

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, 6 May 2025 |
| Time | 9.00 AM |

Phil Holloway
Director of Infrastructure Services

I2025/615
Distributed 29/04/25

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 1 April 2025
- 4. MATTERS ARISING**
- 5. OUTSTANDING ISSUES/RESOLUTIONS**
- 6. EVENTS**
 - 6.1 Byron Writers Festival 2025..... 3

EVENTS

Report No. 6.1 Byron Writers Festival 2025

File No: I2025/366

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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 2025

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Byron Writers Festival is proposed to be held in Bangalow Showgrounds from 8am to 5.30pm on the 8th to 10th of August 2025. Last years event was held at this location without any incidents or negative feedback from the community. On the basis that the TMP does not change, this report is seeking a 2 year approval.



Figure 1 – Locality

15 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.

Council has received a Traffic Management Plan 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 (E2025/28871)

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

On-site parking this year will be charged \$10 pre-paid with tickets.

The event organiser has confirmed that the parking area has capacity to accommodate the 900+ 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 8 August 2025 to 10 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, 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;
- f) not place any signage on the road related area of the Pacific Highway.

BYRON SHIRE COUNCIL

LOCAL TRAFFIC COMMITTEE MEETING

6.1

Attachments:

- 1 Byron Writers Festival 2025 - TMP, E2025/28871 , page 6 [↓](#) 

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BYRON WRITERS FESTIVAL 2025
BANGALOW NSW

17TH MARCH 2025

TRANSPORT
MANAGEMENT
PLAN

INGEN
CONSULTING
ENGINEERED WITH PURPOSE

Byron Writers Festival 2025
Transport Impact Assessment



DOCUMENT CONTROL

| Revision number | Description | Prepared | Reviewed | Issued | Issue date |
|-----------------|---------------|----------|----------|--------|------------|
| 0 | Client Review | JN | MK | MK | 14/03/25 |
| 1 | Section 138 | JN | MK | MK | 17/03/25 |
| | | | | | |
| | | | | | |
| | | | | | |

Document title: Transport Management Plan
Document number: J1341_TMP
Author: Jordy Nasario, *Beng (Civil) MIEAust TCT1021878*
Event: Byron Writers Festival
Event Organiser: Shien Chee | Executive Director

| Action | Position/Agency | Name | Signature | Date |
|---|------------------|---|-----------|-----------|
| Prepared by | Ingen Consulting | Jordy Nasario <i>TCT1021878</i> | | 17-Mar-25 |
| Approved by | Ingen Consulting | Michiel Kamphorst <i>PWZTMP 0039028234</i> | | 17-Mar-25 |
| <p>Council traffic management requirements have been met. Regulation of traffic is therefore authorised for all non-classified roads described in the traffic and risk management plans in this TMP. The approval of the TMP is for the regulation of traffic only and the endorsement of the concept proposed for managing the traffic and transport network.</p> | | | | |
| Approved by | | | | |
| <p>Transport for NSW's traffic and transport management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the traffic, transport and risk</p> | | | | |

Byron Writers Festival 2025
 Transport Impact Assessment



| Action | Position/Agency | Name | Signature | Date |
|--|-----------------|------|-----------|------|
| <i>management plans in this TMP. The approval of the TMP is for the regulation of traffic only and the endorsement of the concept proposed for managing the traffic and transport network.</i> | | | | |
| Approved by | | | | |

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1. DEFINITIONS AND ABBREVIATIONS

1.1. Abbreviations

| Abbreviation | |
|--------------|--|
| CBD | Central Business District |
| DDA | Disability Discrimination Act |
| HVM | Hostile Vehicle Mitigation |
| LGA | Local Government Area |
| LTC | Local Traffic Committee (Council meetings) |
| NSW | New South Wales |
| NSWPF | New South Wales Police Force |
| PAC | Police Area Command (NSW Police areas) |
| ROL | Road Occupancy Licence |
| TfNSW | Transport for New South Wales |
| TCS | Traffic Control Signals |
| TGS | Traffic Guidance Scheme |
| TMC | Transport Management Centre |
| TMP | Transport Management Plan |
| VMS | Variable Message Sign |
| WHS | Work Health and Safety |

