

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, 18 March 2025
Time	9:00 AM

Phil Holloway
Director Infrastructure Services

*I2025/288
Distributed 11/03/25*

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 18 February 2025

4. MATTERS ARISING

5. OUTSTANDING ISSUES/RESOLUTIONS

6. REGULATORY MATTERS

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| 6.1 | Proposed new LTC meeting dates..... | 3 |
| 6.2 | Upgrade of Intersection on Bangalow Road (linemarking to be undertaken at night)..... | 4 |

7. MATTERS FOR TRAFFIC ENGINEERING ADVICE

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REGULATORY MATTERS**Report No. 6.1 Proposed new LTC meeting dates****File No:** I2025/282

5

The purpose of this report is to propose changes to the current LTC dates for the remainder of 2025. This is due to reports within each LTC not being endorsed by Council until 5 weeks later. Meetings are currently the second/third Tuesday of each month (with July as a break). Proposing that the new meeting dates be the first Tuesday of each month.

10

See table below:

Current LTC Meeting Date	Proposed New LTC Date
15/04/2025	01/04/2025
13/05/2025	06/05/2025
17/06/2025	03/06/2025
19/08/2025	05/08/2025
16/09/2025	02/09/2025
14/10/2025	07/10/2025
18/11/2025	04/11/2025
09/12/2025	02/12/2025 (this would be subject to reports submitted as this LTC would not be reported to Council until likely February 2026.

RECOMMENDATION:

- 15 **That the Local Traffic Committee support the new proposed LTC meeting dates for the remainder of 2025.**

**Report No. 6.2 Upgrade of Intersection on Bangalow Road
(linemarking to be undertaken at night)**

File No: I2025/292

- 5 The purpose of this LTC report is to gain support for the proposed regulatory signage and line markings shown in attachment 1.

Council has received a Roads Act application associated with a development approval for Demolition of two (2) Existing Dwellings and Multi Dwelling Housing comprising of twenty four (24) Dwellings including three (3) Affordable Dwellings. Bangalow Road is a regional road MR545.

- 10 As part of the approved D.A (10.2023.465.1) consent condition 16 imposed the following requirement:

16. Consent required for Works within Road Reserve

- 15 Consent from Council must be obtained for works within the road reserve pursuant to Section 138 of the Roads Act 1993. Three (3) copies of engineering construction plans must accompany the application for consent for works within the road reserve.

Such plans are to be in accordance with Council's current Design & Construction Manuals and are to provide for the following works:

a) Driveway

- 20 A driveway in No-name Rd in accordance with Council's Northern Rivers Local Government Development Design & Construction Manuals and Standard Drawings.

b) Driveway Removal

- 25 The existing driveways in Bangalow Rd must be removed and the kerb and footpath area reinstated to Council's satisfaction

c) Bangalow Rd and No-name Rd Upgrade

- 30 The Bangalow Rd and No-name Rd intersection and turning area in No-name Rd must be upgraded including 4 indented parallel parking spaces and pedestrian crossing and regulatory and directional signage generally in accordance with the annotated drawing SK01 and to comply with Council's current standards, in accordance with Council's Northern Rivers Local Government Development Design & Construction Manuals and Standard Drawings.

Please Note: Regulatory devices, linemarkings and signage must be referred to Local Traffic Committee and approved by Council Resolution.

Conclusion

The purpose of this LTC report is to gain Council support for the proposed regulatory signage and line markings only shown in attachment 1.

5 Due to the heavy traffic numbers along Bangalow Road, Council have requested the blasting off of the existing linemarkings and the reinstating of the new painted layout to be undertaken at night, to prevent heavy delays and community backlash if constructed during the day.

10 Under the D.A assessment the intersection analysis was reviewed and a left out only onto Bangalow is required, so a small 50mm raised island is proposed to direct traffic to exit left and a deters right turns, this will also allow incoming garbage trucks to mount this as they enter from Bangalow Road. A No Right Turn sign is also provided here



Separate concurrence from TfNSW is to be granted for the intersection design and works on a regional Road. (MR545)

15

RECOMMENDATION:

20 **That the Local Traffic Committee endorse the proposed intersection plan as nominated in attachment 1.**

Attachments:

25 1 51.2023.465.1 LTC submission, E2025/25523 , page 6  

BYRON BAY COUNCIL
56B-60 BANGALOW ROAD, BYRON BAY
TRAFFIC AND S138 APPLICATION
DETAILED DESIGN



DRAWING INDEX	
SHEET NUMBER	SHEET TITLE
001	COVER SHEET
011	GENERAL NOTES
021	GENERAL ARRANGEMENT
111	SIGNAGE AND LINEMARKING PLAN
301	CROSS SECTIONS SHEET 1
302	CROSS SECTIONS SHEET 2
751	TURNING PATH PLAN - REARLOADER
752	TURNING PATH PLAN - DCP TRUCK

Prepared for: PROPEL BYRON VILLA DEVELOPMENT PTY LTD

ENGINEERING | PLANNING | PROJECT MANAGEMENT | SURVEYING | CERTIFICATION

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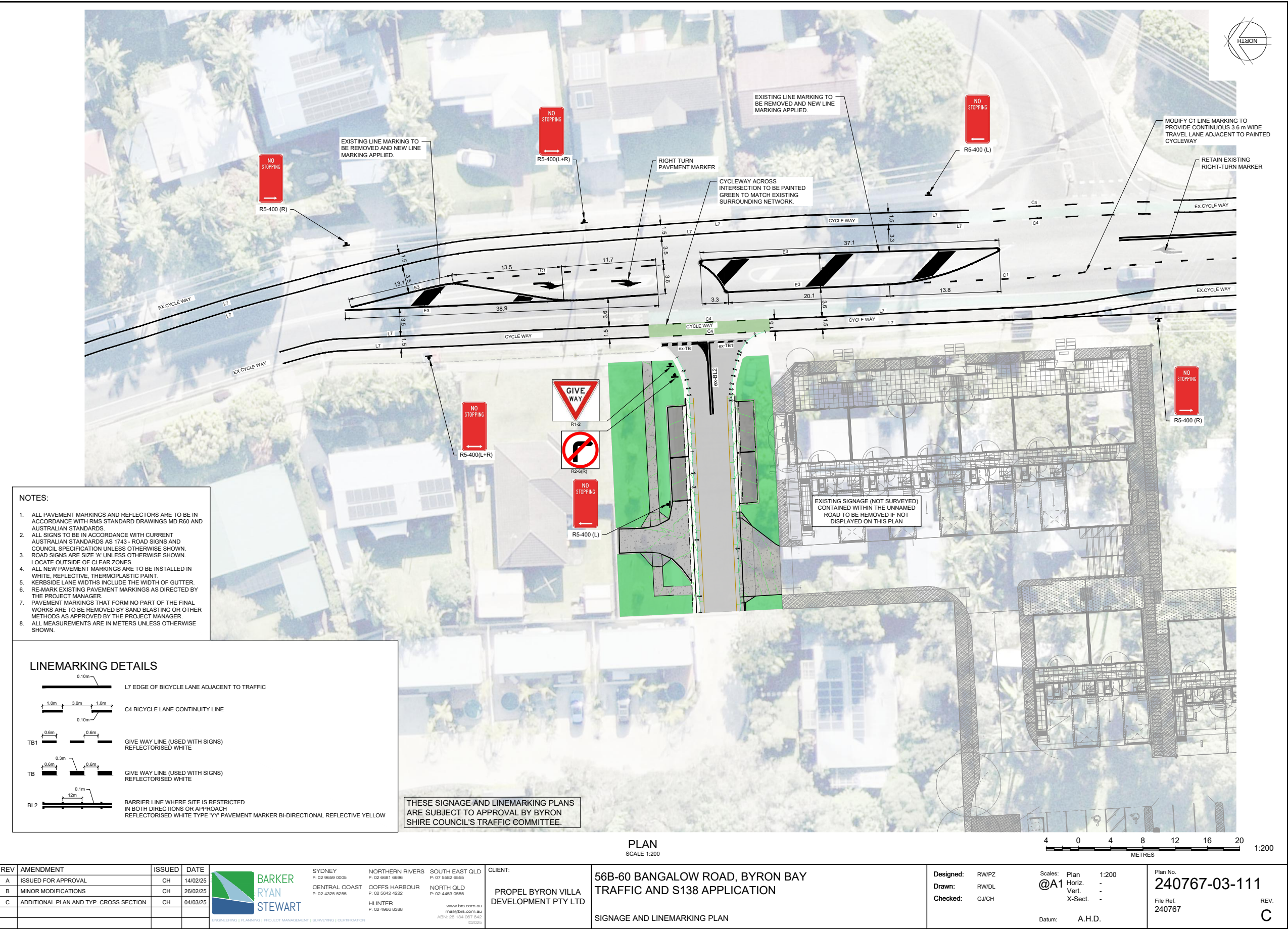
Revision C
Date 04/03/2025
Project No. 240767-03

SUSTAINABLE DEVELOPMENT
✓ ISO 26000
✓ Integrated
✓ Risk
✓ Management
✓ System

SUSTAINABLE DEVELOPMENT
✓ ISO 9001
✓ Integrated
✓ Quality
✓ Management
✓ System

SUSTAINABLE DEVELOPMENT
✓ ISO 14001
✓ Integrated
✓ Environmental
✓ Management
✓ System

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MATTERS FOR TRAFFIC ENGINEERING ADVICE

Report No. 7.1 Event - Byron Bay Triathlon - 27 April 2025

File No: I2025/196

5

Council has received an application for the Byron Bay Triathlon to be held on Sunday 27 April 2025. The typical lighthouse run is not included with this event for 2025.

10 The Byron Bay Triathlon was previously approved by the Local Traffic Committee (LTC) and by Council resolution **23-030**. There are a few changes to the route due to the cancellation of the lighthouse run.

RECOMMENDATION:

- 15 1. That the Local Traffic Committee support the Byron Bay Triathlon to be held on Sunday 27 April 2025
2. That Council support in Part 1 is subject to:
- a) separate approvals by NSW Police and TfNSW being obtained;
 - b) the event organiser provide council with an updated Traffic Management Plan and Traffic Guidance Scheme/s for the 2025 event.
 - 20 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 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 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;
 - f) Access from main beach car park to Fletcher St is to be unrestricted at all times.
 - 30 g) Access to Lawson St between Fletcher St and Middleton St to be permitted at all times.
 - 35

BYRON SHIRE COUNCIL



LOCAL TRAFFIC COMMITTEE MEETING

7.1

3. The event organiser to:

- 5 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;
- 10 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.

Attachments:

- 15 1 Byron Triathlon 2024 Traffic Management Plan and Traffic Guidance Schemes, E2025/18846 , page 10  



LOCAL TRAFFIC COMMITTEE

Byron Bay, New South Wales

Sunday 27 April 2025



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





Document Preliminaries

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

The Event:	Byron Bay Triathlon
Event Manager & Document Owner:	NX Sports Community Foundation Limited ABN: 99 145 432 006 Director: Michael Crawley 0402 226 333 mike@nxsports.org Manager: Kevin Pready 0411 757 577 kevin@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, Event Management, Operations, and Post Event Research.</p> <div data-bbox="421 1055 746 1290" data-label="Diagram"> <p>The diagram illustrates the 'NX Real Time Management Planning' system. It features a central 'NX' logo with five colored shapes (blue, orange, pink, purple, and green) radiating from it, each representing a different management plan: Strategy Map (blue), Operations Plan (orange), Sales & Marketing Plan (pink), Post Event Research (purple), and Event Management Plan (green).</p> </div> <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>



Executive Summary

Dear members,

NXsports Community Foundation is pleased to make application to the Local Traffic Committee for approval to conduct the Byron Bay Triathlon on Sunday 27 April 2025.

The Byron Bay Triathlon features participation for the following categories:

- Aquathlon
- Aquathlon Relay Team
- Big Kids 10-12 Years
- Big Kids Relay Team
- Juniors 7-9 Years
- Kids Discover Aquathlon (Parents Welcome)
- Kids Discover Triathlon (Parents Welcome)
- Mixed Team Relay
- Olympic All In Teams
- Olympic Aquabike
- Olympic Aquabike Relay Team
- Olympic Individuals
- Olympic Relay Teams
- Sprint All In Team
- Sprint Aquabike
- Sprint Aquabike Relay Team
- Sprint Individuals
- Sprint Relay Teams
- Tempta All In Team
- Tempta Individuals
- Tempta Relay Team

The Byron Bay Triathlon is a not-for-profit event in support of Local Causes, and serves as a fundraiser for the Byron Bay Surf Life Saving Club, Byron Bay Runners, Byron Bay Triathlon Club, Byron Bay Cycle Club, Byron Bay Basketball Club and Byron Bay Scout Group among others.

