGHT

Variable Message Sign (VMS)

Variable Message Sign (VMS) will be placed on Bangalow Rd, Lismore Rd and Grannuaille Rd. Messenger will be "FESTIVAL 9-11 AUGUST – EXPECT DELAY" before the event from Friday 26/07 to Friday 9/08 (total of two weeks timeframe), and "FESTIVAL AHEAD – EXPECT DELAYS" during the event from Friday 9/08 to Sunday 11/08. The spacing and location of VMS boards are approximate only, and they should not be obscured by vegetation, and solar glare is not an issue. All VMS boards are to be tested before installation to ensure the proper functioning and adequate contrast on each display. Refer to TGS01-02 for VMS GPS coordinates.

Temporary Bus Bay

A shuttle bus service will run between Byron Bay CBD and the festival site dropping passengers off near the intersection of Byron Street and Market Street. The main pick-up point for this will be the Byron bus interchange. A second pick-up will be at the Cavanbah Centre.

A temporary bus bay will be in operation between the intersections of Byron Street / Market Street & Byron Street / Station Street. This bus bay will have an R5-20 "Bus Zone" sign erected along the northern verge. Refer to TGS05 for more details of this temporary bus bay and refer to TGS04 for the shuttle bus movement plan.

Byron Writers Festival 2024
Traffic Management Plan



School days

Byron Bay Writers Festival 2024 will have school days. The school days will take place on Wednesday 7 and Thursday 8 from 9:30 am to 2:30 pm. Buses will enter via Station St and exit onto Market St. The estimated arrangement is twenty (20) buses coming at 9:30 am and leaving at 11:00 am, and another twenty (20) coming at 11:00 am and leaving at 2:00 pm. The estimated number of children is 1500 on Wednesday and 750 on Thursday. The bus bay will be on-site, therefore, drop-off and pick-up will happen inside the festival area.

School drop-off and pick-up

Bangalow Public School is located at Market Street near the festival area. The school was consulted and the following plan for pick-up and drop-off is proposed:

- Monday 5 - Thursday 8 August, kiss & ride in Showgrounds remains operational. Entry via Market St with alternative exit route via gate beside A&I Hall, onto Station St. Staff parking onsite remains with access via Market St.
- Friday 9 August: no access to the site, alternative parking arrangements to be made, parents to walk children to school.

Market Street has existing no-parking and no-stopping arrangements which will facilitate the flow of traffic during peak arrival and departure periods.

On-site traffic management and parking

The Byron Writers Festival engages a Parking Coordinator and a parking team. Signage, volunteers and communications plans will assist with the flow of traffic within the showground lands. An on-site vehicle movement plan is included in the attachments.

On-site parking this year will be \$5 pre-paid with tickets. Based on 2023 we know that the site has a capacity to park 800+ cars. The attached car parking plan shows a capacity for 750 spaces based on the main parking area, but the 800+ car spaces can be achieved by utilising pockets of grass in various places on site, as was done during 2024.

PWD access

There will be an on-site PWD pick-up and drop-off area.

Byron Writers Festival 2024
Traffic Management Plan



Traffic Guidance Schemes

The attached traffic guidance schemes reflect the above descriptions. If you have any questions, please do not hesitate to contact our office.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Jordy Nasario", written over a horizontal line.

Jordy Nasario

BEng (Civil), GradIEAust, AdvDipProjMgt
TCT1021878

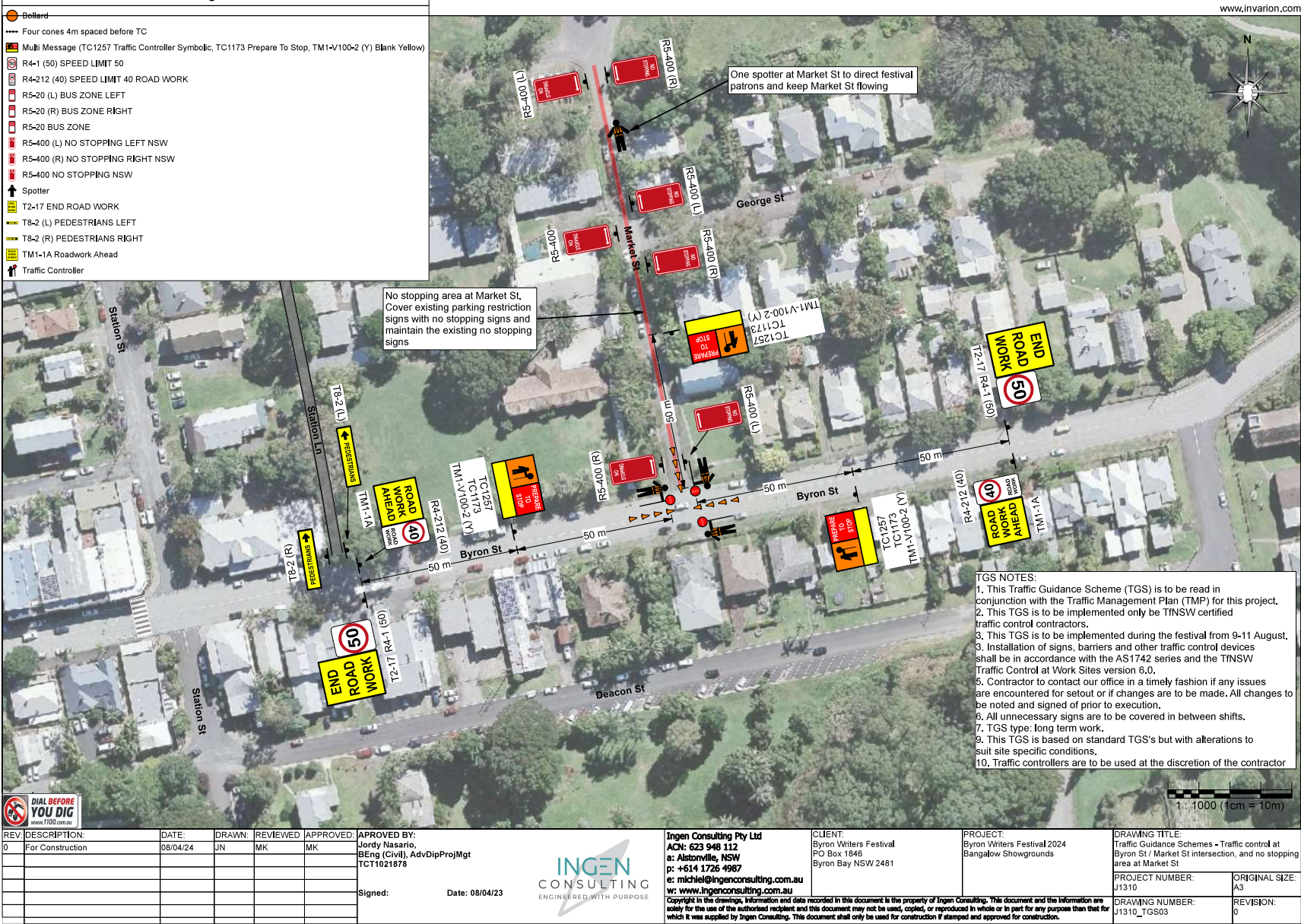
Attachments: Traffic Guidance Schemes
Car park layout

