

## DOCUMENTS REQUIRING THE SEAL OF COUNCIL OR SIGNATURE OF GENERAL MANAGER / MAYOR

Matter: Byron Music Festival LTC Approval

Between: Byron Shire Council

And: Local Traffic Committee

File No: E2023/53790

**Requiring:** ☐ **Seal of Council** Resolution No: n/a

☒ **Signature of General Manager**

☐ **Signature of Mayor**

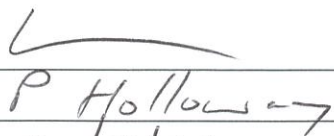
	Yes	No	N/A		Yes	No	N/A
Has document been reviewed or prepared by Council's solicitor?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Has a copy been attached to the hard copy file?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the standard wording for the attachment of the Seal been completed by resolution of Council?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Are all maps and plans clear, containing accurate information? Are dimensions shown? Are lot and DP shown?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you attached the Resolution Action Sheet?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Have the lessee's names been checked?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have pages to be signed been tagged?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is lease area clearly identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does the GM need to add a date to the document?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has a draft lease previously been provided to Council?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is a copy of this document in the Docs system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Additional Information/Comments: \_\_\_\_\_

Signature of Officer:  Date: 29/05/2023

Officer's Name: Shelley Flower

Signature of Director: \_\_\_\_\_

Director's Name:   
Date: 30/5/23

**PLEASE RETURN DOCUMENT TO AUTHORISING OFFICER FOR FURTHER ACTION AND  
REGISTRATION OF THIS FORM AND THE SIGNED DOCUMENT (separately and crossed  
referenced to each other) IN COUNCIL'S DOCUMENT MANAGEMENT SYSTEM.**

**Byron Shire Council - Memorandum**

**MEMO TO:** Mark Arnold - General Manager

**COPY TO:** Chris Larkin, Judd Cornwall

**MEMO FROM:** Phillip Holloway – Director IS

**SUBJECT:** Request for Approval of the 2023 Byron Music Festival

**DATE:** 29 May 2023

**RECORD NO:** E2023/53790

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Dear Mark,

We are seeking your Council delegated approval for the 2023 Byron Music Festival which was reported at the Extraordinary Local Traffic Committee meeting held on 26 May 2023.

The approved committee recommendations are shown below and the full report submitted by Gray Blunden titled "Byron Music Festival 17 June 2023" is attached (I2023/802). The Minutes of the meeting are also attached (I2023/811).


**Committee Recommendation:**

1. That the Local Traffic Committee support the Byron Music Festival to be held on 17 June 2023.
2. That the support in part 1 is subject to:
  - a) Separate approvals by NSW Police and TfNSW being obtained;
  - b) The event organiser providing Council with a Traffic Management Plan and Traffic Guidance Scheme/s for the event which conforms to the sketches shown above on pages 6 & 7 as a minimum requirement. Noting that, in future, for these type of events the TfNSW sketch in the Committee Comments section above would be the minimum requirement and the preferred option.
  - 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;
  - e) The event be notified on Council's web page and social media with the event organiser supplying Council with the relevant information;
  - f) The Section 138 Application to be submitted by the Event organiser (or their consultants) to include amended details in TGS for the Alternate Pedestrian Route with traffic control in Bay and Middleton Street and set down drop off area and accessible parking in Lawson Street with regulatory signage.


**3. The event organiser to:**

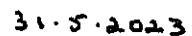
- a) Inform the community and businesses that are directly impacted (e.g. within road closure zones) via written information which is delivered to the property in a timely manner so as to document, consider and respond to any concerns raised;**
- b) Arranging for private property access and egress affected 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;**
- g) Payment of fees associated with the event in accordance with Councils adopted Fees and Charges for the S138 Application and for use of Council managed car parking spaces in Bay, Middleton and Lawson Streets.**

Submitted for your approval

  
.....  
Phillip Holloway  
Director

Approved/~~Not Approved~~

  
.....  
Mark Arnold  
General Manager

  
.....  
Date

## Report No. 6.1 Byron Music Festival 17 June 2023

File No: I2023/802

- 5 The purpose of this report is to seek Local Traffic Committee support for the regulation of traffic for the Byron Music Festival 2023. Byron Music Festival (BMF) is proposed to be held in Denning Park and Byron Surf Club from the 17<sup>th</sup> June 2023. Bump in will occur on the 16<sup>th</sup> of June between 12pm-5pm and bump out on Sunday the 18<sup>th</sup> of June between 8am-12pm.



