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 Insfrastructre Services

I2025/615 Distributed 29/04/25



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 Ryron Writers Festival 2025

LOCAL TRAFFIC COMMITTEE MEETING

EVENTS

Report No. 6.1 Byron Writers Festival 2025

File No: 12025/366

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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

Byron Writers Festival is proposed to be held in Bangalow Showgrounds from 8am to 5.30pm on the 8th to10th 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.

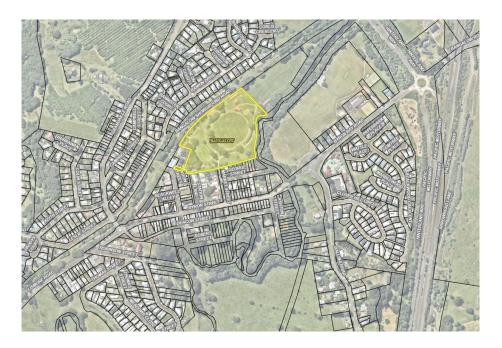


Figure 1 – Locality

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)

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.

LOCAL TRAFFIC COMMITTEE MEETING

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.

6.1

5 **RECOMMENDATION**:

- 1. That the Local Traffic Committee supports the traffic management associated with the Writers Festival in Bangalow from the 8 August 2025 to 10 August 2025.
- 2. That the Local Traffic Committee support is subject to:
- 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:
 - 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 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:
 - 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) not place any signage on the road related area of the Pacific Highway.

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LOCAL TRAFFIC COMMITTEE MEETING

<u>6.1</u>

Attachments:

1 Byron Writers Festival 2025 - TMP, E2025/28871, page 6 🗓 🛗

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<u>EVENTS</u> <u>6.1 - ATTACHMENT 1</u>



EVENTS

6.1 - ATTACHMENT 1

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 TCT1021878		17-Mar- 25
Approved by	Ingen Consulting	Michiel Kamphorst PWZTMP 0039028234		17-Mar- 25

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.

Approved		
by		

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

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EVENTS

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Byron Writers Festival 2025 Transport Impact Assessment



Action	Position/Agency	Name	Signature	Date			
	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.						
Approved by							

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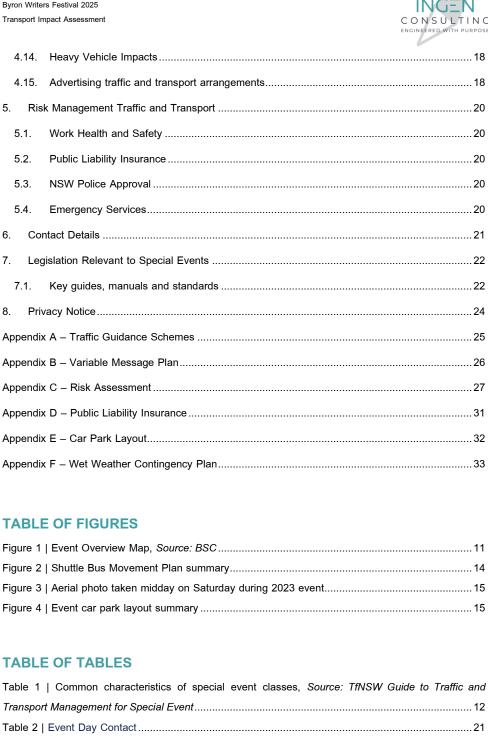
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Byron Writers Festival 2025



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1. DEFINITIONS AND ABBREVIATIONS

1.1. Abbreviations

Abbreviation				
CBD	Central Business District			
DDA	sability 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			
тмс	Transport Management Centre			
ТМР	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</i> Act 1993
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	A commercially operated public sharing scheme is when a micromobility device is: 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. Examples of sharing schemes include the e-scooters made available in regional and metropolitan areas during the NSW Government's shared e-scooter trials.
Traffic Calming Devices	Are items on the road such as speed humps, chicanes and roundabouts designed to reduce vehicle speed

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EVENTS

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Byron Writers Festival 2025 Transport Impact Assessment



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	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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EVENTS

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Byron Writers Festival 2025 Transport Impact Assessment



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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6.1 - ATTACHMENT 1

Byron Writers Festival 2025 Transport Impact Assessment



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.

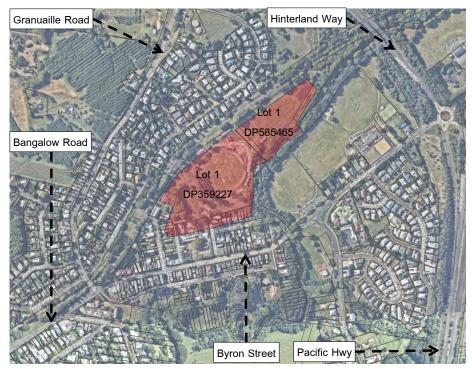


Figure 1 | Event Overview Map, Source: BSC

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

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Event number of staff per day: 200
Event setup start date: 28 July
Event pack up start date: 11 August

Note on Setup and Pack-Up: The Event Organizer has indicated that a detailed Production Schedule will be prepared closer to the event date and can be made available upon request.

Note that the event class has been classed as Class 3 Event – Minor Impact. The classification was based on the common characteristics of special event classes in the Guide to Traffic and Transport Management for Special Events Chapter 2. Table 3 from the guideline was reproduced, answering each question and the most appropriate event class was found to be Class 3. Refer to Table 1 below.

Table 1 | Common characteristics of special event classes, Source: TfNSW Guide to Traffic and

Transport Management for Special Event

Criteria	Class	Class	Class	Class	BWF
	1	2	3	4	
Impact on traffic and transport network	~	~	~	~	~
Disruption to non-event community	~	~	~	~	~
Takes place on a road or in a venue/precinct	~	~	~	~	~
Impacts on a State road and a TfNSW ROL	~	~	~	×	~
application is required					
Impacts Transport modes for detours, event	~	~	~	×	×
attendance and/or event space					
Heavy vehicle route detours	~	~	~	×	×
Impacts on traffic signals	~	~	×	×	×
Requires additional network capacity for traffic	~	~	×	×	×
and/or transport					
Vehicle race event on a road or road related area	~	×	×	×	×
Special event clearways	~	~	~	×	×
Transport Management Plan	~	~	~	~	~
Notification of impacts on the traffic network	~	~	~	~	~
Notification of impacts on transport networks	~	~	~	~	~
LTC involvement	~	~	~	×	~

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EVENTS

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Byron Writers Festival 2025 Transport Impact Assessment



Event planning and delivery includes NSW Police, TfNSW and Council(s)	•	•	~	~	~
Local Council consent only	×	×	~	~	~
Local neighbourhood event	×	×	×	~	×
Council managed parking restrictions	~	~	×	×	×

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4. TRAFFIC AND TRANSPORT MANAGEMENT

4.1. The route or location

The Shuttle Bus Movement Plan and On-site Vehicle and Pedestrian Movement Plan are available in Appendix A.

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. The drop-off area will be a temporary bus bay between the intersections of Byron Street / Market Street & Byron Street / Station Street.

The shuttle bus will return patrons in the afternoon using the same route.

The operation hours for the shuttle bus are from 7:30 am to 6:30 pm, from Friday to Sunday.