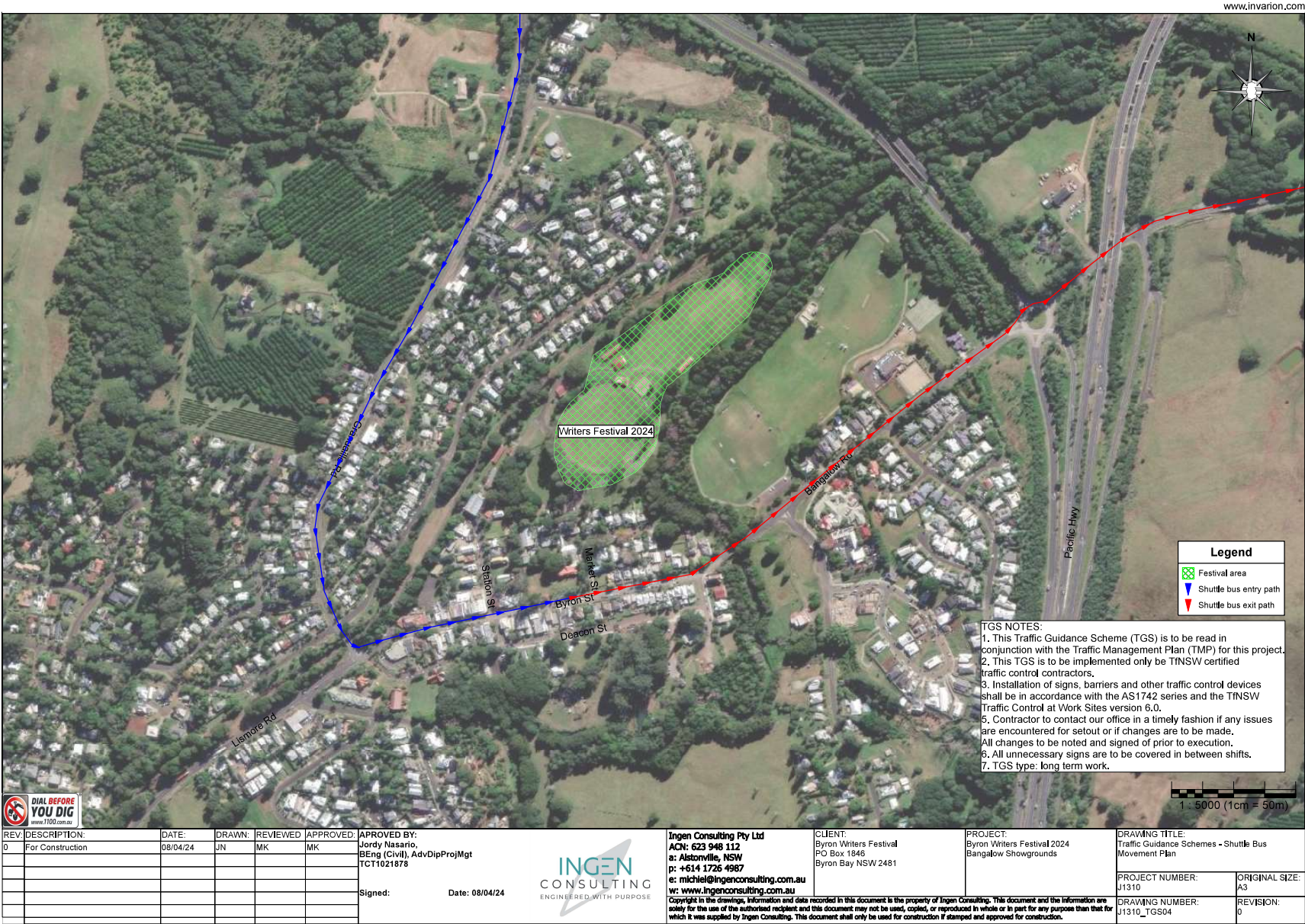
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