10 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.

A Council can regulate traffic for the specific reasons set out in Division 1 of Part 8 (Section 115) of the *Roads Act, 1993* such as carrying out work on a road, etc. whereas the RTA can regulate traffic for any purpose.

If a Council wishes to regulate traffic for purposes other than those specified in Division 1 of Part 8 (Section 115) of the *Roads Act, 1993*, (e.g. for amenity reasons) it must seek the advice of its Local Traffic Committee. The procedures for regulating traffic covering road closures, traffic calming, etc. are detailed in Division 2 of Part 8 (Sections 116 to 119) of the *Roads Act, 1993*.

The delegation of these functions is carried out by the RTA, issuing Councils the RTA document, [\*Delegation to Councils – Regulation of Traffic\*](#).

15 Figure 2 – Extract from TfNSW document – Delegation to Councils – Regulation of Traffic



# BYRON SHIRE COUNCIL

## LOCAL TRAFFIC COMMITTEE MEETING

6.1

Council is about to receive a Roads Act application for traffic control to be implemented at Bay Street, Middleton Street and Lawson Street in Byron in accordance with the Traffic Guidance Scheme contained within the Traffic Management Plan - refer Attachment 1 (E2023/51823)

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

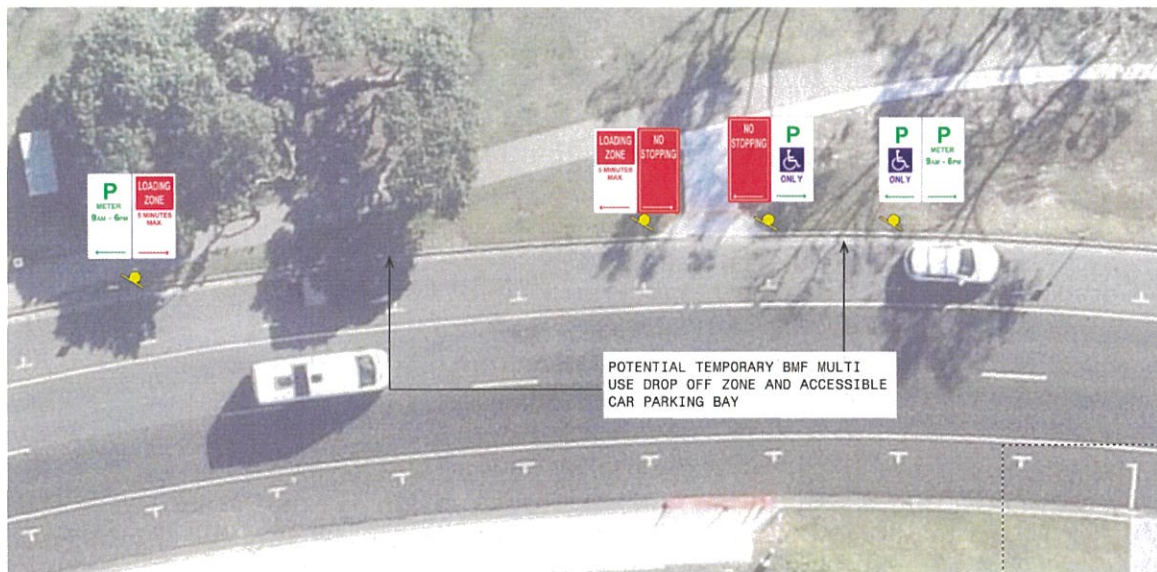
The Traffic Management Plan provides for the following:

- 10 **RESERVED CAR PARKING** - Five Byron Shire Council managed car spaces will be reserved for Ambulance, event suppliers and crew in the Middleton St car park closest to the supplier load-in entry point, 5 spaces reserved in Bay St at the 'Back of House' point for the Shore Side Stage these will be marked with water filled barriers and manned by security. VMS Boards will be used to act as pre-event notification to residents and local traffic. This is shown on the TGS plans - refer Attachment 1. They will be on site 1-week before the event date itself.
- 15 **SHUTTLE BUS** - BMF intends on engaging a shuttle bus provider for 2 x 12-seater buses which will run from Suffolk Park bus stop - Byron General Store - Denning Park and The Farm Ewingsdale - Belongil Fields bus stop - Denning Park. From 11am - 9pm. Event shuttle will park outside the main festival entry on Lawson Street as shown on the TGS. (Note the Shuttle Bus uses two spaces in Lawson Street)
- 20 **DISABILITY ACCESS DROP OFF** - BMF There is a Disability Access Drop-Off Zone located on Lawson Street, ahead of the Shuttle Bus drop off area and in front of Go Sea Kayak. This location has a ramp from the road to the footpath that leads to the Main Festival Entrance. This can also be used for pram access.
- 25 **PEDESTRIAN ACCESSIBILITY** - The festival site is located on flat ground and is wheelchair accessible. The event will not interfere with the existing accessible footpaths and walkways. (N.B See Staff comments below)
- CARPARKS** - Other than the designated car parking spots occupied, mentioned above "Parking Restrictions", BMF will not be occupying carparks for Event use. A separate application to Byron Shire Council will further detail the use of the occupied carparking spots, and associate hoarding fees charge as per councils adopted fees and charges.
- 30 **SIGNAGE** - There will be no changes to existing regulatory signage in terms of road use. BMF will be installing signage in multiple locations in and around the festival site as an integral source of event information for festival patrons and the broader community. A copy of the signage plan can be found in the Event Management Plan. To note, these signs do not serve a purpose in the TMP and are not regulatory signs outlined in TCAWS
- 35 6.1 Signage register.
- VMS BOARDS** - As part of the pre-event notification strategy, 2 VMS Boards will be erected and display general information about the event in the surrounding vicinity, these boards will be in place 1-week prior the event. The location is depicted in the TGS02/03, Attachment 1

**TRAFFIC AND PEDESTRIAN MANAGEMENT** - During Bump In and Out, BMF will not be affecting the flow of traffic in and around the precinct. Once the fencing is erected, all work will be undertaken inside the event precinct, this fence line will act as an exclusion zone to the general public. High risk work will be undertaken within the event site.

### 5 STAFF COMMENTS

The attached TGS need some amendments in relation to the provision of a temporary set down/ drop-off area in Lawson street for patrons and the provision of a temporary accessible car parking space in Lawson Street. The plan also needs to include the appropriate regulatory signage as shown in the image below.



**Figure 3 – Temporary accessible set down drop-off area and accessible parking space Opposite 38-40 Lawson Street Byron Bay**



**Figure 4 – Recommended Changes for Pedestrian management in Bay and Middleton Street**

# BYRON SHIRE COUNCIL

## LOCAL TRAFFIC COMMITTEE MEETING

6.1

The TGS also needs to clearly delineate pedestrian management in Bay and Middleton to show the pedestrian thoroughfare around the site with traffic control escort as required for the two crossing points. Figure 4 above indicates the likely pedestrian thoroughfare and crossing points whilst the event is on.

- 5 It is concluded that the TGS should be amended to address these matters and an appropriate recommendation has been included below. Should the recommendation be adopted staff will liaise with the Byron Music Fest and their consultants to ensure the plans in the TGS are amended accordingly for lodgement with the Section 138 Application.

10

### **RECOMMENDATION:**

1. That Council support the Byron Music Festival to be held on 17 June 2023.

2. That Council support in Part 1 is subject to:

- 15 a) Separate approvals by NSW Police and TfNSW being obtained;
- 15 b) The event organiser providing Council with a Traffic Management Plan and Traffic Guidance Scheme/s for the 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;
- 20 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
- 25 contact name and a telephone number for all event related enquiries or complaints;
- e) The event be notified on Council's web page and social media with the event organiser supplying Council with the relevant information;
- 30 f) The Section 138 Application to be submitted by the Event organiser (or their consultants) to include amended details in TGS for the Alternate Pedestrian Route with traffic control in Bay and Middleton Street and set down drop off area and accessible parking in Lawson Street with regulatory signage.
3. The event organiser to:
- 35 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;