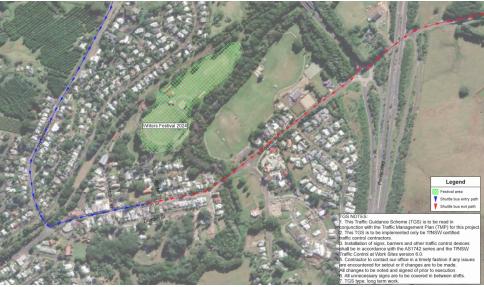


Figure 2 | Shuttle Bus Movement Plan summary

4.2. Parking

The Event Organiser has confirmed that onsite parking for 2025 event will cost \$10/car per day and must be prepaid. The event Organiser has also confirmed that an onsite parking coordinator has been engaged, and 900+ car park spaces will be available inside the event.

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Appendix E shows a car park layout that Ingen has done in 2023, first year of BWF at Bangalow showground. Consider that during the event was noticed that more car park spaces were available than planned, and other areas not in the original plan were found to park cars.

An aerial photo taken at midday on Saturday 2023 event is shown in Figure 3 below.



Figure 3 | Aerial photo taken midday on Saturday during 2023 event

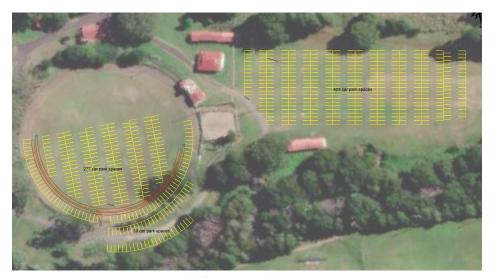


Figure 4 | Event car park layout summary

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EVENTS 6.1 - ATTACHMENT 1

Byron Writers Festival 2025
Transport Impact Assessment



4.3. Parking Restrictions

No stopping area is proposed at Market Street during the festival on both sides of the street. The existing parking restriction signs are to be covered by no stopping signs, and the existing no stopping signs are to be maintained. Refer to TGS03 in Appendix A for more details of the no stopping zone in Market Street.

As mentioned in section 4.1, a temporary bus bay will be in operation between the intersections of Byron Street / Market Street and Byron Street / Station Street. This bus bay will have an R5-20 "Bus Zone" sign erected along the northern verge. Refer to TGS04 and TGS05 in Appendix A for more details of the shuttle bus movement plan and the temporary bus bay arrangement.

4.4. School days

Byron Bay Writers Festival 2025 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 Street and exit onto Market Street. 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.

4.5. Bangalow Public 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 4 Thursday 7 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.

4.6. Access for residents, businesses, hospitals, and emergency vehicles.

This TMP aims to minimise the impact of this event on the non-event community.

Emergency vehicles will be able to access the event site and the surrounding road network.

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EVENTS

6.1 - ATTACHMENT 1

Byron Writers Festival 2025
Transport Impact Assessment



4.7. Closing and reopening of road

No lane closures are proposed for the event.

4.8. Traffic guidance schemes

Traffic Guidance Schemes have been designed according to the requirements stated in Transport for NSW Traffic Control at Worksites version 6 Technical Manual and Australian Standard 1742. The TGS set can be found in Appendix D.

4.9. Hostile vehicle mitigation plan

Subject to advice from NSW Police during the LTC meeting, we anticipate that the preparation of a Hostile Vehicle Mitigation Plan is not warranted for this event.

4.10. Traffic calming, construction and traffic generating developments

This section will outline how this TMP, with its TGSs, has been designed to minimise the impact of construction activities, traffic calming devices and event traffic.

Three traffic controllers will be located at the intersection 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 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 in Appendix A for more details.

Additional spotters will be placed at the Byron Street roundabout with Granuaille Road and near the Hinterland Way off-ramp. The task of these spotters is to monitor queue lengths and advise the traffic controllers at Market Street regarding the location of queues so that the traffic controllers can give priority according to the information received to minimise the risk of queueing extending past these locations. Traffic controllers and spotters will be used at the traffic management contractor's discretion and may not be needed at all times.

For traffic controllers' safety, the existing posted speed limit of 50km/hr will be changed to a 40km/hr roadwork speed limit 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 TGS03 (Appendix A). Also, four cones placed at 4 meters spacing must be located immediately preceding the traffic controller's location at the centre of the road.

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EVENTS 6.1 - ATTACHMENT 1

Byron Writers Festival 2025 Transport Impact Assessment



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 Lane with Byron Street. Refer to On-site Vehicle and Pedestrian Movement Plan in Appendix A.

4.11. Public transport impacts

The proposed event will impact the existing public transport in Byron Street. The impact will be just on Friday as there is no public transport operation on Saturdays and Sundays.

This festival will impact bus service in Byron Street. This TMP includes Traffic Guidance Schemes that will minimise this impact. Note that the proposed TGSs will not block or interrupt the existing bus bay at any time.

4.12. Active Transport

Non-event pedestrians are not impacted as the surrounding footpaths will not be closed. The event pedestrians will be instructed to access the event through Station Lane, as demonstrated in the Appendix A On-site Vehicle and Pedestrian Movement Plan.

There are no bicycle paths along Byron Street and Bangalow Road near the festival site. Cyclists are expected to ride along the road and adhere to traffic management signage and instructions.

4.13. Point to Point Transport

The festival will provide a drop-off area for ridesharing and taxi services located at the proposed temporary bus bay. The proposed temporary bus bay will be large enough to cater a bus and small vehicle at the same time.

4.14. Heavy Vehicle Impacts

During peak arrival times, the presence of the festival may result in short delays for through traffic, which would include heavy vehicle traffic. This TMP includes Traffic Guidance Schemes that will minimise the impact on such vehicles.

4.15. Advertising traffic and transport arrangements

Variable Message Sign (VMS) will be placed on Bangalow Rd, Lismore Rd and Grannuaille Rd. Refer to Variable Message Plan in Appendix B.

The location of VMS boards are approximate only, and they should not be obscured by vegetation, and placed such that 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.

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EVENTS

6.1 - ATTACHMENT 1

Byron Writers Festival 2025 Transport Impact Assessment



The event will be advertised via a notice in the local newspaper at least one week before the operational impacts taking place, 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.

The event will be advertised on BSC's website and social media with the event organiser supplying Council with relevant information.

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EVENTS

6.1 - ATTACHMENT 1

Byron Writers Festival 2025
Transport Impact Assessment



5. RISK MANAGEMENT TRAFFIC AND TRANSPORT

5.1. Work Health and Safety

The Risk Assessment is provided in Appendix C. The identified risks fall into two main categories: health risks and project risks.

Health risks refer to injuries caused by crashes or other incidents, with consequences evaluated based on their impact on personal health and well-being. Project risks, on the other hand, refer to risks that may influence the future operation of this festival at the site. Although project risks such as traffic congestion could also result in health risks due to back of queue collisions, these project risk analyses do not consider health risk. The health risk considerations in themselves include consideration of traffic congestion and thus implicitly cover the health aspect of project risks.

This assessment serves as a reference and intends to help key stakeholders—including festival organizers, traffic managers, and emergency responders—develop their own risk assessment and mitigation strategies.

5.2. Public Liability Insurance

The Public liability insurance certificate of currency from the traffic control company can be found in the Appendix D.

5.3. NSW Police Approval

The event is not a public assembly or a vehicle race on road or road-related. Therefore, according to TfNSW Guide to Traffic and Transport Management for Special Events clause 3.2.3, police approval is not needed.