Consultation with the community and local businesses is essential in the planning of the Byron Bay Triathlon; 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-phase 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
Bay Street	Between Fletcher Street and Middleton Street	Full Road Closure	27/04/2025 04:00	27/04/2025 12:00
Middleton Street	Between Lawson Street and Kingsley Street	Full Road Closure	27/04/2025 04:00	27/04/2025 12:00
Middleton Lane	Between Kingsley Street and Ruskin Street	Full Road Closure	27/04/2025 04:00	27/04/2025 12:00
Lawson Street	Between Fletcher Street and Massinger Street	Full Road Closure	27/04/2025 04:00	27/04/2025 12:00
Middleton Street	Between Bay Street and Lawson Street	Full Road Closure	27/04/2025 04:00	27/04/2025 12:00
Marvell Street	Between Middleton Street and Tennyson Street	Full Road Closure	27/04/2025 05:00	27/04/2025 11:00
Tennyson Street	Between Marvell Street and Browning Street	Full Road Closure	27/04/2025 05:00	27/04/2025 11:00
Ruskin Street	Between Middleton Lane & Tennyson Street	Full Road Closure	27/04/2025 05:00	27/04/2025 11:00

2025 Byron Bay Triathlon Local Traffic Committee Submission



Road/Site	Between	Type	Start	End
Kingsley Street	Between Cowper Street and Middleton Street	Local Resident Access Only	27/04/2025 05:00	27/04/2025 11:00
Browning Street	Between Tennyson Street and Cowper Street	Local Resident Access Only	27/04/2025 05:00	27/04/2025 11:00
Browning Street	Between Johnson Street and Tennyson Street	Local Resident Access Only	27/04/2025 05:00	27/04/2025 11:00
Bangalow Road	Between Browning Street and Broken Head Road	Full Road Closure	27/04/2025 06:00	27/04/2025 10:00
Broken Head Road	Between Bangalow Road and Beech Drive North	Full Road Closure	27/04/2025 06:00	27/04/2025 10:00

Road Impact Definitions

Full Road Closure

Roads are closed in both directions.

Local Resident Access Only

Local access is permitted and through traffic movement is restricted.

The Byron Bay Triathlon is expected to attract approximately 1,500 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, New South Wales community.

Thank you.

Yours sincerely,

A handwritten signature in cursive script that reads "Maddy Crawley".

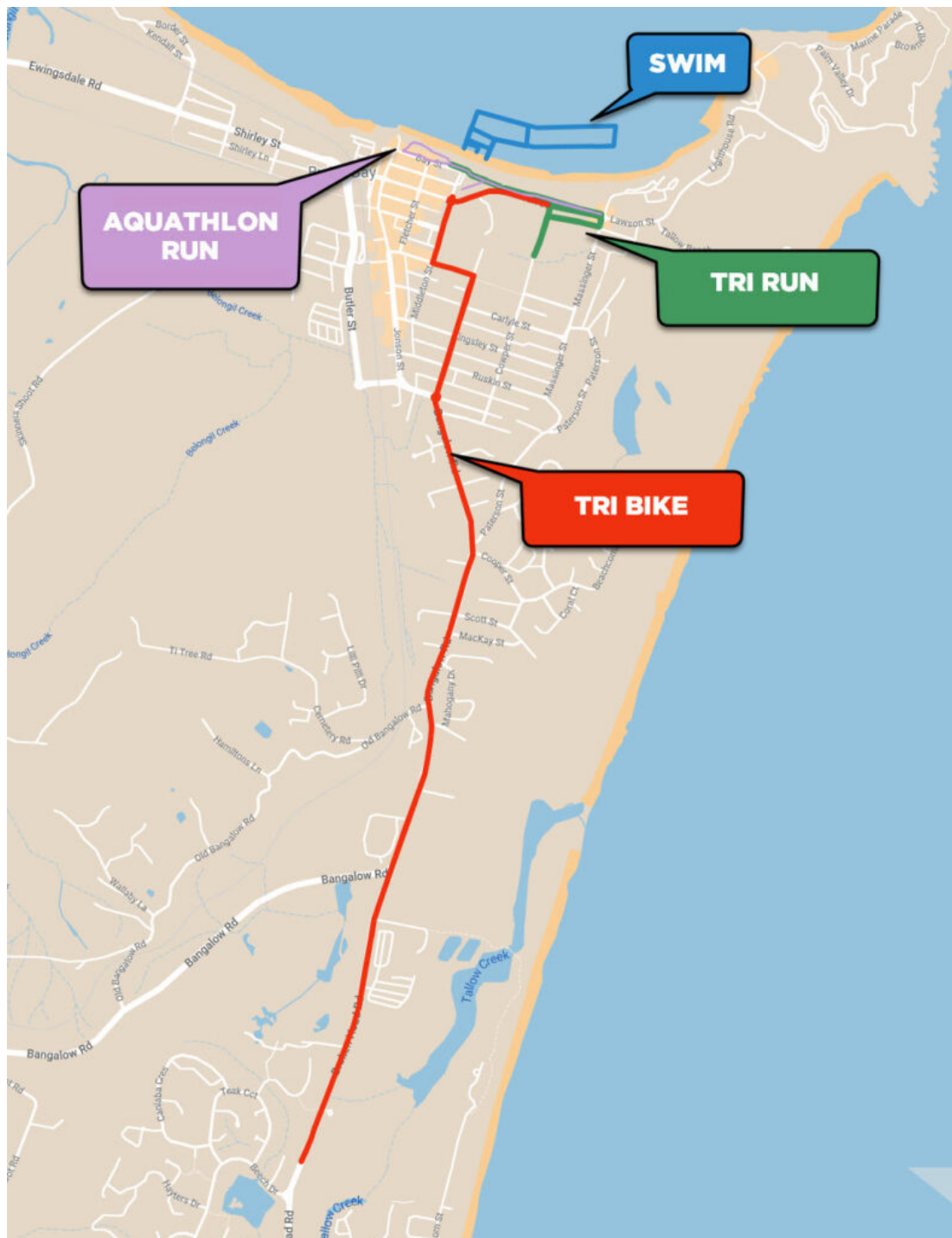
Maddy Crawley , Senior Event Planner



Event Sites

3.1 Course Overview

The Byron Bay Triathlon course remains the same as 2022, 2023 and 2024 featuring (1) An ocean swim at Main Beach; (2) A multi-lap cycle course to Suffolk Park, and (3) A multi-lap run course along Lawson Street and Byron Recreation Grounds.





3.1.1 Race Specification

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

This triathlon is a competitive mass participation event with wave starts in intervals of at least three minutes or a rolling start. All participants are fully timed and results are split per age group and gender.

3.1.2 Course Design

The Byron Bay Triathlon course was designed with National Sporting Organisation best practice and aligns with their policies. The challenge of the course will be commensurate to the Event type, the age restrictions for participation and the overall distance. The course will be overlaid with adequate securitisation to ensure a safe sporting experience and will use best endeavours to minimise disruption to general road users.

The Course Design is overseen by a Course Design Working Group and ultimately signed off by the Local Traffic Committee. The design of the event courses will take into consideration the requirements to safely deliver the sport while at the same time keeping a minimal impact to the local community as much as possible.

3.1.3 Closure Types

The Byron Bay Triathlon has the following impacts to the road network:

Full Road Closure

Roads are closed in both directions.

Local Resident Access Only

Local access is permitted and through traffic movement is restricted.

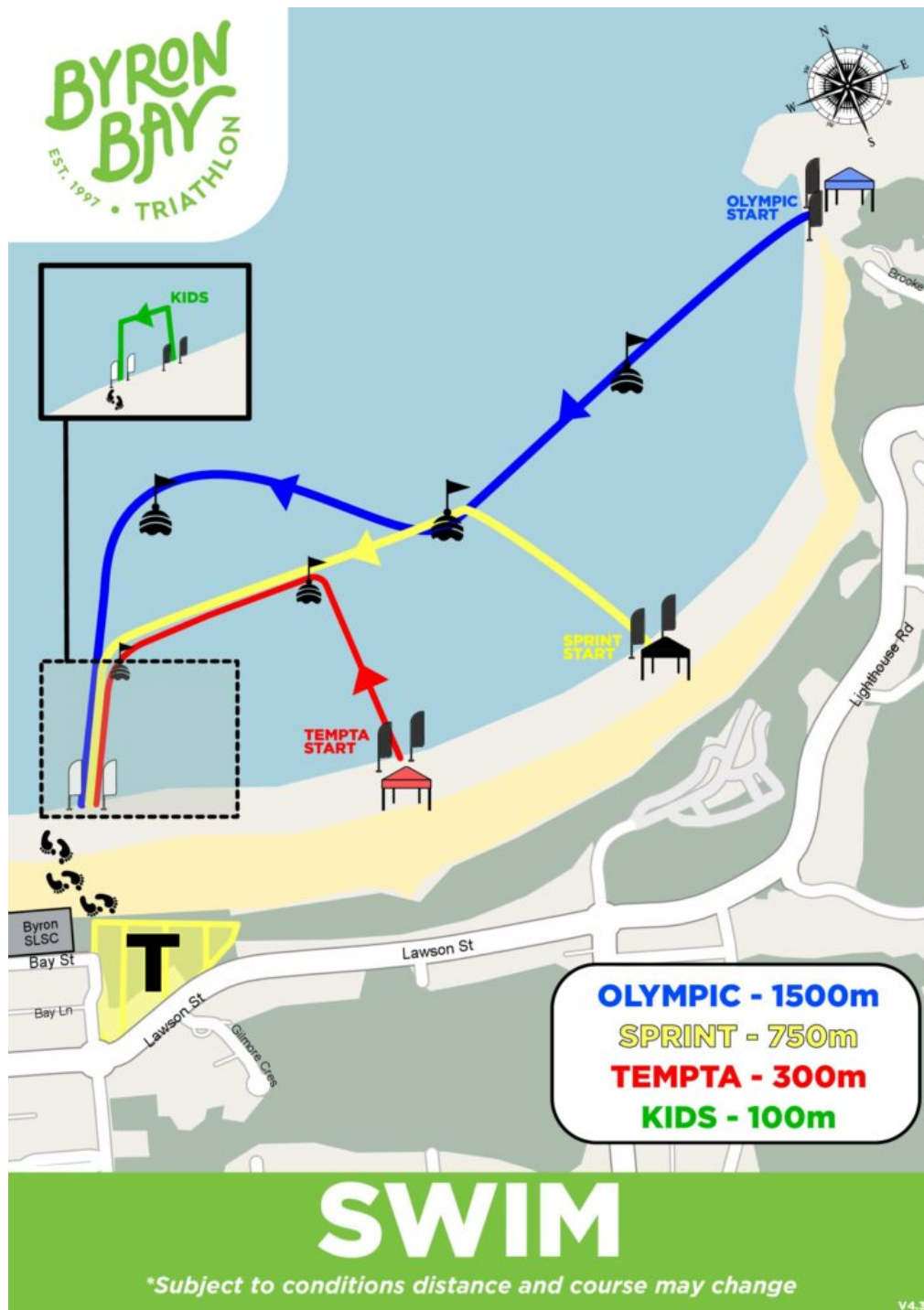
3.2 Event Sites Overview

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

Site	Address	Start	End
Event Base/ Check In / Finish line	Dening Park, Lawson St, Byron Bay NSW 2481 / Byron Bay SLSC, Bay St, Byron Bay NSW 2481	24/04/2025	28/04/2025
Transition	Dening Park, Lawson St, Byron Bay NSW 2481	24/04/2025	28/04/2025
Swim site	Main Beach, Byron Bay	27/04/2025	27/04/2025
Cycle site	Bay St, Lawson St, Middleton St, Marvel St, Tennyson St, Bangalow Road, Broken Head Road, Beech Drive.	27/04/2025	27/04/2025
Run site	Lawson St, Cowper St, Tennyson St & Gilmore Street	27/04/2025	27/04/2025