# BYRON SHIRE COUNCIL

## LOCAL TRAFFIC COMMITTEE MEETING

6.1

- 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;
  - 5 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;
  - g) Payment of fees associated with the event in accordance with Councils adopted Fees and Charges for the S138 Application and for use of Council managed car parking spaces in Bay, Middleton and Lawson Streets.
- 10 *Report writer: Have you mentioned an attachment in your recommendation? If so, include the TRIM number in brackets eg "...Attachment 1 (E2017/1234)..." It's necessary for the minutes document.*

### **Attachments:**

- 15 1 Byron Music Festival 2023, E2023/51823



# Minutes of Meeting

## Local Traffic Committee Meeting

Venue	Conference Room, Station Street, Mullumbimby
Date	Friday, 26 May 2023
Time	2:00PM



**BYRON**  
SHIRE  
COUNCIL

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING HELD ON FRIDAY, 26 MAY 2023**

**File No:** I2023/811

MEETING COMMENCED: 2.07pm

PRESENT (via Zoom):

Councillor: Michael Lyon

Transport for NSW: Alexie Miller, Gregory Aitken

NSW Police: Detective Chief Inspector Matt Kehoe

Staff: Judd Cornwall (Traffic Engineer), Shelley Flower (Road Safety Officer), Chris Larkin joined at 2.45pm (Manager Sustainable Development).

APOLOGIES:

Siobhan Foley on behalf of Tamara Smith MP

DECLARATIONS OF INTEREST

There were no declarations of interest raised.

ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

**Moved:**

**That the minutes of the Local Traffic Committee Meeting held on 16 May 2023 be confirmed.**

Unable to fully resolve as Committee members were not present at previous meeting.

(Lyon)

MATTERS ARISING

None.

OUTSTANDING ISSUES/RESOLUTIONS

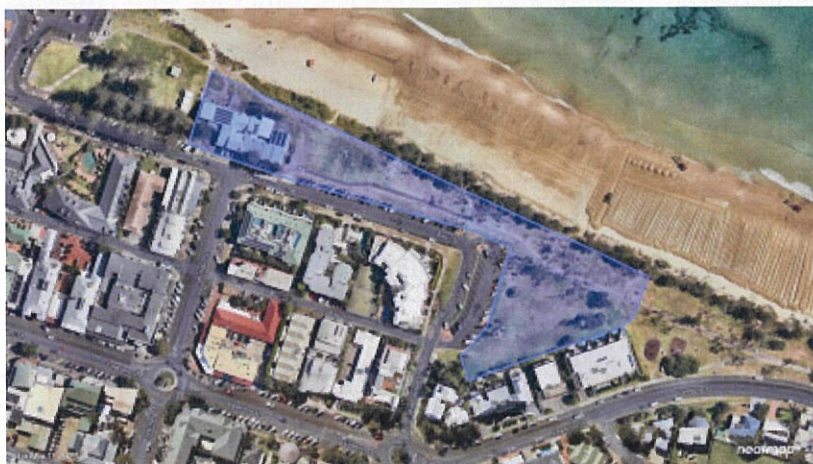
None.