The Event Organiser has informed that the local police will be notified of the event.

5.4. Emergency Services

The Event Organiser has informed that emergency services will be notified of the event, and Byron Writers Festival will have St Johns Ambulance first aid onsite during the event.

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6. CONTACT DETAILS

Table | Event Planning Contact Details

Name	Agency	Role	Contact Number	Email
Shien Chee	Byron Writers Festival	Executive Director	0411 079 882	shien@byronwritersfestival.com
Jordy Nasario	Ingen Consulting	Civil Engineer	0433 962 684	jordy@ingenconsulting.com.au

Table 2 | Event Day Contact

Name	Agency	Role	Contact Number	Email
Shien Chee	Byron Writers Festival	Executive Director	0411 079 882	shien@byronwritersfestival.com
Matt Adams	Altus Traffic	Traffic Control Surpervisor	0408 315 865	matt.adams@altustraffic.com.au
Jordy Nasario	Ingen Consulting	Civil Engineer	0433 962 684	jordy@ingenconsulting.com.au

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7. LEGISLATION RELEVANT TO SPECIAL EVENTS

When planning a Special event that affects the traffic and transport network there is legislation, standards and manuals that are to be referred too to govern or guide the planning of the event. These are some of the key legislations that have been considered when developing this document.

NOTE: It is important to seek professional legal advice to ensure that you are complying with all relevant legislation and regulations. Due to the complex legislative and regulatory environment Transport for NSW recommends all event organisers seek expert legal advice.

7.1. Key guides, manuals and standards

Document	Publisher
AS 1742.1, Manual of uniform traffic control devices, Part 1: General introduction and index of signs	Standards Australia
AS 1742.2, Manual of uniform traffic control devices, Part 2: Traffic control devices for general use	Standards Australia
AS 1742.3, Manual of uniform traffic control devices, Part 3: Traffic control for works on roads	Standards Australia
AS 1743, Road Signs - Specifications	Standards Australia
AS 4852.2, Variable Message Signs, Part 2: Portable Signs	Standards Australia
AS/NZS 1906.1, Retroreflective materials and devices for road traffic control purposes, Part 1: Retro-reflective sheeting	Standards Australia
AS/NZS 1906.2, Retroreflective materials and devices for road traffic control purposes, Part 2: Retro-reflective devices (non-pavement application)	Standards Australia
AS/NZS 3845.2, Road safety barrier systems and devices	Standards Australia
Australia's Strategy for Protecting Crowded Places from Terrorism 2023 (nationalsecurity.gov.au)	Australian National Security
Guide to Temporary Traffic Management	Austroads

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Document	Publisher
Guide to Traffic Management	Austroads
Hostile Vehicle Guidelines for Crowded Places	Australian National Security
New South Wales Guidelines for Bicycle Road Races	Transport for NSW
Portable Variable Message Signs	Transport for NSW
Traffic Control at Worksites Manual (latest version)	Transport for NSW
TS 00028, Accepted Road Safety Barrier Systems and Devices	Transport for NSW
VMS Messaging – Guide to Traffic Management Part 10	Austroads
Work Health and Safety Act 2011 (NSW)	SafeWork NSW
Work Health and Safety Regulation 2017 (NSW)	SafeWork NSW

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8. PRIVACY NOTICE

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, Transport for NSW (TfNSW) and/or Local Government.

By signing the document authorisation section of this document, you declare that the details in this Transport Management Plan are true and complete. I understand that:

- The "personal information" is being collected for submission of the Transport Management Plan for the event described in the Introduction section of this document.
- I must supply the information under the Road Transport Legislation (as defined in the Road Transport (General) Act 1999) and the Roads Act 1993.
- Failure to supply full details and to sign or confirm this declaration by signing off on this TMP by the Event Organiser can result in the event not proceeding.
- The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".
- The "personal information" held by the Police, TfNSW and/or Local Government may be disclosed inside and outside of NSW to event managers, or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.
- The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation

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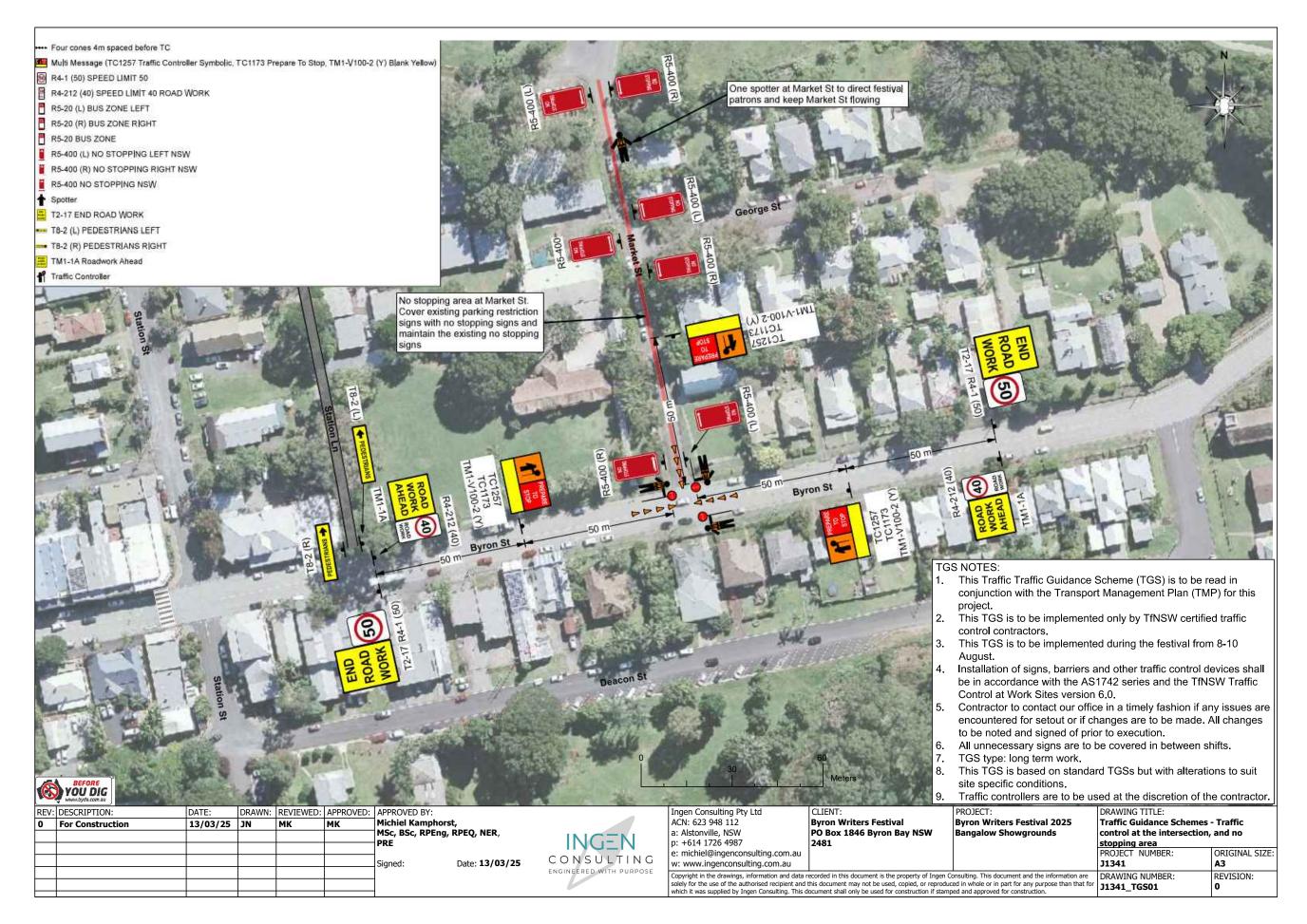
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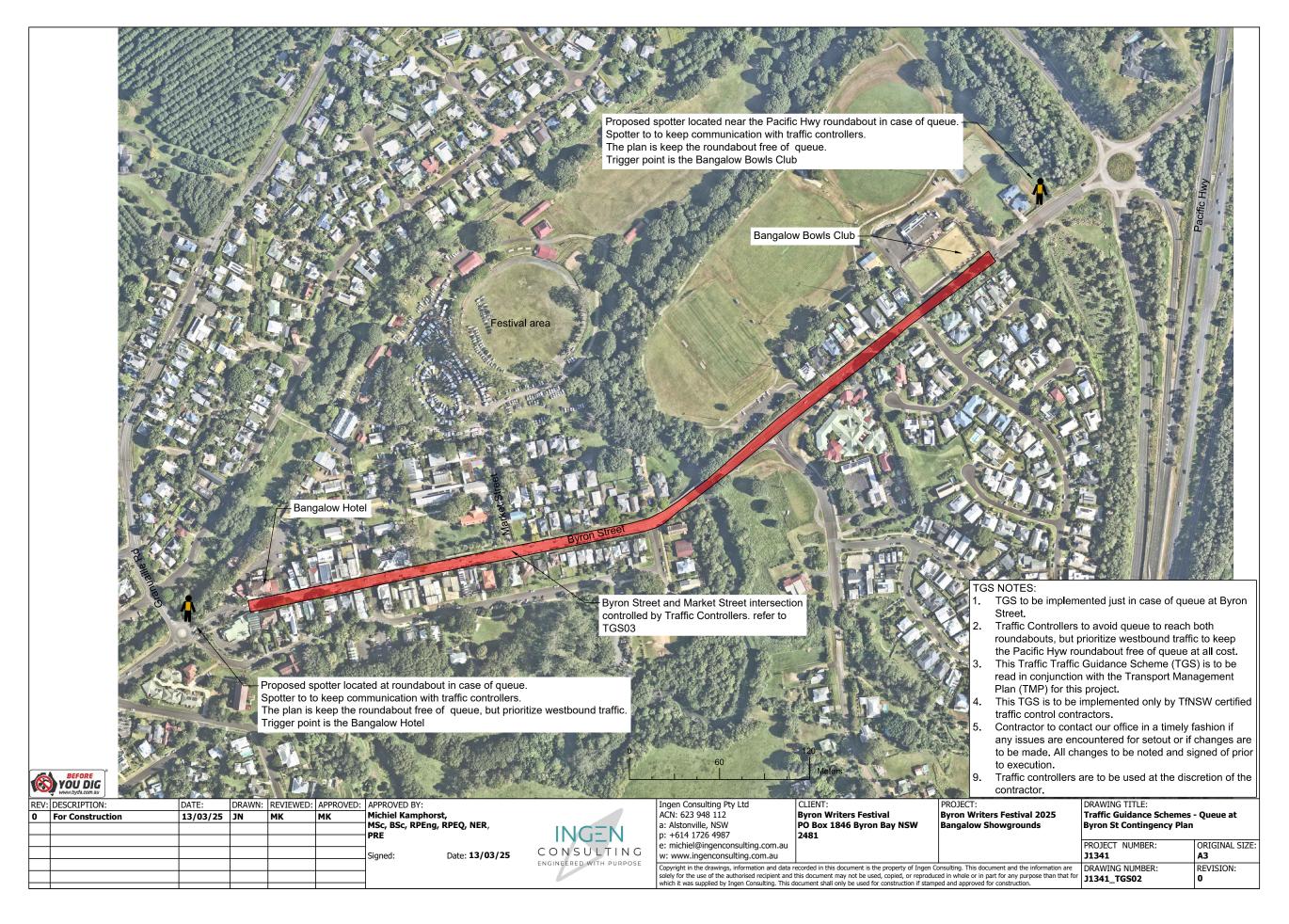
APPENDIX A - TRAFFIC GUIDANCE SCHEMES