3.3 Course Maps

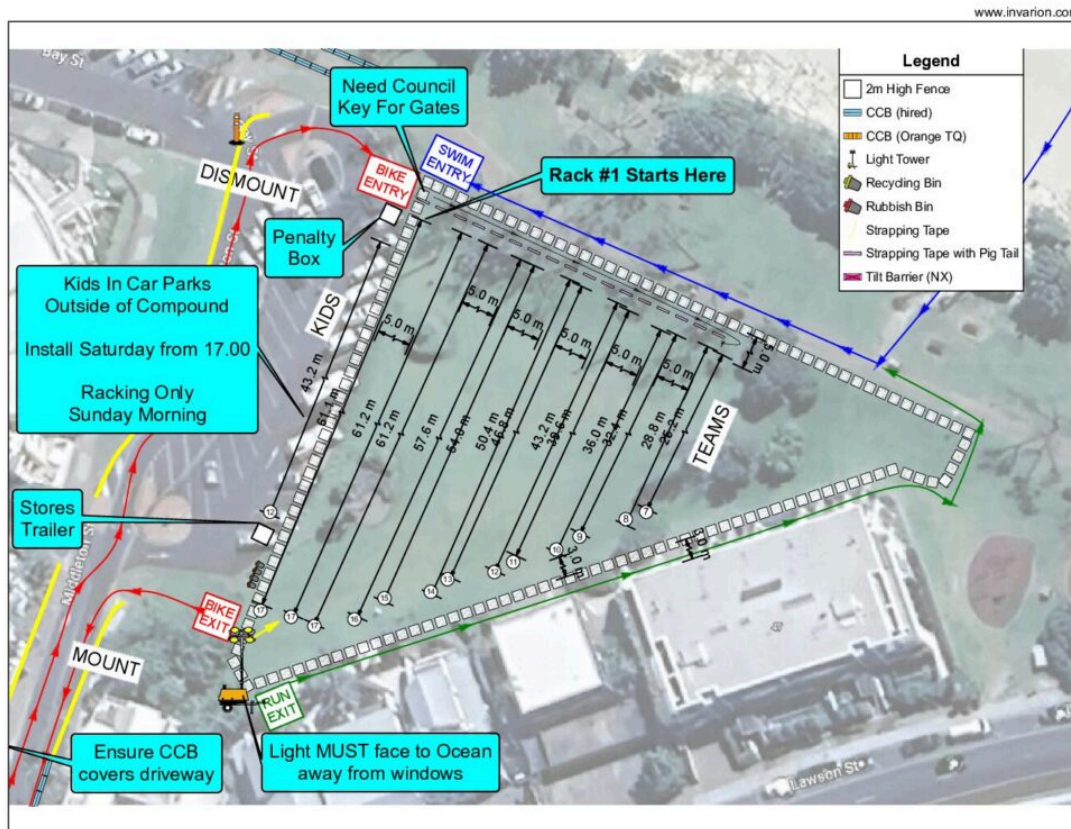


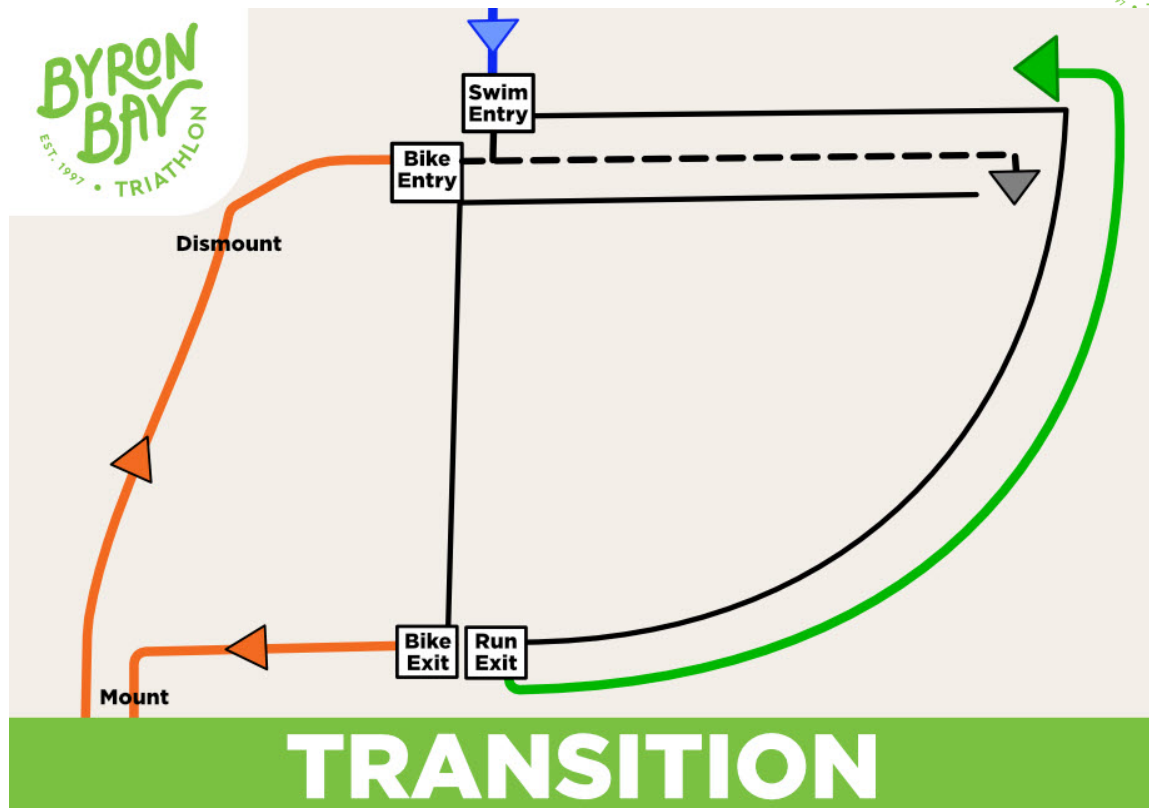




3.4 Site Maps

3.4.1 Transition Site Maps

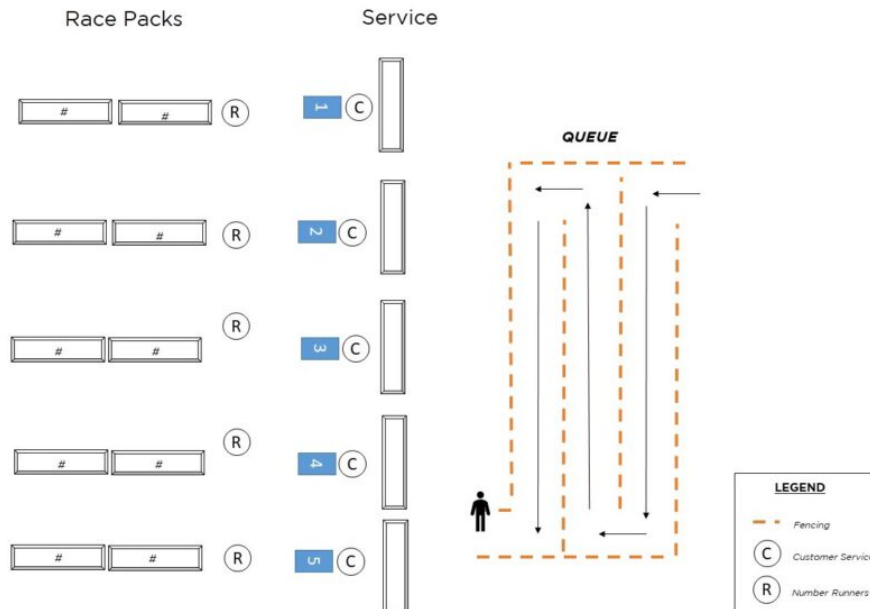




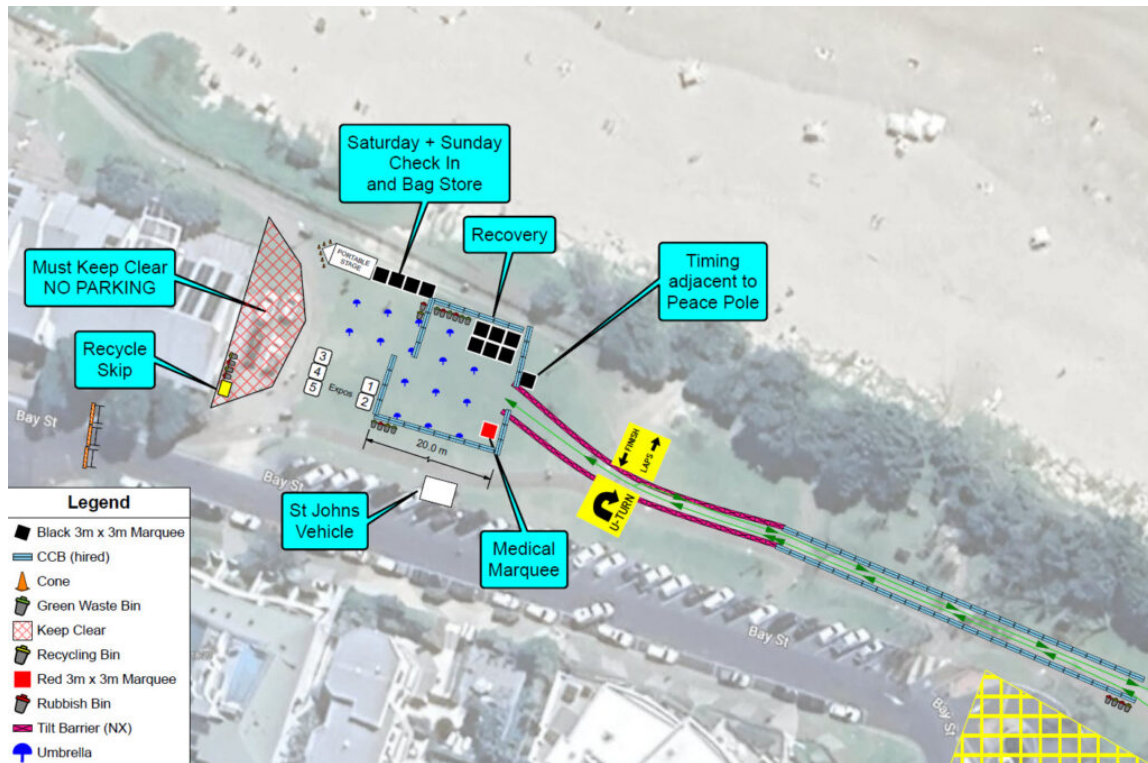


3.4.2 Check In Flow

CHECK IN FLOW

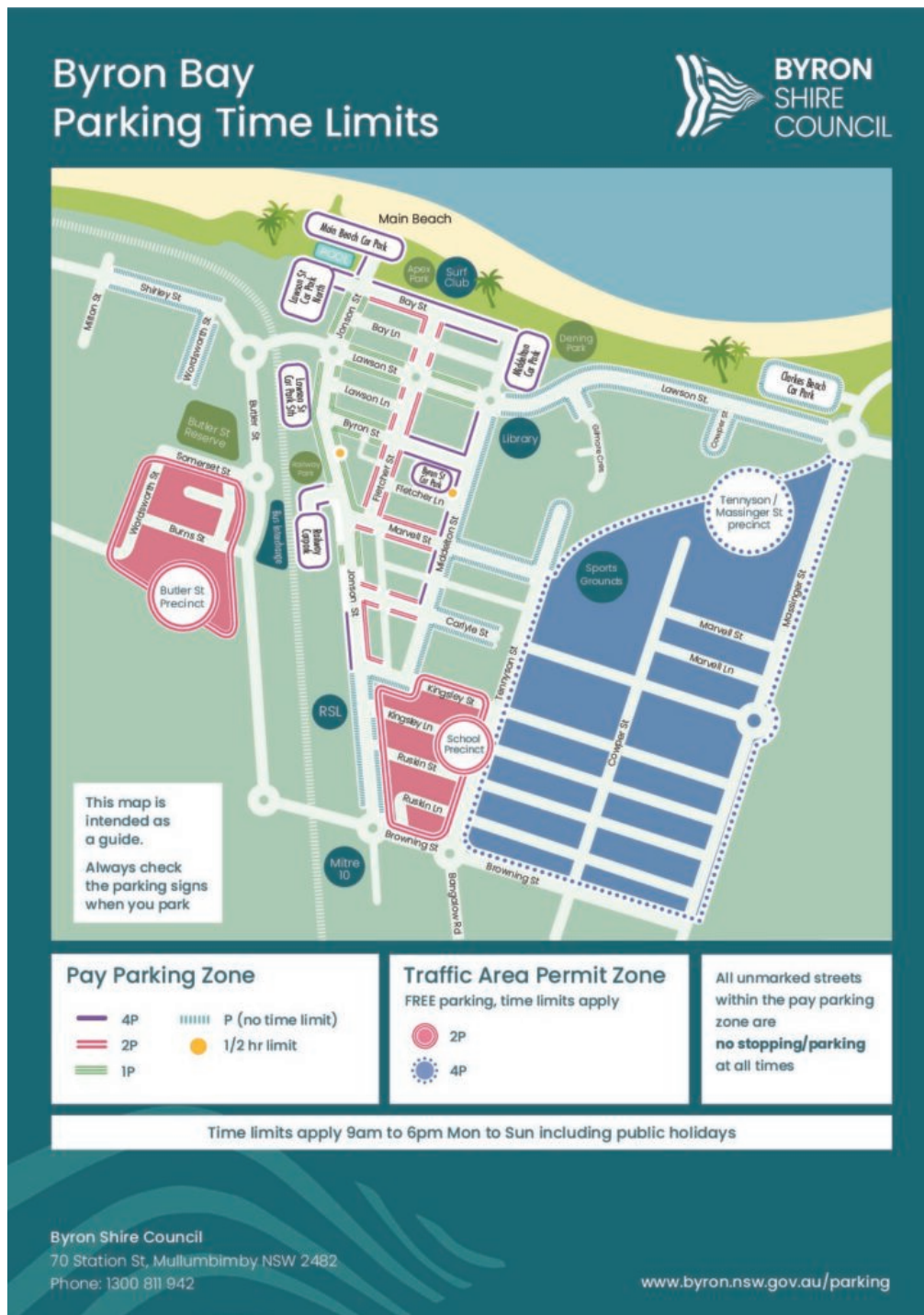


3.4.3 Finish Line Site Maps





3.5 Parking





Community Outreach 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 10 days in advance of the event. Variable Messaging System (VMS) electronic boards will be deployed four days in advance if required.
Resident Notification	NX to provide: <ul style="list-style-type: none"> Special Event Notices go into the Local Newspaper 1-2 weeks from 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. All resident notification includes event hotline and event road impact website Local clubs and groups will be notified of the event in writing and followed up.
Business Consultation	<ul style="list-style-type: none"> Consultation will be made with shop owners and accommodation houses in the precinct. NX will complete three waves of communications via email. Doorknock to all course frontage businesses minimum two weeks prior to the event
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. A major effort will be undertaken to provide 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
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/NX
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 NX 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
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 and/or Race Director
Police	There will be police officers on site to manage traffic flows and local movement. Police will be on the radio network to link all aspects of the event operations.