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1.2. Definitions

| Term | Definition |
|---|--|
| Advertising | In the context of this document means advertising the traffic management arrangements for the event. It does not mean promotional advertising for the event itself. |
| Chicane | The lateral movement of traffic from one or more lanes onto another alignment before a shift back toward the original road alignment but not necessarily into the original lane or lanes. Typically applied to reduce the speed of traffic. |
| Event Marshall | Event Marshalls are to be used for event related marshalling. They must not be used to direct, implement, staff, or control live traffic in any way on a public road. |
| Government Enterprise | An organisation such as NSW State Forests where off-road events are sometimes conducted. |
| Government trusts or authorities | Manage many facilities across the State of NSW. |
| Hazard | A situation, condition or source that has the potential to lead to negative consequences, harm or loss, but not the negative outcome itself |
| Hostile Vehicle Mitigation | Are the plans for preventing vehicular access to crowded places to help mitigate any risk? The suggested countermeasures may also be valuable in other situations, such as protecting pedestrians on footpaths from dangerous or drunk drivers minimising the risk of an emergency. |
| Local Traffic Committee | A LTC is a technical review committee consisting of representatives from Council, TfNSW, NSW Police Force, and a Local Parliamentary member. LTC advise Council on traffic control matters. If an event impacts the regulation of traffic on a road, such as road closures, certain signs, markings or signals that direct or warn traffic, it will be submitted to the LTC. The LTC is not the approver of an event but provides a recommendation to Council as part of the event approval process. |

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| Term | Definition |
|---|---|
| Permanent Variable Message Signs | Are electronic signs in fixed locations with their messages controlled by the Transport Management Centre (TMC) central management computer system. |
| Portable Variable Message Signs | Are electronic signs on trailers that can be moved easily and positioned in strategic locations. The messaging can be controlled remotely through various software provided with the boards. |
| Regulate traffic | Means restrict or prohibit the passage along a road of persons, vehicles, or animals (Roads Act 1993). Council and TfNSW require traffic to be regulated as described in the traffic and risk management plans. |
| Regulatory Signs | Are used to indicate or reinforce traffic laws, regulations or requirements which apply either at all times or at specified times or places, for example: special event clearway signs, speed zone signs and no parking signs. |
| Roads Authority | A road authority is responsible for the functions conferred on it by the <i>Roads Act 1993</i> |
| Road Occupancy Licence | A permit which conditionally allows the holder to use or occupy a specified road space at approved times |
| Safe Work Method Statement | A document which identifies the type of work being undertaken, the risks, the hazards and controls to be implemented to eliminate the risk. |
| Sharing Scheme Providers | <p>A commercially operated public sharing scheme is when a micromobility device is:</p> <ul style="list-style-type: none"> • Made available for hire; and • Hired, from wherever they are located, through a wholly or partly automated electronic system; and • Not required to be returned, after the period of hire ends, to private premises. <p>Examples of sharing schemes include the e-scooters made available in regional and metropolitan areas during the NSW Government's shared e-scooter trials.</p> |
| Traffic Calming Devices | Are items on the road such as speed humps, chicanes and roundabouts designed to reduce vehicle speed |

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| Term | Definition |
|-------------------------------------|--|
| Special Event Clearway | A restriction on parking during the hours described on the regulatory signs, but with tow away provisions. Only TfNSW can establish a special event clearway and arrange clearway towing. Police enforce the restriction. |
| Special Event Signage | Are warning signs of an upcoming event road closure. These signs are not regulatory signs and any information on them is not enforceable. |
| Temporary Traffic Management | the organisation, arrangement, guidance, and control of both stationary and moving traffic, including pedestrians, cyclists and all types of vehicles, around a hazard or work site for the safety of both road workers and road users |
| Traffic Controller | A person holding a SafeWork NSW qualification principally concerned with the competency of directing traffic in accordance with a traffic guidance scheme (TGS) and transport management plan |
| Traffic Control Planner | Is recommended to assess the likely risks associated with the event from a traffic management perspective and create appropriate traffic guidance schemes and transport management plan to control or eliminate all foreseeable risks. Has undertaken an accredited course in traffic control planning. Has current TfNSW certification or a "nationally recognised certificate" in traffic and acts in accordance with the TfNSW 'Guide to Traffic Control at Work Sites Manual' and/or 'Austroads Guide to Temporary Traffic Management' |
| Work area | Specific area where work is being carried out. |
| Work site | Area which includes the work area(s) and any additional length of road required for advance signing, lane closures or other areas needed for associated purposes. |

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2. INTRODUCTION

2.1. Purpose

Ingen Consulting P/L has been engaged by Byron Writers Festival to prepare a Transport Management Plan (TMP) to outline the traffic and transport arrangements proposed for the 2025 Byron Writers Festival.