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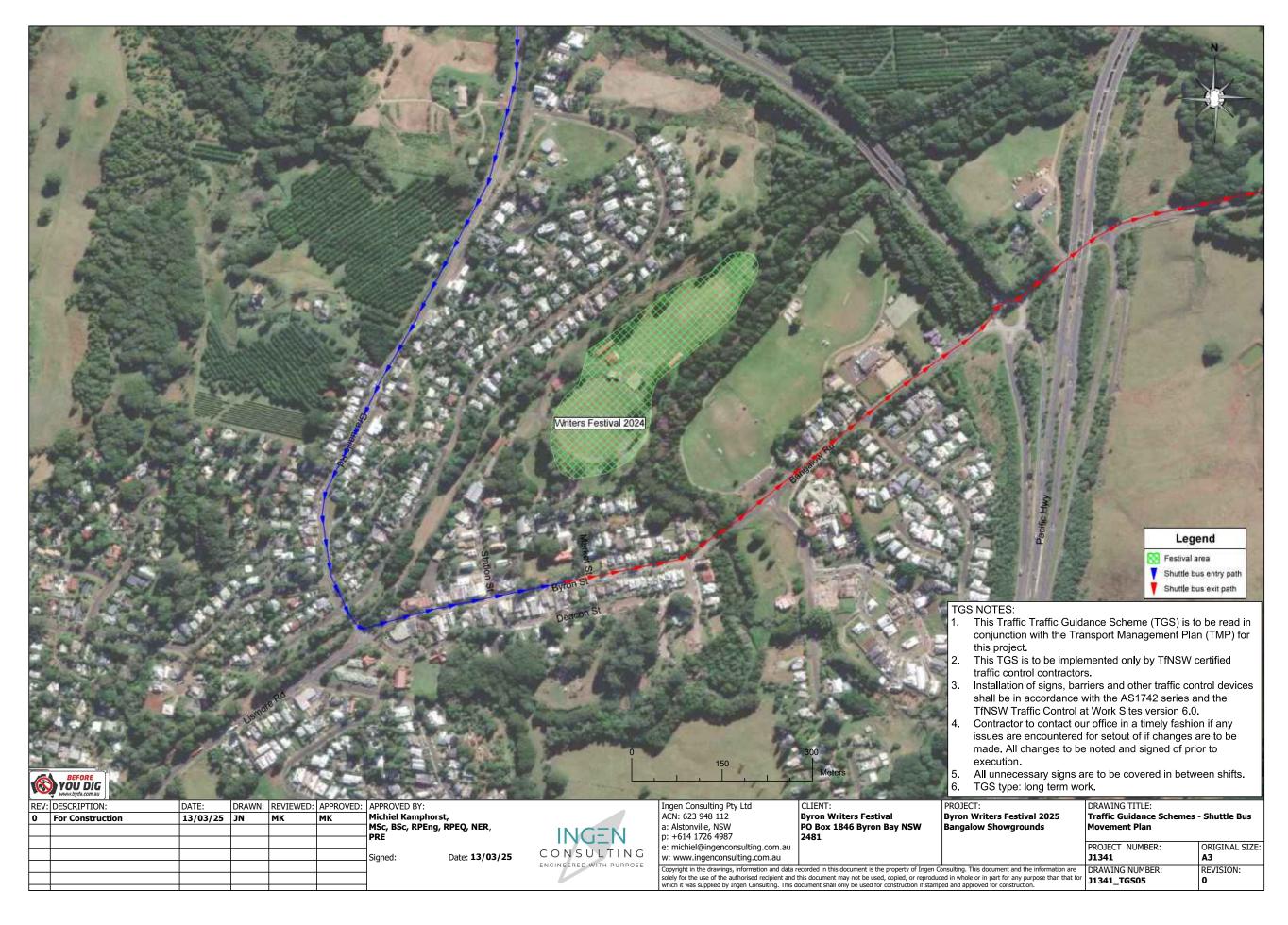
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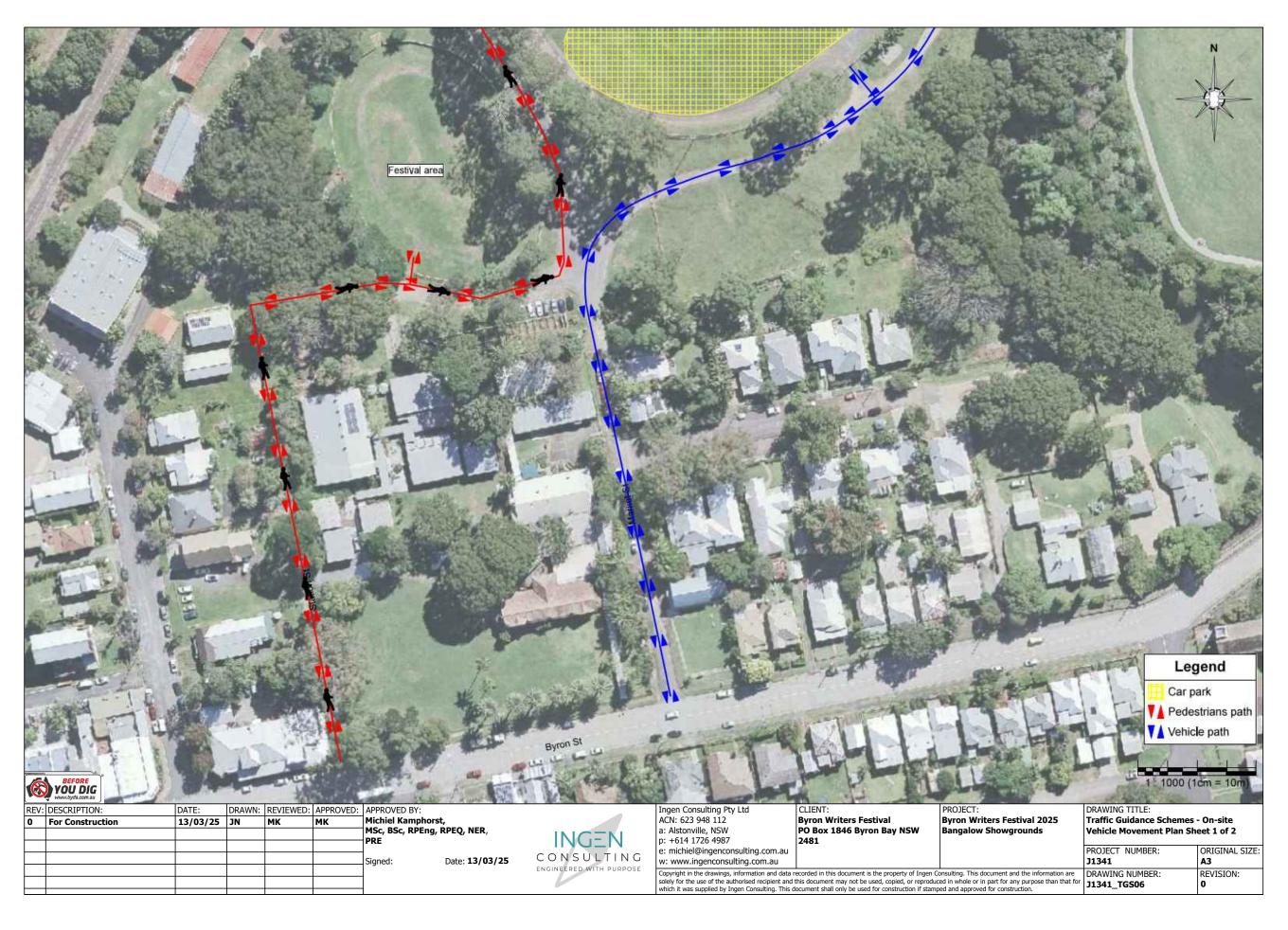
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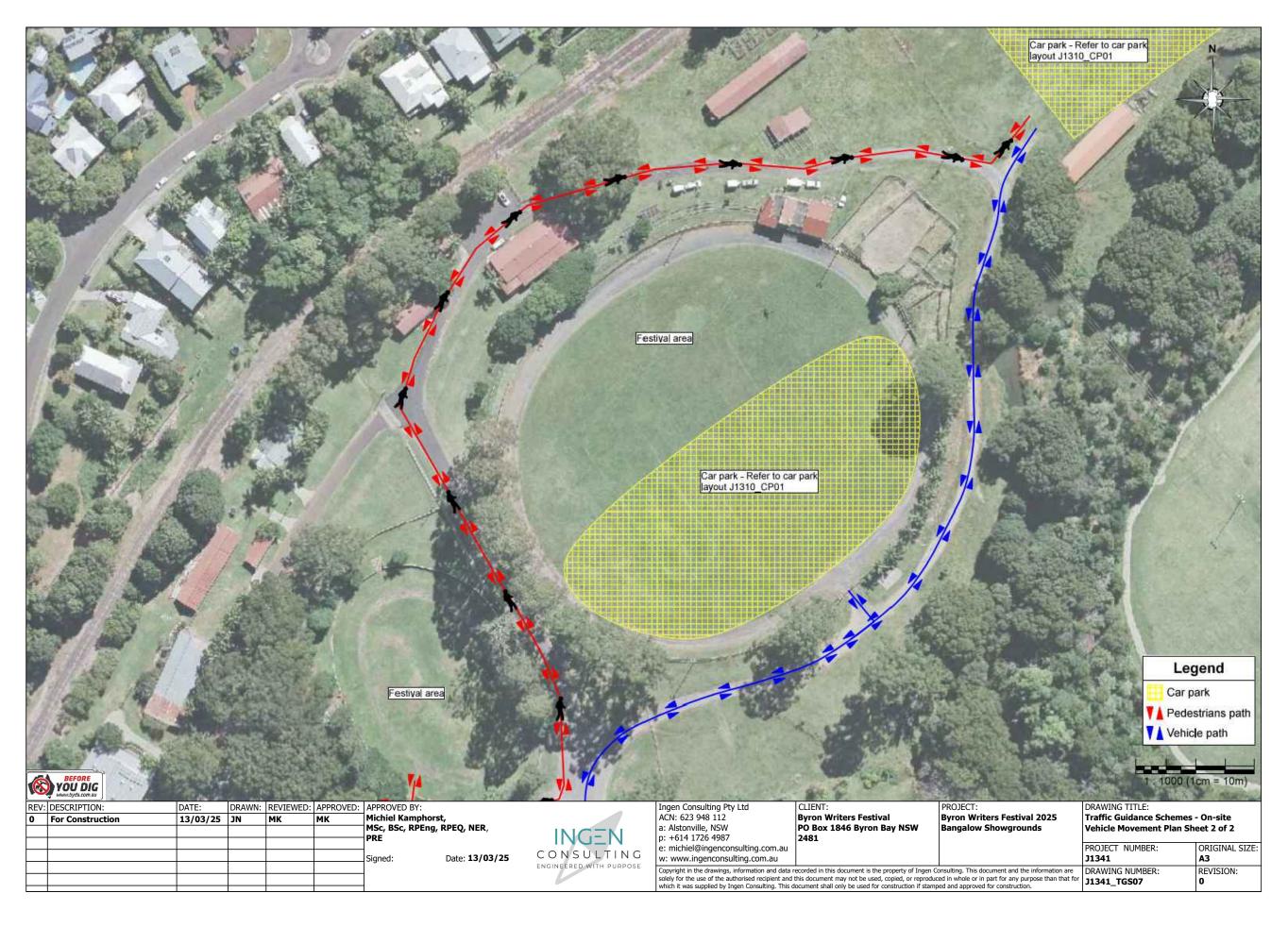
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APPENDIX B – VARIABLE MESSAGE PLAN