4.2 Community Outreach

The below table summarises the communications timeline for the Byron Bay Triathlon, identifying how and when event details will be communicated to the residential and business community.

Date	Communication Subject	Platform	Target Audience
(4 months from event date)	Initial contact with event details	Email	Key Stakeholders, Elected Persons, High Priority Community
(3 months + 2 weeks from event date)	Follow up contact with event details	Phone Call	Key Stakeholders, Elected Persons, High Priority Community
(2 months from event date)	NXsports Road Closure web page goes live	Website	Local Community
(2 months from event date)	Initial contact with event details	Personal Canvassing	Impacted Community
(4 weeks from event date)	Event Update	Personal Canvassing	Impacted Community
(4 weeks from event date)	Event Update	Phone Call	Key Stakeholders, Elected Persons, High Priority Community
(4 weeks from event date)	Road closure advisement	Newspaper ad	Local Residents/Businesses



(4 weeks from event date)	Road closure advisement	Online ad	Local Residents/Businesses
(4 weeks from event date)	Event Update	Email	All members of community list
(2 weeks from event date)	Road closure advisement	Newspaper ad	Local Residents/Businesses
(2 weeks from event date)	Road closure advisement	Online ad	Local Residents/Businesses
(2 weeks from event date)	Road closure advisement	Letter Box Drop	Local Residents/Businesses
(2 weeks from event date)	Road closure advisement	Special Event Signage	Local Residents/Businesses
(2 weeks from event date)	Road closure advisement	Newspaper ad	Local Residents/Businesses
(2 weeks from event date)	Event Update	Email	All members of community list
(1 week from event date)	Event Update	Phone Call	High Priority Community
(1 week from event date)	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 Triathlon, a letter box drop will be completed to advise the community or the event date and road closure times.

The below template flyer will be updated to include the specific details for this edition of the Byron Bay Triathlon.



4.2.3 Special Event Signage

Special event signage will be erected on streets and public spaces that will be impacted by the Byron Bay Triathlon. Special event signage can also be placed on digital message boards in key areas in the community to advise of the upcoming event and road closures.

The below example of conflute signage will be erected a minimum of 10 days prior to the event as per the below map.

Legacy Design

New Design



**SPECIAL
RACING EVENT**

**SUN 30 AUGUST
6.00am - 12.30pm**

**Expect Road
Closure & Delays**

FOR ASSISTANCE
0402 226 333
1300 28 29 49
WWW.NXSPORTS.ORG

**SPECIAL
EVENT**

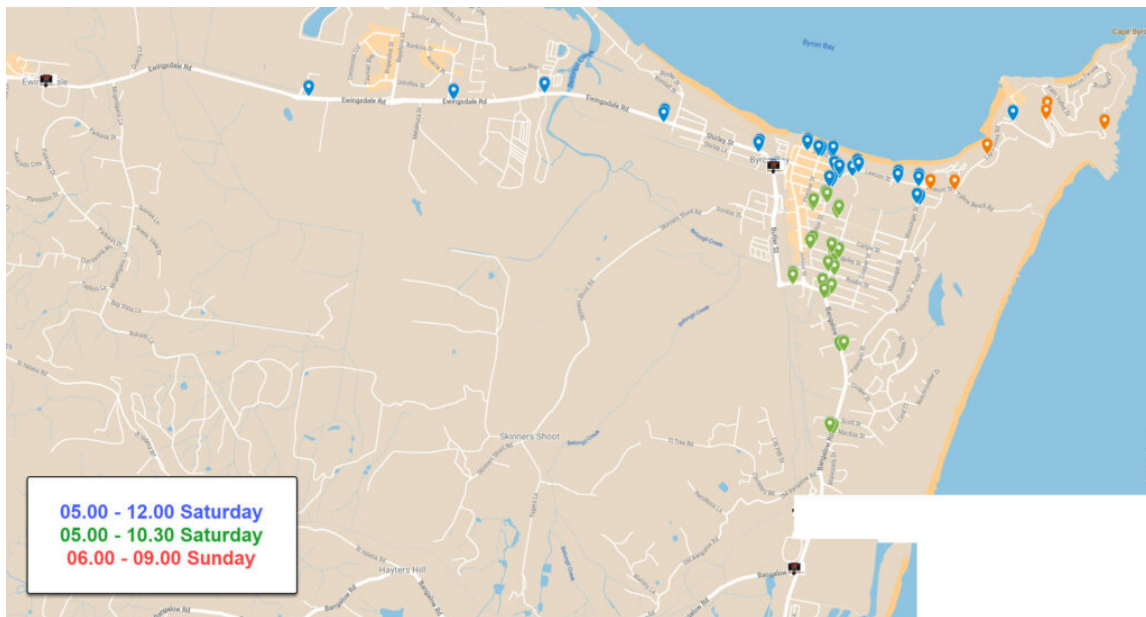
IMPACT TYPE

DATE

TIME

**EXPECT
DELAYS**

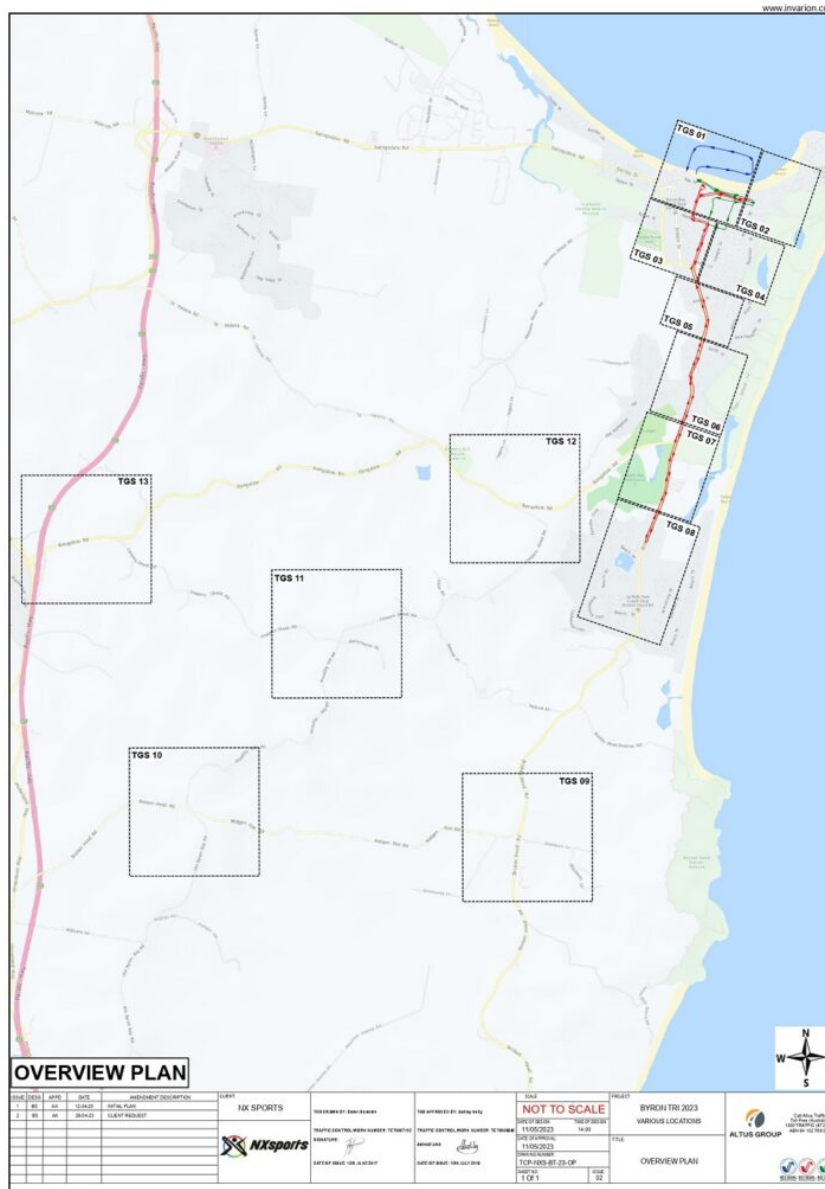
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WWW.NXSPORTS.ORG