EVENTS

**Report No. 6.1**  
**File No:**

**Byron Music Festival 17 June 2023**  
**I2023/802**

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Version 1.3

3

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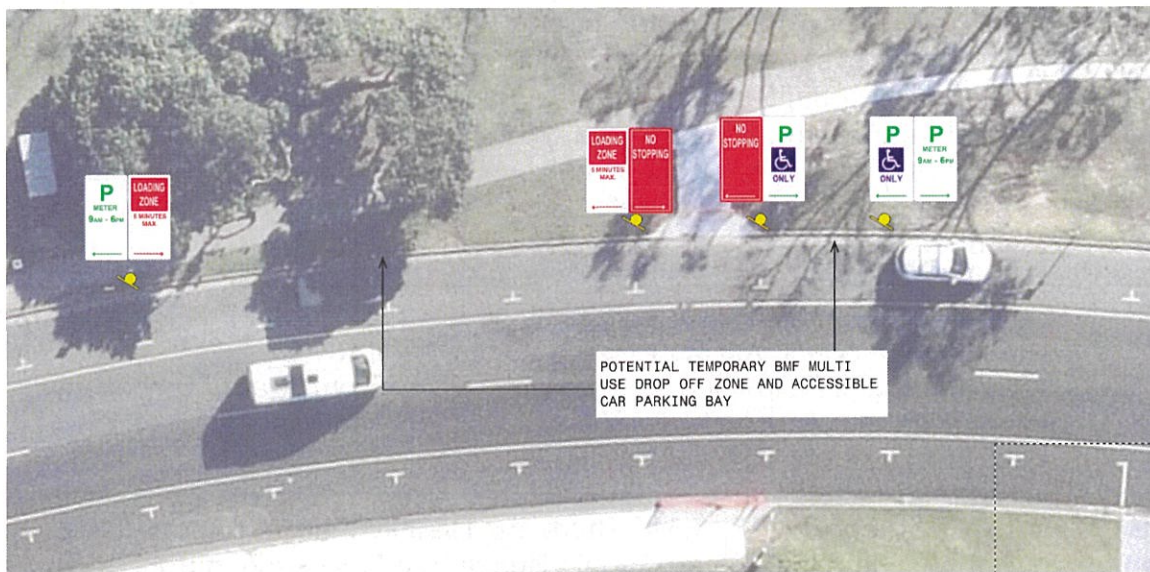
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**Figure 4 – Recommended Changes for Pedestrian management in Bay and Middleton Street**

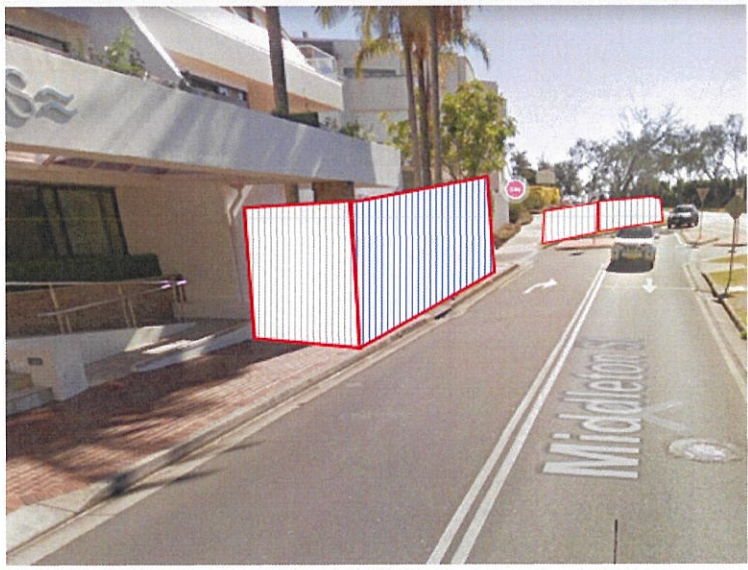
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It is concluded that the TGS should be amended to address these matters and an appropriate recommendation has been included below. Should the recommendation be adopted staff will liaise with the Byron Music Fest and their consultants to ensure the plans in the TGS are amended accordingly for lodgement with the Section 138 Application.

#### Committee Comments

Refer TfNSW sketch below for future events.





- Water barriers —————
- Ped fencing —————
- Market stalls —————
- Red car parking —————
- Accessible parking —————
- Traffic controller ★

Management Comments  
None.

**Committee Recommendation:**

1. That the Local Traffic Committee support the Byron Music Festival to be held on 17 June 2023.
2. That the support in part 1 is subject to:
  - a) Separate approvals by NSW Police and TfNSW being obtained;
  - b) The event organiser providing Council with a Traffic Management Plan and Traffic Guidance Scheme/s for the event which conforms to the sketches shown above on pages 6 & 7 as a minimum requirement. Noting that, in future, for these type of events the TfNSW sketch in the Committee Comments section above would be the minimum requirement and the preferred option.
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3. The event organiser to:
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  - 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;**
- g) Payment of fees associated with the event in accordance with Councils adopted Fees and Charges for the S138 Application and for use of Council managed car parking spaces in Bay, Middleton and Lawson Streets.**

(Miller/Kehoe)

*The recommendation was put to the vote and declared carried.*

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*There being no further business the meeting concluded at 2.52pm.*