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<u>EVENTS</u> <u>6.1 - ATTACHMENT 1</u>

Byron Writers Festival 2025 Variable Message plan



DOCUMENT CONTROL

Revision number	Description	Prepared	Reviewed	Issued	Issue date
0	Client Review	JN	MK	MK	14/03/25

Document title: Variable Message Plan

Document number: J1341_VMP

Author: Jordy Nasario, Beng (Civil) MIEAust TCT1021878

Event: Byron Writers Festival

Event Organiser: Shien Chee | Executive Director

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Byron Writers Festival 2025 Variable Message plan



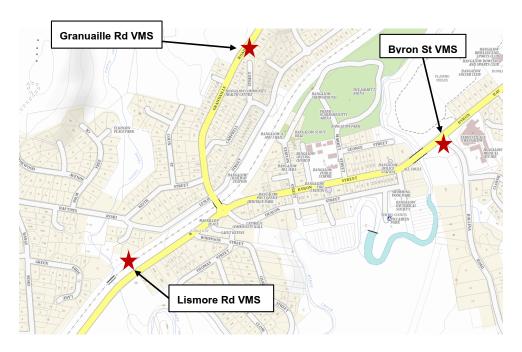
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1. VARIABLE MESSAGE SIGN LOCATION OVERVIEW MAP

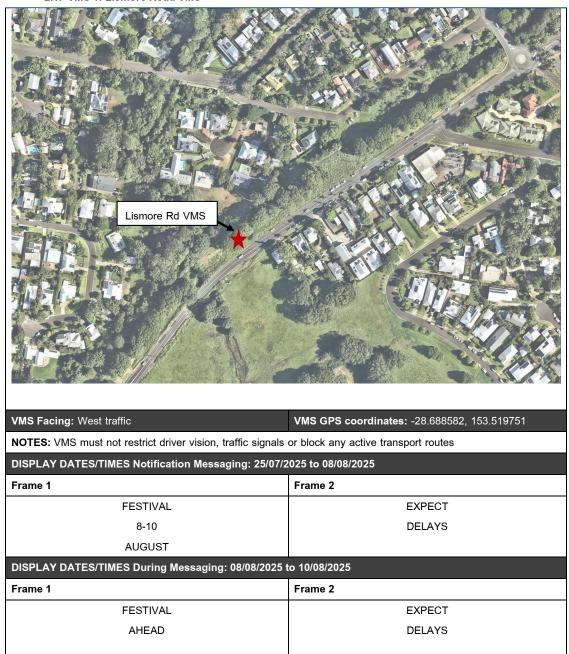


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2. PORTABLE VMS LOCATIONS AND MESSAGING

2.1. VMS 1: Lismore Road VMS



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2.2. VMS 2: Granuaille Road VMS



VMS Facing: North traffic	VMS GPS coordinate: -28.682302, 153.523552							
NOTES: VMS must not restrict driver vision, traffic signals or block any active transport routes								
DISPLAY DATES/TIMES Notification Messaging: 25/07/2025 to 08/08/2025								
Frame 1	Frame 2							
FESTIVAL	EXPECT							
8-10	DELAYS							
AUGUST								
DISPLAY DATES/TIMES During Messaging: 08/08/2025	to 10/08/2025							
Frame 1	Frame 2							
FESTIVAL	EXPECT							
AHEAD	DELAYS							

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2.3. VMS 3: Byron Street VMS



VMS Facing: East traffic VMS GPS coordinate: -28.685057, 153.529389 NOTES: VMS must not restrict driver vision, traffic signals or block any active transport routes

DISPLAY DATES/TIMES Notification Messaging: 25/07/2025 to 08/08/2025

Frame 1	Frame 2
FESTIVAL	EXPECT
8-10	DELAYS
AUGUST	
DISPLAY DATES/TIMES During Messaging: 08/08/2025	0.10/08/2025

Frame 1	Frame 2
FESTIVAL	EXPECT
AHEAD	DELAYS

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EVENTS

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Byron Writers Festival 2025 Variable Message plan



3. VMS MESSAGE CHANGE CONTACT DETAILS

Name	Agency	Role	Contact Number	Email
Matt Adams	Altus Traffic	Traffic Control Supervisor	0408 315 865	matt.adams@altustraffic.com.au
Shien Chee	Byron Writers Festival	Executive Director	0411 079 882	shien@byronwritersfestival.com
Jordy Nasario	Ingen Consulting	Civil Engineer	0433 962 684	jordy@ingenconsulting.com.au

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4. ABBREVIATIONS

Abbreviation	
ALT	ALTERNATE
ACDNT	ACCIDENT
AVE	AVENUE
BVD	BOULEVARD
CNTR	CENTRE
DON'T	DO NOT
ЕВ	EASTBOUND
EMER	EMERGENCY
ENT	ENTRANCE
ENT	ENTER
EXPWY	EXPRESSWAY
FWY	FREEWAY
HWY	HIGHWAY
ID	IDENTIFICATION NUMBER
INFO	INFORMATION
IT'S	IT IS
JCT	JUNCTION

Abbreviations may be used on VMS messages but where possible should be avoided.

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Abbreviation	
LFT	LEFT
MAINT	MAINTENANCE
M WAY	MOTORWAY
NB	NORTHBOUND
NORM	NORMAL
PKING	PARKING
RD	ROAD
SB	SOUTHBOUND
SERV	SERVICE
SHLDR	SHOULDER
SLIP	SLIPPERY
SPD	SPEED
ST	STREET
TRAF	TRAFFIC
TRVLRS	TRAVELLERS
WB	WESTBOUND
WON'T	WILL NOT
VMS	VARIABLE MESSAGE SIGN

Abbreviations may be used on VMS messages but where possible should be avoided.