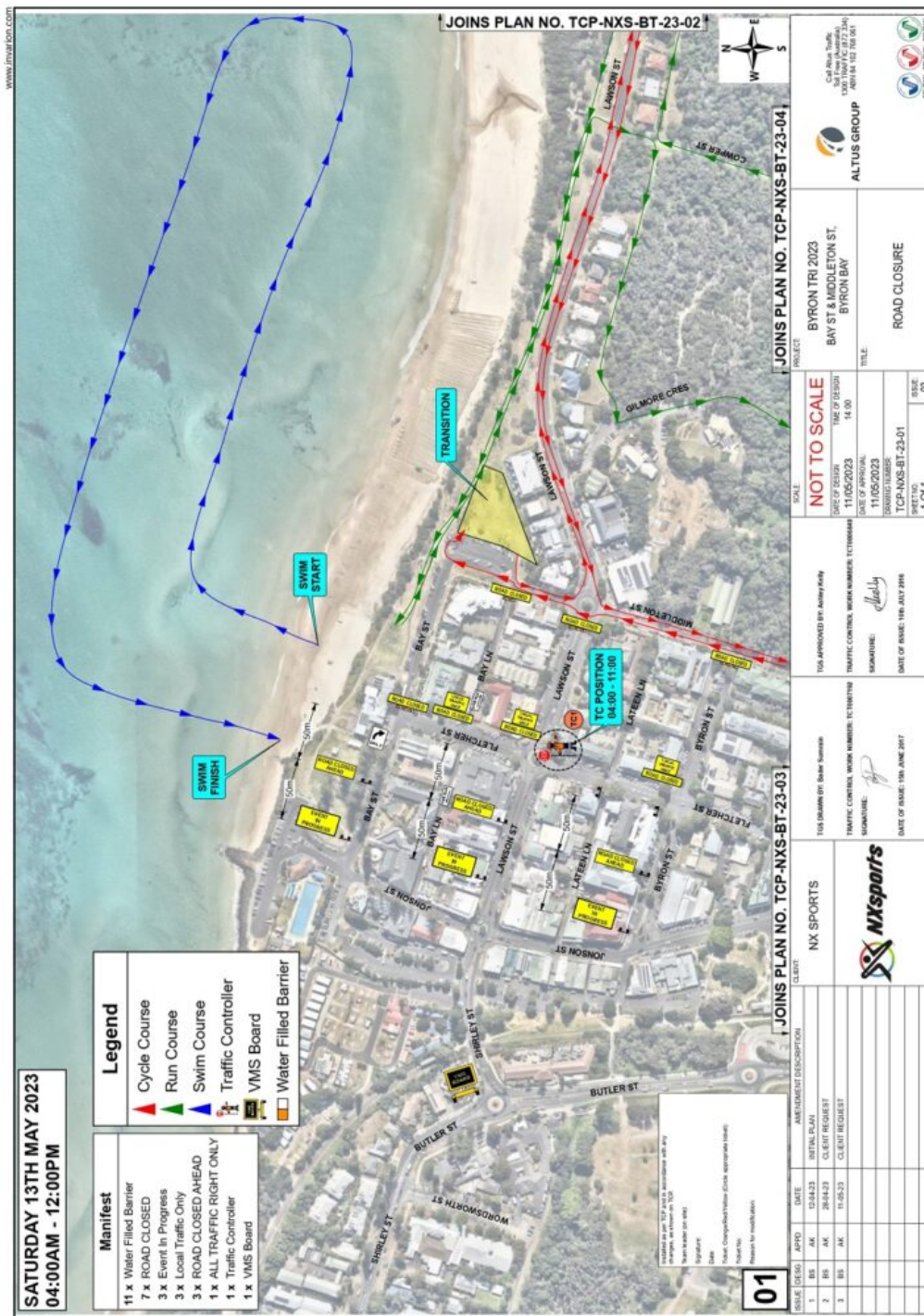


Traffic Control Plans

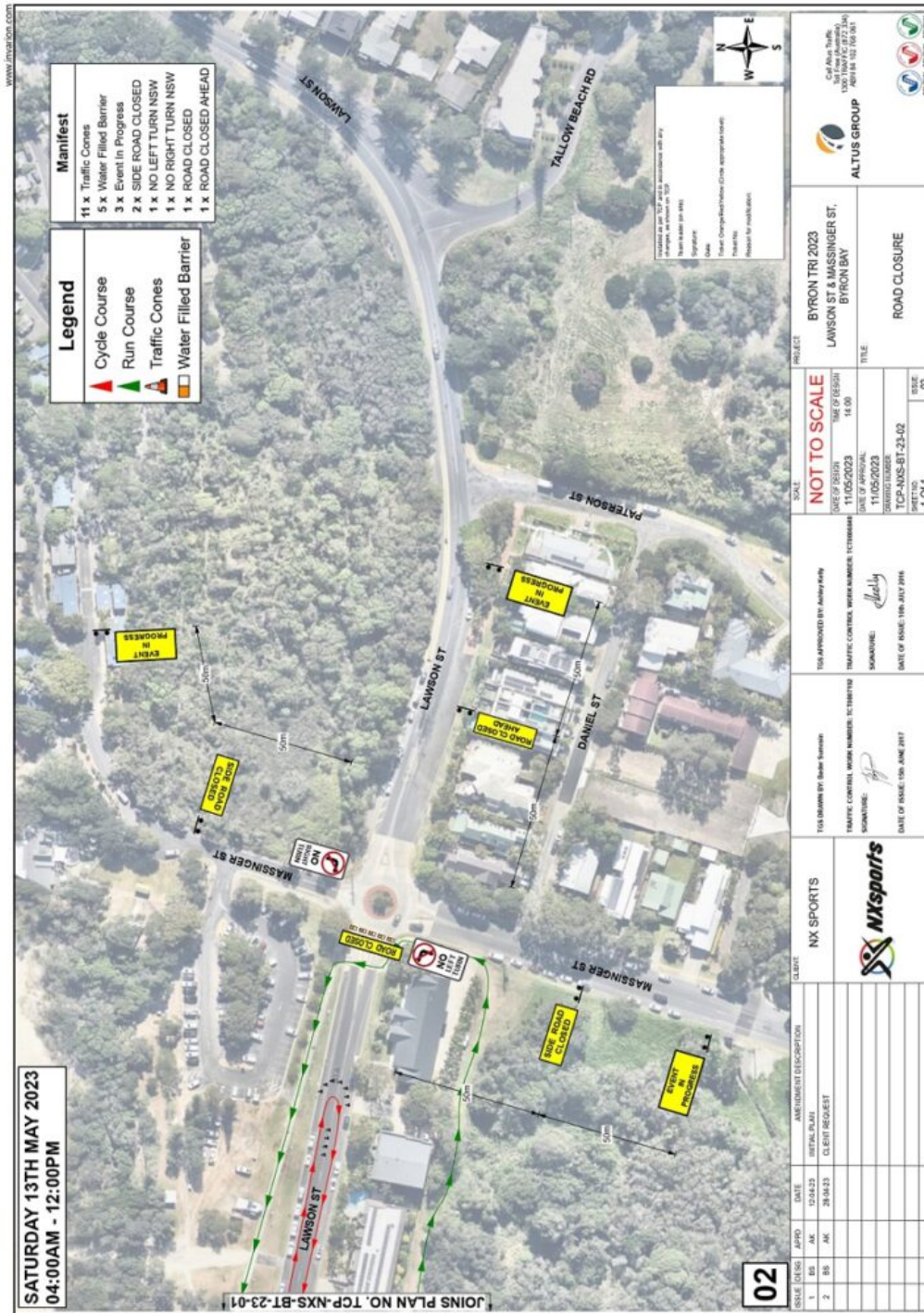
The following 2024 traffic control plans are included for the Local Traffic Committee's reference. There are no major changes planned in 2025 and the plans will be updated with the correct dates and any further updates recommended by the Committee in due course.



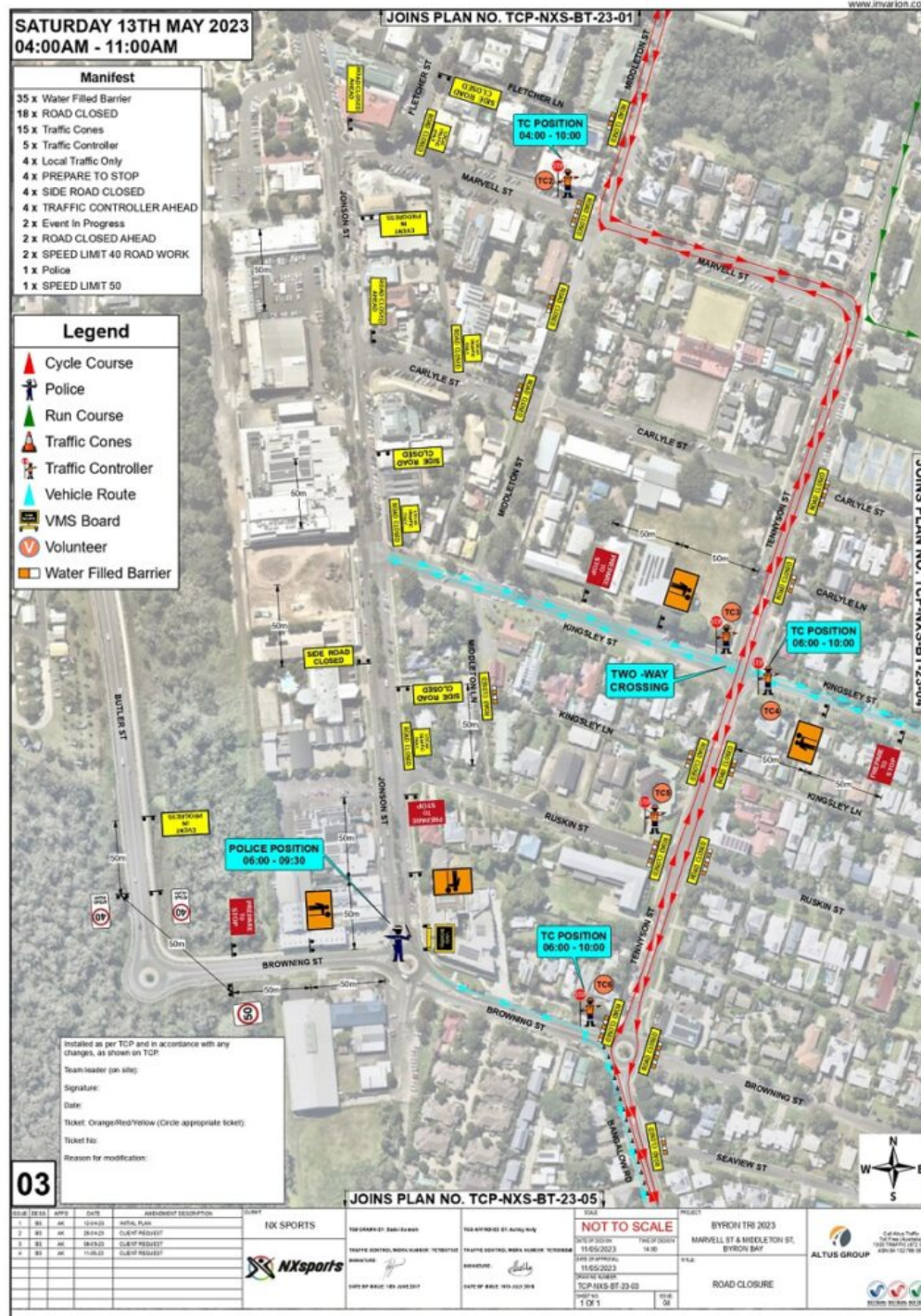
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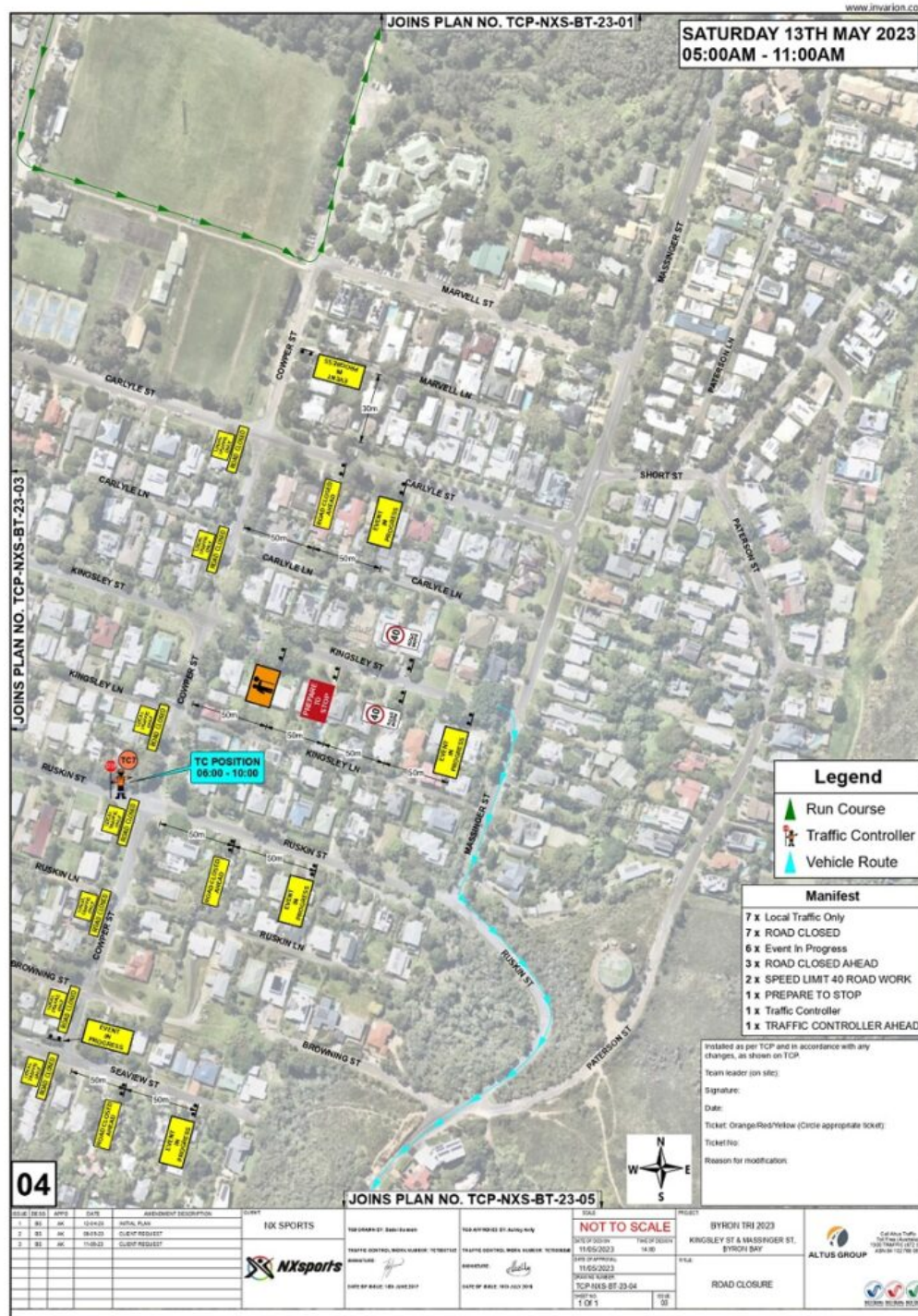


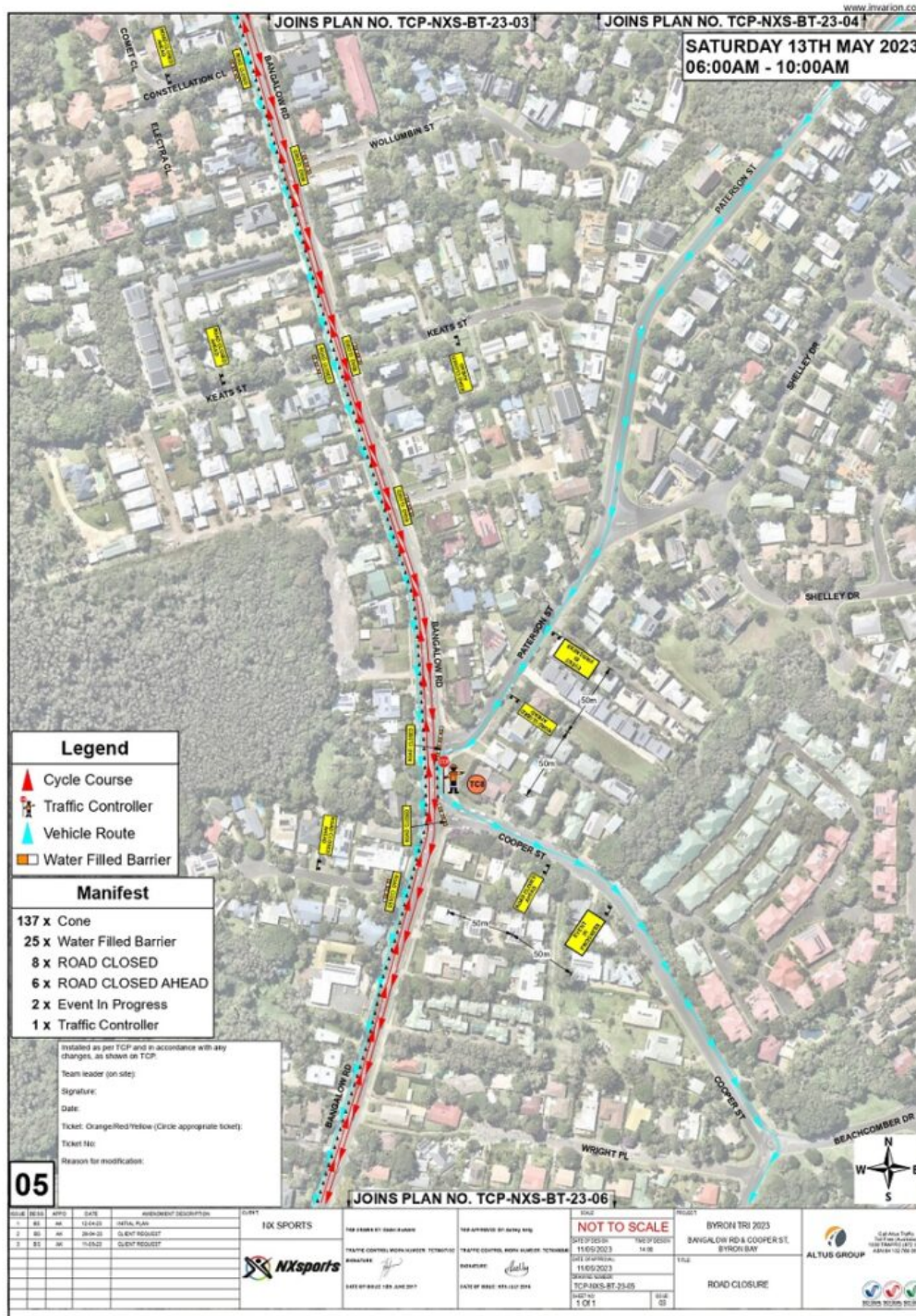
2025 Byron Bay Triathlon Local Traffic Committee Submission