This plan sets out the traffic and transport management initiatives that will be deployed to minimise disruption to the non-event community and mitigate risks to the safety of the wide range of stakeholders potentially affected by the event including but not limited to motorists, pedestrians, cyclists, public transport users, local residents, property owners, business owners and workers/ staff.

This plan was prepared following the TfNSW Brief Transport Management Plan Template and amended where deemed necessary by the authors of this report.

2.2. Legislative requirements

This TMP has been prepared by a person who holds a Prepare a Work Zone TMP qualification issued by SafeWork NSW or equivalent. All risks have been determined in accordance with the Traffic Control at Worksites Manual and/or AS 1742.3 Manual of Uniform Traffic Control Devices – Part 3: Traffic control for works on roads.

In case of emergencies or for the management of incidents, the NSW Police are not subject to the conditions of this TMP but should attempt to inform other agencies of the impacts of the incident on the event.

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3. SPECIAL EVENT OVERVIEW

3.1. Event location

The event is located at the Bangalow Showground in Bangalow NSW. The subject site comprises Lot 1 DP359227 and Lot 1 DP585465 as shown in Figure 1 below.

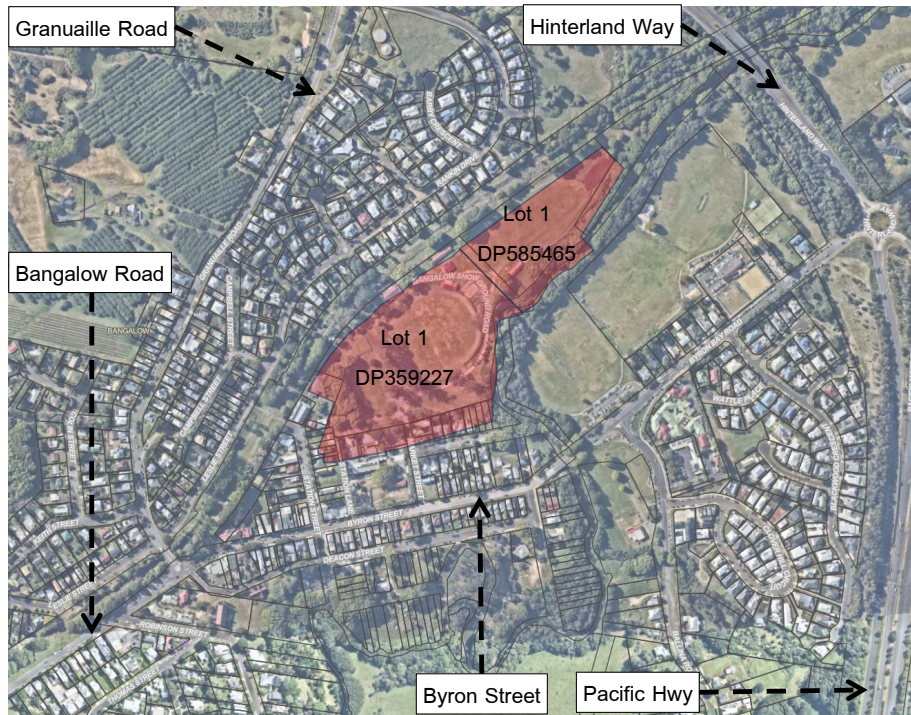


Figure 1 | Event Overview Map, Source: BSC

3.2. Event details

- Event name:** Byron Writers Festival 2025
- Event location:** Bangalow Showground in Bangalow NSW.
- Event date:** School days August 6-7. Main event August 8-10.
- Event start time:** 8 am from August 8-10.
- Event Finish Time:** 5:30 pm from August 8-10.
- Event is:** Off street
- Event is:** An annual event
- Event Class is:** Class 3
- Event number of patrons/tickets per day:** 2500