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APPENDIX C - RISK ASSESSMENT

Hazard	Primary risk type	Contributing Factors	Consequence		TIAL R SCORE		Mitigations to reduce risk	Mitigation implementation responsible		RGET F SCORE Pood Pikelihood	
Collision between vehicle and traffic controller	Health risk	High vehicle speed. Adverse weather conditions. Traffic congestion. Insufficient high vis clothing on traffic controller. No escape route for traffic controller. Driver confusion, alcohol and drugs.	Hospitalisation	C3	L4	M	Safety methodologies by traffic control company. Experienced staff. Implementation of approved Traffic Guidance Schemes with traffic control devices	Traffic Control company manager	C4	L5	L
Crash on critical intersection (Byron St / Market St)	Health risk	Traffic congestion.	Emergency Department, not admitted	C4	L4	М	Implementation of approved Traffic Guidance Schemes with traffic control devices	Traffic Control company manager	C4	L5	L

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Vehicle crash on local roads outside traffic management zone	Health risk	Vehicle speed, traffic congestion, adverse weather, driver alertness	Emergency Department, not admitted	C4	L4	M	TMP designed to avoid queuing beyond limits of traffic management zone. Variable Message Plan in place.	Festival traffic manager, Traffic Control company manager	C4	L5	L
Vehicle crash on local road within traffic management zone	Health risk	Traffic congestion, adverse weather, driver alertness	Emergency Department, not admitted	C4	L4	М	Roadworks speed limit, implementation of approved TMP, adequate directional signage.	Festival traffic manager, Traffic Control company manager	C4	L5	L
Vehicle crash on Pacific Motorway	Health risk	Vehicle speed, traffic congestion, adverse weather, driver alertness	Injury or death	C2	L6	M	TMP designed to avoid queuing beyond limits of traffic management zone. TMP have a TC spotter at the M1 roundabound so there is always a line of sight and communication with traffic controllers in town.	Festival traffic manager, Traffic Control company manager	C2	L6	M

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Collision between vehicle and pedestrian on public road	Health risk	Vehicle speed, traffic congestion, adverse weather, driver alertness, pedestrian alertness	Hospitalisation	C3	L4	М	Safety methodologies by traffic control company. Experienced staff. Implementation of approved Traffic Guidance Schemes with traffic control devices including speed reduction and pedestrian movement plan	Traffic Control company manager	C4	L5	L
Vehicle crash on site	Health risk	Traffic congestion, adverse weather, driver alertness, driver confusion	Emergency Department, not admitted	C4	L5	L	Low speed envirnment, adequate lighting, traffic management to minimise congestion, directional signage	Festival management	C5	L5	L
Collision between vehicle and pedestrian on site	Health risk	Pedestrian alertness, driver alertness	Hospitalisation	С3	L4	М	Low speed envirnment, adequate lighting, traffic management to minimise congestion, directional signage	Festival management	C4	L5	L
Traffic congestion within festival site	Project risk	Wet weather conditions, limited processing facilities, limited parking available	Internal delays that could affect outside traffic	C5	L3	М	Optimisation of traffic management and vehicle processing to reduce likehood. Wet weather condition plan with satellite parking	Festival management	C5	L4	L

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Traffic congestion on the public road	Project risk	On-site queus extending past site gates. Intensive traffic at intersection of Byron St with Market ST	Delays for non-festival traffc	C5	L2	М	Optimisation of traffic management and vehicle processing to reduce likehood. Traffic controllers in crucial points to manage traffic flow	Traffic Control company manager, Festival management	C5	L4	L
Increased car use due to insufficient shuttle buses	Project risk	Limited availability of buses and drivers	Traffic congestion	C5	L3	М	Early contact and confirmation from bus company	Festival management	C5	L4	L

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<u>EVENTS</u> <u>6.1 - ATTACHMENT 1</u>

APPENDIX D - PUBLIC LIABILITY INSURANCE

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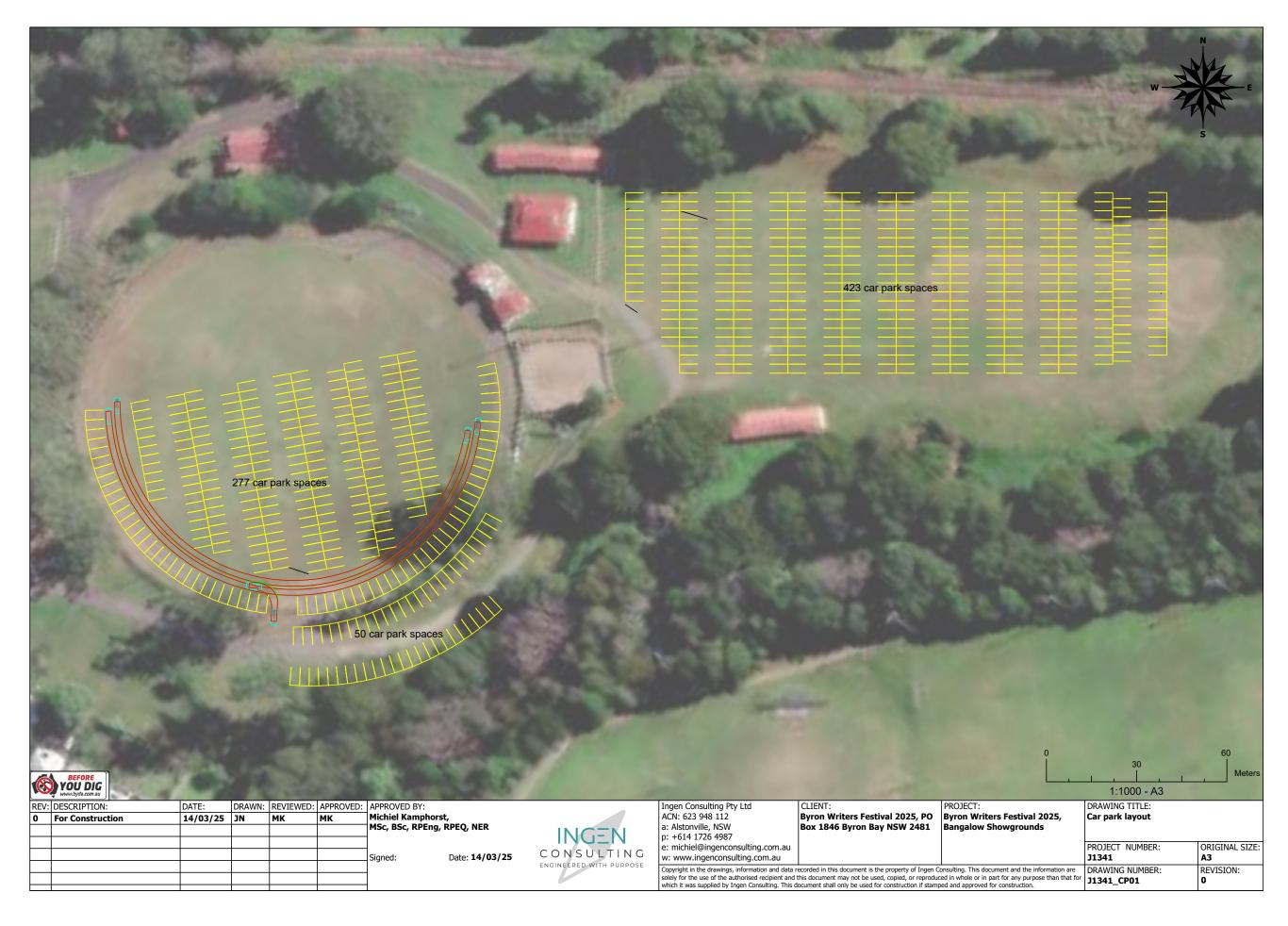
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APPENDIX E - CAR PARK LAYOUT