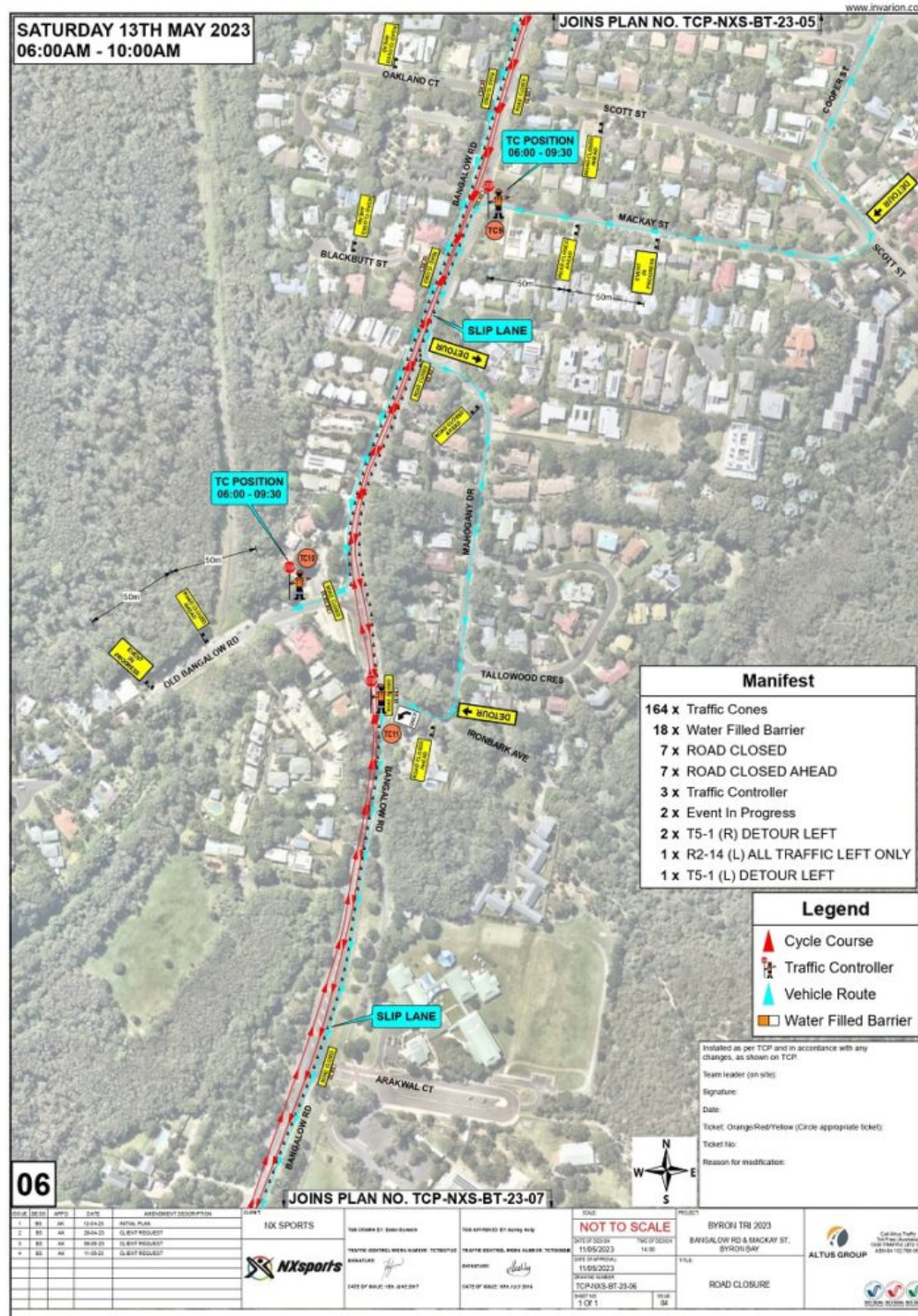
2025 Byron Bay Triathlon Local Traffic Committee Submission



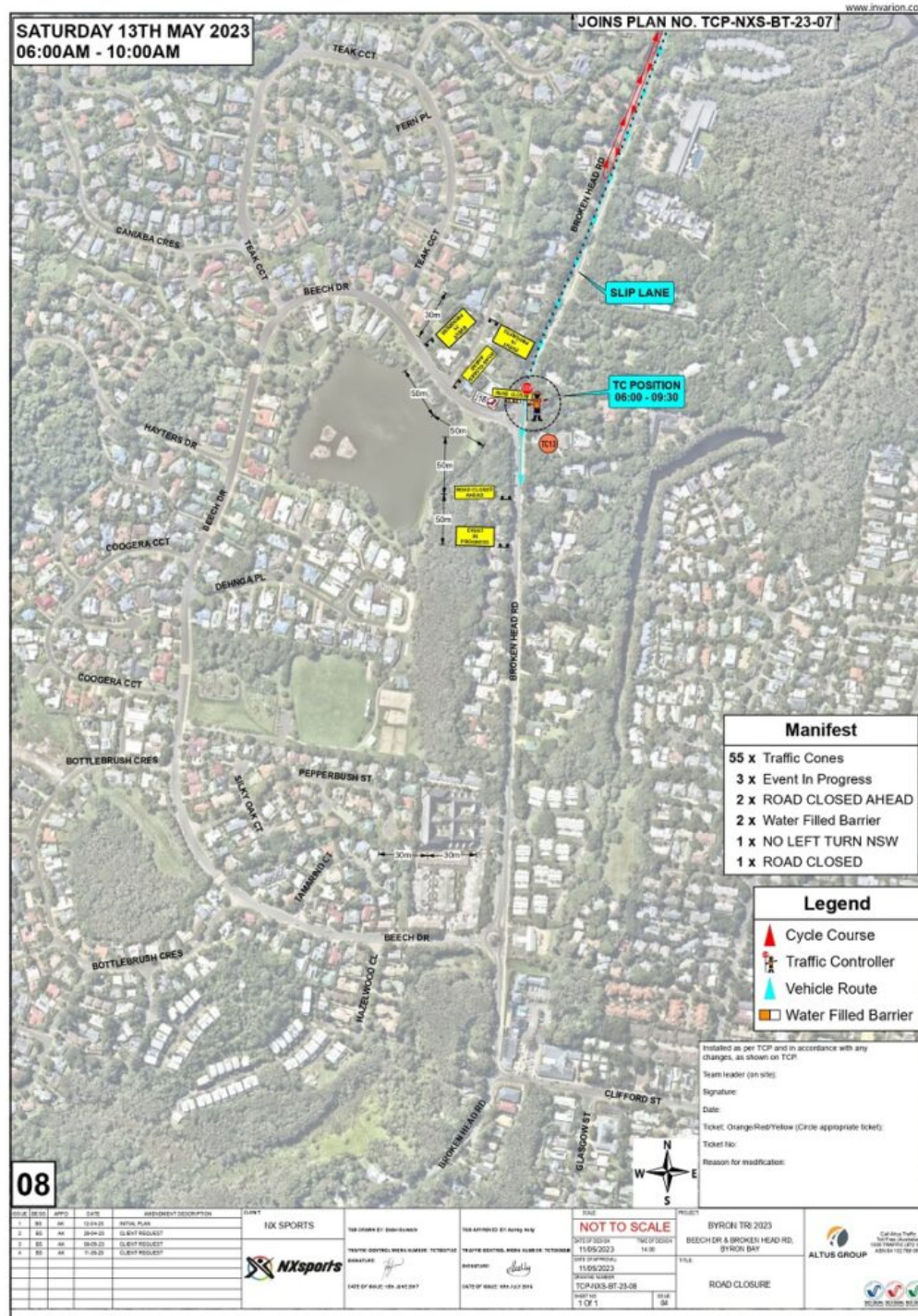


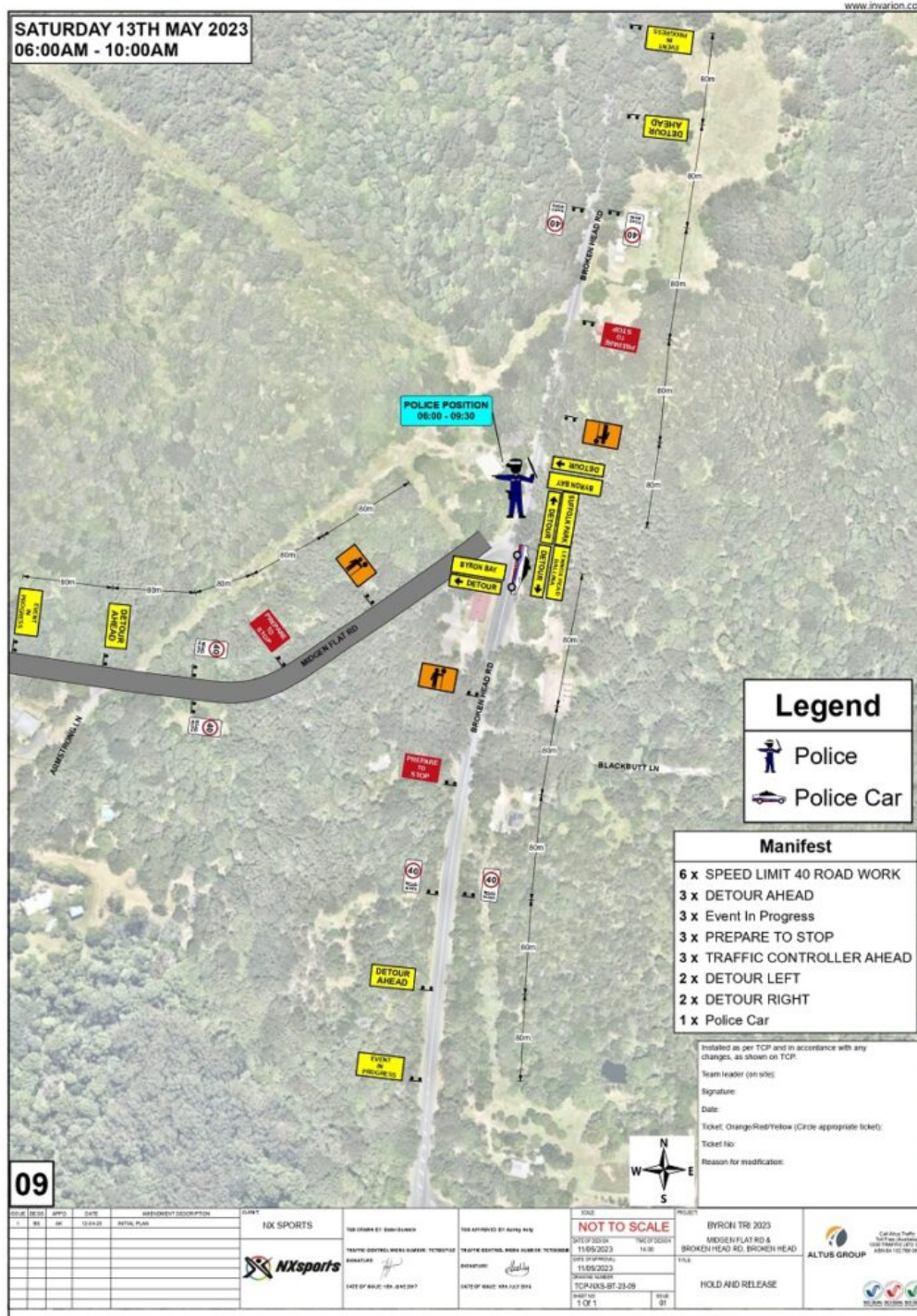


2025 Byron Bay Triathlon Local Traffic Committee Submission

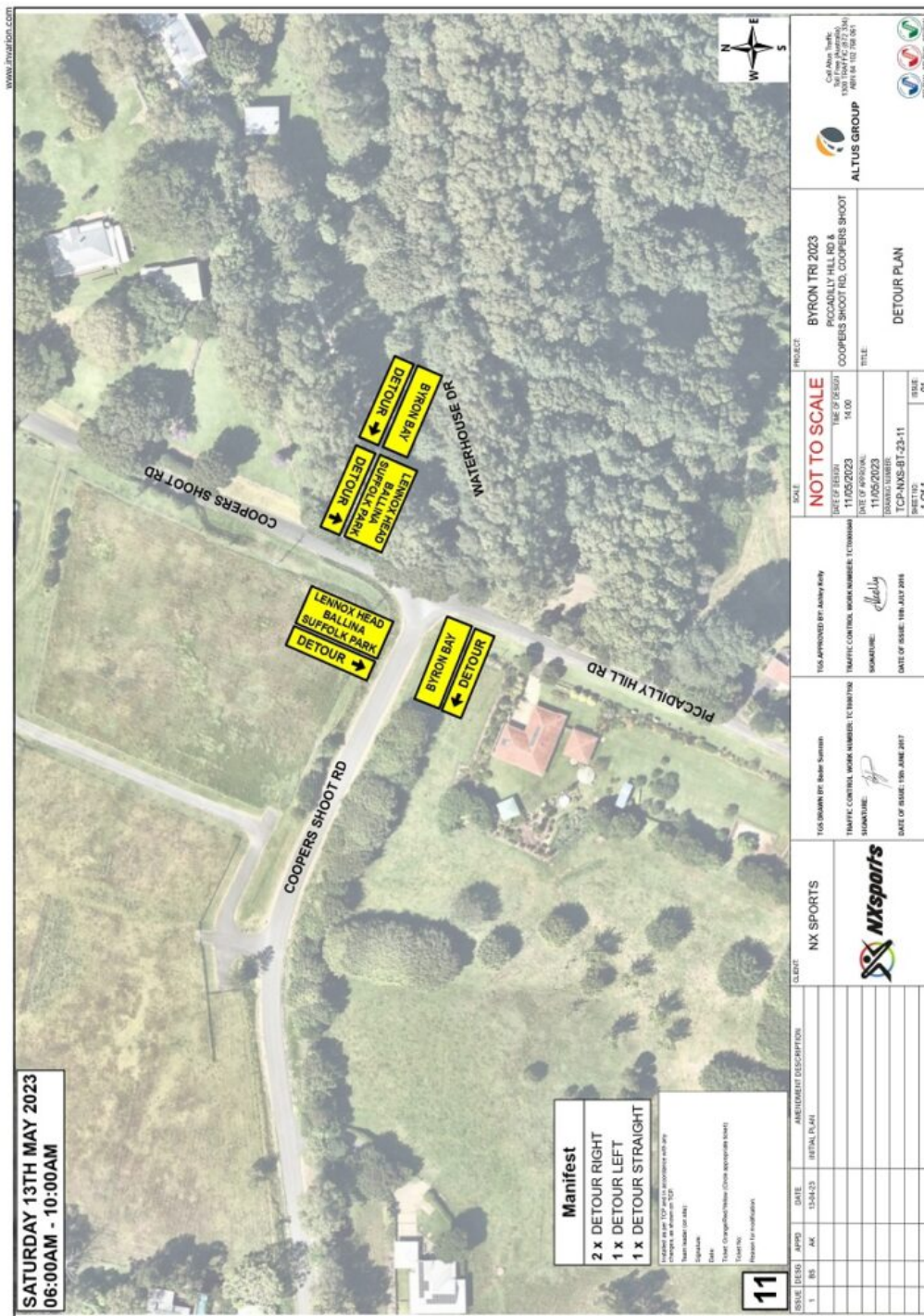


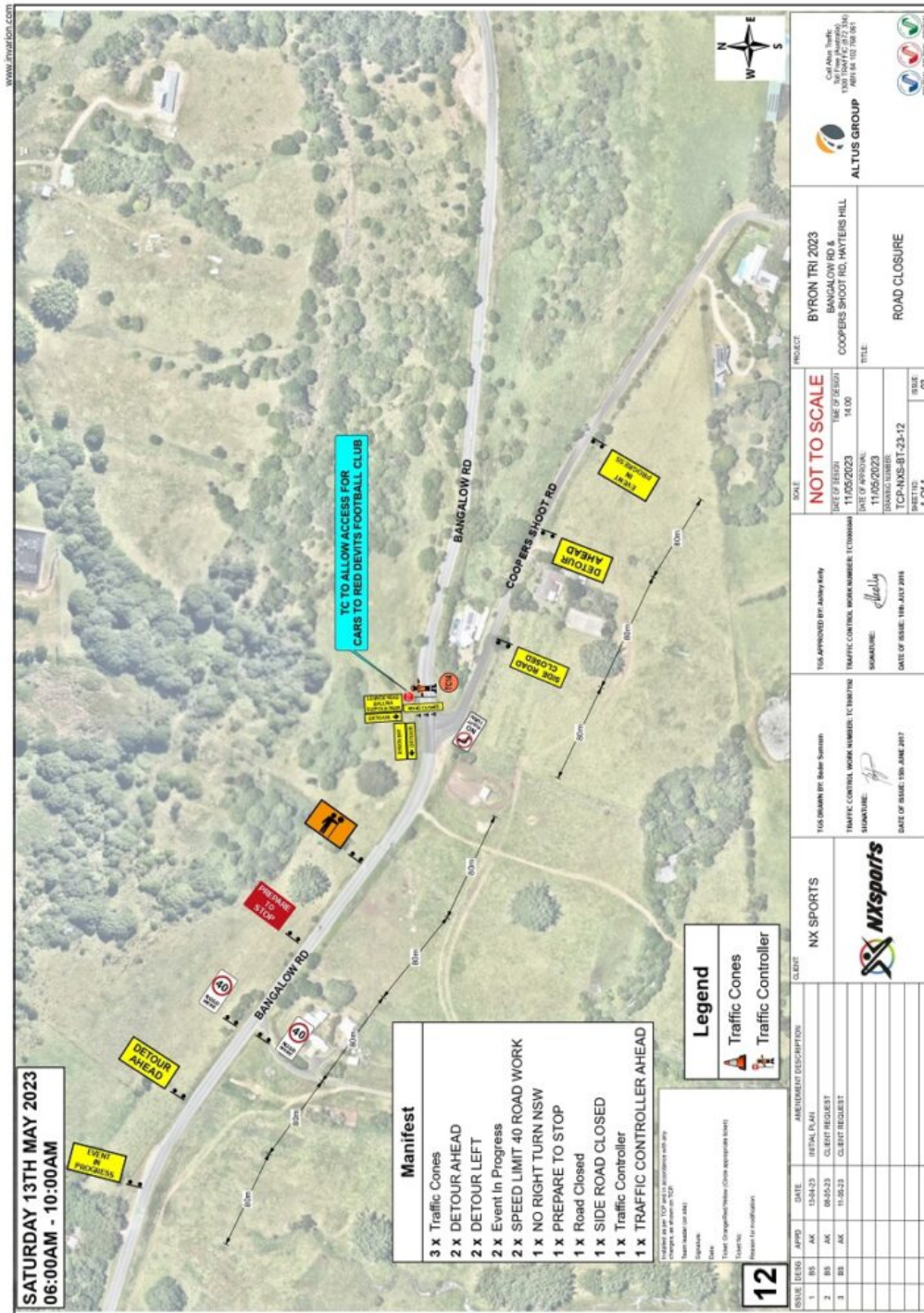
2025 Byron Bay Triathlon Local Traffic Committee Submission



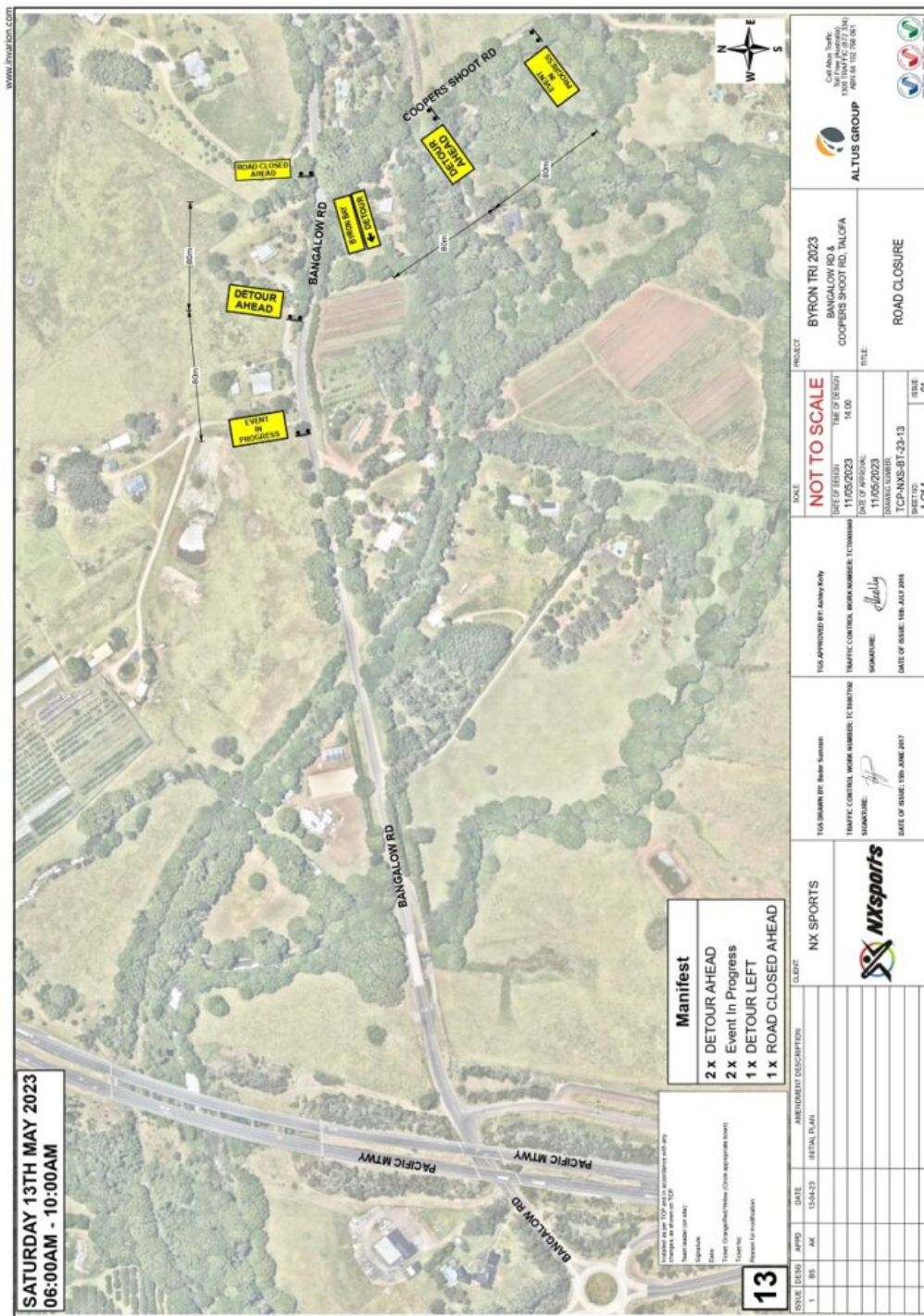


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NX Quality System

NX follows a procedural planning model to ensure the Event 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 Methodology 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.

Strategic Planning Model

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

These consistent Event 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 - Destination and Event
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 • Sustainability Plan • 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. 7.2 Electric vehicle line marking and signage

File No: I2025/227

Background

- 5 Council was recently awarded funding from the NSW Government Electric Vehicle (EV) Destination Charging Grant. The grant co-funded four new EV charging stations:

- 2 x 7 kW chargers at Lawson St North Carpark, Byron Bay
- 2 x 22 kW chargers at Mullumbimby Administration Building Carpark

- 10 Funding covered 75% of installation, hardware, and software costs (total funding amount \$18 945) with electric vehicle charging revenue used to cover the remainder of the costs. The grant funding did not cover signage and line marking.

Council's community enforcement team have reported complaints about non-electric vehicles parking in these locations, however signage and line marking are required for staff to issue infringements.

- 15 Staff intend to use the electric vehicle charging revenue to cover the costs of signage and line marking.

Scope of Work

In accordance with [TfNSW Electric Vehicle Charging Stations - Signposting and Pavement Marking](#), signage and line marking is required as follows:

- 20 a) Signage

As per R5-1-10n Time limited EV parking (example only):

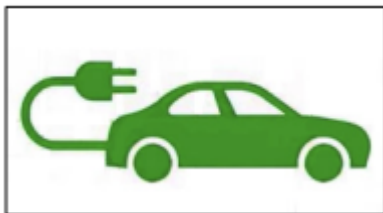


- 25 Example of EV only signage on Childe St, Byron Bay:



b) Line marking –

- 5 The pavement marking dimensions of the symbol and layout are provided in Traffic Signs register. The symbol should be applied with a skid resistant material that meets the performance requirements of TS 03294.1. The colour of the symbol shall be G13 Emerald as specified in AS 2700:



10

Example of EV pavement marking at Mullumbimby Administration Building:



Location Details

Location 1 – Lawson St North Carpark, Byron Bay

- 2 x parking spaces
- Pay parking, 4-hour time limit



Location 2 – Mullumbimby Administration Building

- 5
- 2 x parking spaces (adjacent to existing electric vehicle spaces)
 - Unpaid parking, no time limit



RECOMMENDATION:

- 5 That the Local Traffic Committee supports the installation of electric vehicle signage and line marking.