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<u>EVENTS</u> <u>6.1 - ATTACHMENT 1</u>



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APPENDIX F – WET WEATHER CONTINGENCY PLAN

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EVENTS 6.1 - ATTACHMENT 1

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Our Reference: J1341_CP Rev0

General Manager
Byron Shire Council
PO Box 219
Mullumbimby NSW 2482

14th March 2025

Attn: Gray Blunden

Re: Traffic Management Plan for Byron Writers Festival 2025 — Wet Weather Contingency Plan

Dear Gray,

The Byron Writers Festival has engaged our services to prepare a Transport Management Plan (TMP) for the 2025 Byron Writers Festival (BWF), which will be held at the Bangalow Showground from the 8th - 10th of August 2025. In 2024, concerns were raised by the Local Traffic Committee regarding how the festival would provide access and car parks in wet weather conditions, which created a need for a contingency plan for parking. This contingency plan provides alternatives for such scenarios and should be read in conjunction with the Transport Management Plan.

The BWF site provides the following spaces for off-street car parks:

- 1) Parking Area 1 (showground): 400 spaces (approx)
- 2) Parking Area 2 (polo club field): 423 spaces (approx.)

Civil | Traffic | Noise | Project Management | Contract Managemen





Figure 1 | Primary parking spaces 1 and 2

This wet weather contingency plan is divided into the following three scenarios:

- Scenario 1 all on-site spaces available (dry/minimal rain conditions)
- Scenario 2 polo club field unavailable due to rain. Showground still available
- Scenario 3 no on-site parking due to excessive rainfall

The decision to implement either of these 3 scenarios will be made 3 days before the festival, based on advice of the showground manager, who will consider prior rainfall, ground conditions and predicted rainfall.

Scenario 1 – All on-site spaces available (dry/ minimal rain conditions)

As noted in the Transport Management Plan (TMP), BWF will provide the following route for dry weather conditions:

Byron Bay Interchange (Butler St) → Cavanbah Centre (Ewingsdale Rd) → Festival Site

Free parking is available at Cavanbah Centre for shuttle bus patrons. The shuttle bus will operate from 8^{th} - 10^{th} August 2025, from 7:30 am to 6:30 pm.

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Scenario 2 - Polo club field unavailable due to rain

After heavy rainfall, the polo club field (Area 2 in Figure 1) is the first area that becomes unusable for parking, resulting in the loss of approximately 423 parking spaces. This means that satellite parking in other towns, with additional bus services would need to be implemented.

All on-site parking has been pre-paid for by patrons as part of their online booking of tickets. In the case of enacting of Scenario 2, BWF will enact a communication plan to notify patrons of changes to parking and shuttle bus options. Parking fees will be redirected towards cost of additional carparks and shuttle bus hire.

The Byron Writers Festival has arranged the following satellite parking areas:

• Cavanbah car park: Part of the Cavanbah car park will be available exclusively for BWF during the festival. The area is highlighted in Figure 2 below, and it has approximately 125 spaces which will be exclusively available for the festival patrons. The car park bay number was measured from the aerial, as shown in Figure 3, in which the angled RV parking will be used as stacked parking for cars, thus achieving the 22 spaces where there are only 11 linemarked currently.



Figure 2 | Cavanbah centre parking

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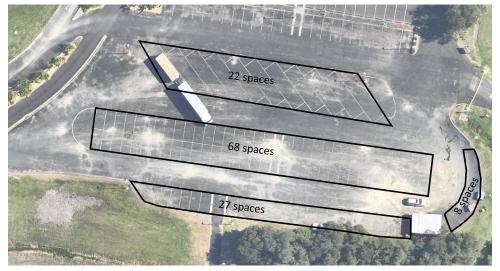


Figure 3 | Cavanbah approx. number of car park bays

• Mullumbimby High School: The school south car park, refer to Figure 5, will be available exclusively for the festival during the tree day (8-10 August). The school north car park, refer to Figure 6, will be available for non-exclusive use on Friday 8 August and exclusive use on Saturday 9 August and Sunday 10 August. The total number of exclusive parking spaces is 46 on Friday and 98 from Saturday to Sunday. The area also features on-street car parks (area highlighted in yellow), which are not exclusively for the festival but will potentially be available Saturday and Sunday.

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Figure 4 | Mullumbimby High School parking

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Figure 5 | School approx. number of car park bays – South

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Figure 6 | School approx. number of car park bays - North

• Byron Shire Council: Off-street car parking at the Council chambers in Mullumbimby will be available for BWF, but not exclusively. The car park will also be open to the public during the festival, but, the use by outside public will be limited from Saturday to Sunday due its low background traffic volume. Together with this area, on-street parking is available, but also not exclusively for the festival. Council recommendation is that TMP should designate a specific pick-up/drop-off area just outside the car park, allowing people to find their own parking, whether it's within the car park or at other off-street parking locations.

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Figure 7 | Byron Shire Council car park

In total, BWF contingency plan scenario 2 will have approx. **171** guaranteed alternative parking spaces (46 from the school and 125 from Cavanbah) on Friday 8 August, and **223** (98 from the school and 125 from Cavanbah) on Saturday 10 & Sunday 11 August. The on-street car parks at Mullumbimby High School and the on-street car parks near the Council in Mullumbimby are open to the public and cannot be guaranteed, as well as the off-street car park from the Council.

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Byron Writers Festival 2025 Wet Weather Contingency Plan



Bangalow Show Ground Parking Area 1 (refer to Figure 1) features approx. 400 spaces. Therefore, the total number of guaranteed spaces is approx. 571 spaces on Friday, and 623 on Saturday & Sunday.

Note that the BSC off-street car park and all on-street parking referred to in this plan are not guaranteed, but they will potentially be available from Saturday to Sunday due to the low traffic on those days. Also, the key day when the no-guaranteed car park spaces will potentially not be available is Friday. According to our 2023 traffic data, the peak number of car park occupancy on this day could be approx. 637. Thus, based on last year's data, the need for car park bays could be nearly fully offset by the 571 guaranteed spaces in Mullumbimby High School and Cavanbah Centre.

Additional bus services will be provided by BWF to transport patrons from the satellite parking areas to the festival site and back.

Scenario 3 - no on-site parking due to excessive rain

If prolonged rainfall affects both Parking Space 1 and 2, rendering them inaccessible:

- 1) Event Cancellation: The event may be cancelled, as the alternative parking cannot accommodate the expected number of attendees, and the grounds are probably also not suitable for heavy foot traffic and marquees for the actual event
- 2) Additional measures: Byron Writer's Festival is considering adding more buses and extending routes. They are also exploring other hard surface car parks in areas like Mullumbimby and Lismore, and engaging buses to transport people from these locations. If the weather persists, they may cap ticket numbers to manage capacity. Communications with patrons will start early if adjustments need to be made. Additionally, the festival team will begin contacting bus companies to have vehicles and drivers on standby.

Please let me know if you need any further details.

Yours sincerely,

Jordy Nasario

BEng (Civil), MIEAust TCT1021878

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