Report No. 7.3 Car share service expansion

File No: I2025/228

Background

- 5 Council currently facilitates a car charge program within the Shire, with private provider PopCar holding the current lease of 14 Council parking bays until 30 September 2026 (I2023/778).

10 Due to requests from local residents, PopCar have proposed three additional locations, Brunswick Heads, Bangalow, and Suffolk Park (one parking bay each). The additional three proposed parking bays would bring the total Council-owned parking bays allocated to car share to 17.

Scope of Work

15 Staff have completed several rounds of community consultation via mail and have received varying levels of support for the locations suggested. Through consultation with residents, Council's Traffic and Transport team, and Public and Environmental Services team, three locations are proposed for approval:

Location 1: Beech Dr, Suffolk Park

20 Three locations on Beech Drive and one location on Clifford Street were considered in Suffolk Park, however, were deemed unsuitable due to flooding or various traffic constraints. The highlighted area on Beech Dr in the image below was suggested by nearby residents as a good alternative due to its location adjacent Council owned land, high visibility for passing traffic and no other constraints such as flooding or bus stops. The area is unmetered, no time limit parking.

25 Recommendation: One line-marked parking bay is recommended within the highlighted area of Beech Dr, Suffolk Park.



Location 2. Deacon St, Bangalow

5 The highlighted area on Deacon St in the image below is an existing unmetered car park with no time limits. The area received no feedback from adjacent residents who received the consultation letter via mail. Alternative locations were also proposed on Ashton St, however negative feedback was received at this location.

Recommendation: One line-marked parking bay is recommended within the highlighted area on Deacon St, Bangalow.



10 Location 3. Tweed St, Brunswick Heads

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LOCAL TRAFFIC COMMITTEE MEETING

7.3

The highlighted area in the image below was recommended by the Traffic and Transport team due to its location outside of the pay parking area. The area is unmetered, no time limit parking (no parking between 1-6am). The no overnight parking does not apply to car share as is the case with other existing car share locations.

- 5 Recommendation: One line-marked parking bay is recommended within the highlighted area on Tweed St, Brunswick Heads.



Signage and line marking

- 10 a) Signage details

Refer to AS1742 and the RMS Sign Register for sign details.

No Parking/Authorised Car Share Vehicles Excepted signs are used to regulate car share only parking and enable compliance.

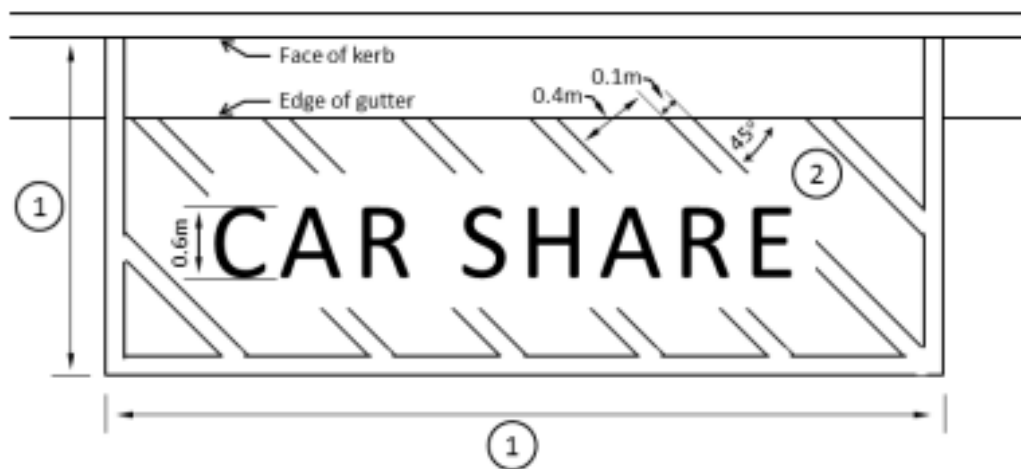
RS-447 No Parking/Authorised Car Share Vehicles Excepted:



b) Line marking details

Dimensions, layout and basic line marking for on street parking bays are provided in AS2890.5: Parking facilities – on street parking.

- 5 Line marking enhances visibility and compliance with car share only parking spaces and should include stencilling with white or green hatching:



Notes:

- ① Refer to AS2890.5 for the dimensions and transverse and longitudinal markings of the parking bay.
- ② Diagonal white lines may be used to enhance the visibility and recognition of the car share parking space. Green pavement paint may also be used between the diagonal lines for greater enhancement.

c) Example of signage and line marking (faded) at Mullumbimby Administration Building:



Fees and charges

If approved, each proposed parking bay will be leased for an annual fee of \$300 and all line marking and signage is at the expense of the current car share operator, PopCar, as per their lease agreement.

RECOMMENDATION:

That the Local Traffic Committee supports the expansion of car share and installation of associated signage and line marking.

Report No. 7.4 **Essential Energy - Pole Mounted Electric Vehicle Charger Trial - Signage and Line Marking**

File No: I2025/234

5

Background

Essential Energy are conducting a trial of pole-mounted Electric Vehicle (EV) destination chargers. Deploying EV chargers on existing poles is cost effective as electricity is already at these assets. At the end of the trial the utilisation will be assessed and recommendations made for future EV charging locations.

Essential Energy will fund 100% of the installation costs. It is still to be determined whether the cost for the signage and line markings would be covered by Infrastructure Services, or the charge point operator that is a partner in the trial.

For the trial, the preference is for signage and line markings to designate the car spaces as EV only while charging. Council has received negative feedback at other sites where there has been a delay in implementing signage and line markings as EV drivers cannot access the facilities. Transport for NSW data indicates that 2% of vehicles registered in the Byron Shire Council area are battery electric vehicles.

Council Staff used GIS mapping tools provided by Essential Energy to select optimal assets with proximity to local businesses, tourism and local experience destinations. Council Staff consulted the community by way of letter to surrounding houses and businesses.

From investigations of 15 shortlisted sites, 3 locations have been identified as suitable:

1. 2x designated car spaces at 26 Station Street, Bangalow
2. 1x designated car space at 55 Stuart Street, Mullumbimby
3. 1x designated car space at 34 Fingal Street, Brunswick Heads

Examples images of pole mounted EV chargers supplied by Essential Energy:



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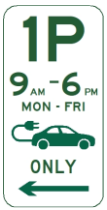

LOCAL TRAFFIC COMMITTEE MEETING

7.4

Scope of Work

In accordance with [TfNSW Electric Vehicle Charging Stations - Signposting and Pavement Marking](#), signage and line marking is required as follows:

a) Signage

Location	Parking Time Restriction	Signage Required (with image example)
26 Station Street, Bangalow	None	 EV parking (R5-10)
55 Stuart Street, Mullumbimby	2 hours	 Time limited EV parking (R5-1-10n)
34 Fingal Street, Brunswick Heads	4 hours	 Time limited EV parking (R5-1-10n)

5 b) Pavement Marking

- Pavement marking is regulatory and may be used to define a parking area for EVs. It should be used in combination with signposting at a charging station. The pavement marking dimensions of the symbol and layout are provided in Traffic Signs register. The marking shall reflect any charging restriction displayed on the signposting. The symbol should be applied with a skid resistant material that meets the performance requirements of TS 03294.1. The colour of the symbol shall be G13 Emerald as specified in AS 2700.

All sites will be designated for EV charging with the below image of the Pavement Marking with Charging Restriction.



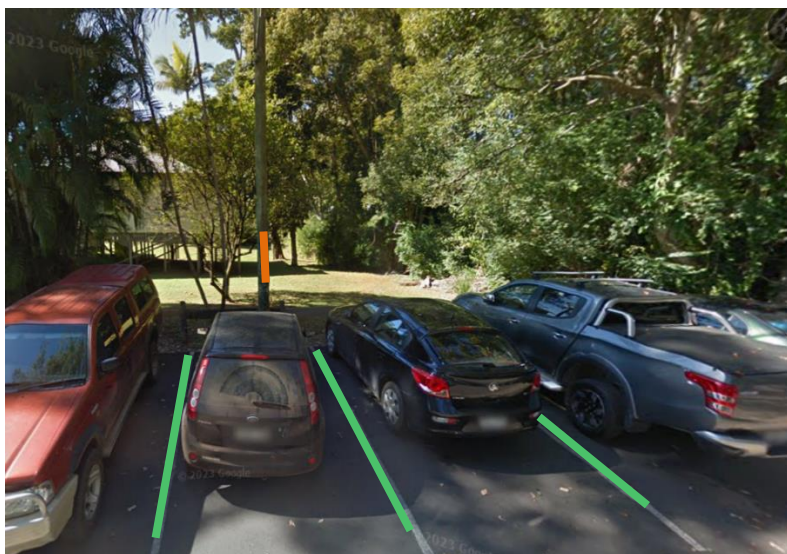
15 Location Details

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LOCAL TRAFFIC COMMITTEE MEETING

7.4

Location of EV pole charger (orange line) and 2 designated car spaces (green lines) at 26 Station Street, Bangalow.



Aerial view of Station Street, Bangalow, with pole circled in green.



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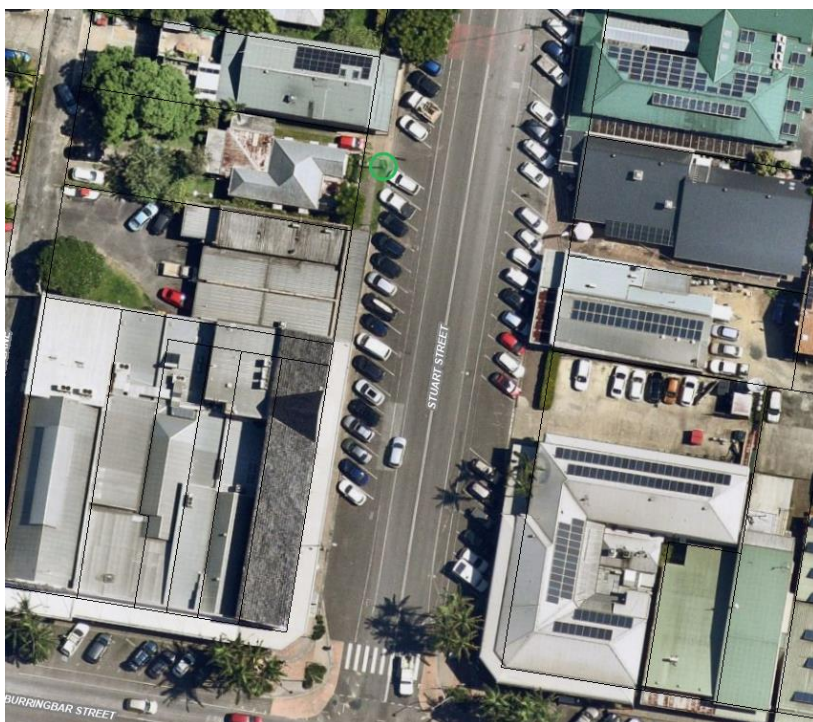
LOCAL TRAFFIC COMMITTEE MEETING

7.4

Location of EV pole charger (orange line) and 1 designated car space (green lines) at 55 Stuart Street, Mullumbimby.



Aerial view of Stuart Street, Mullumbimby, with pole circled in green.



5

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LOCAL TRAFFIC COMMITTEE MEETING

7.4

Location of EV pole charger (orange line) and 1 designated car space (green lines) at 34 Fingal Street, Brunswick Heads



Aerial view of Fingal Street, Brunswick Heads, with pole circled in green.



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LOCAL TRAFFIC COMMITTEE MEETING

7.4

Community Consultation

A summary of the community consultation for each site is provided in the table below.

Location	Supportive	Not Supportive	No Response	Comments
Bangalow	0	0	10	n/a
Mullumbimby	0	2	27	<p>Concern regarding time spent charging.</p> <p>Response: parking time limits will still apply.</p> <p>Suggestion to move to other location further outside town as parking limited.</p> <p>Response: During the trial the impacts will be monitored.</p>
Brunswick Heads	1	3	65	<p>Suggestion to move to other location as parking limited.</p> <p>Response: During the trial the impacts will be monitored</p> <p>Concerns regarding paid parking.</p> <p>Response: EV drivers will pay for parking and charging.</p>

5 RECOMMENDATION:

That the Local Traffic Committee supports the installation of designated electric vehicle signage and line markings for the Essential Energy trial at:

- 2 car spaces at 26 Station Street, Bangalow;
- 1 car space at 55 Stuart Street, Mullumbimby; and
- 1 car space at 34 Fingal Street, Brunswick Heads.