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**Port Stephens  
Local Traffic Committee Minutes**

**Meeting held in the Port Stephens Council Committee room and via Zoom on  
Tuesday 5<sup>th</sup> December, 2023, at 9:30am**

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**Present:**

Mayor Ryan Palmer, Cr Leah Anderson, Cr Giacomo Arnott, Jamie Smoother –  
Transport for NSW, Andrew Behrens (Chairperson), John Maretich, Anna Brown –  
Port Stephens Council

**Apologies:**

Senior Constable Josh Tyacke - NSW Police, Anthony Biscan – Port Stephens  
Coaches, Kane Hitchcock – Transport for NSW, Kate Washington MP, Tim  
Crakanthorp MP, William Ridley – CDC Hunter Valley Buses, Joe Gleeson – Port  
Stephens Council

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**A. Business arising from previous meetings**

**54\_11/19 Birubi Point Aboriginal Place - Peak Season Event Management  
plan**

**B. Listed matters**

**63\_12/23 Warren Street Seaham - Changes to parking at Seaham Public  
School**

**64\_12/23 Still Street, Seaham – Changes to parking at Seaham Public  
School**

**65\_12/23 Tomaree Road, Shoal Bay – Request for ‘No Stopping’ restrictions**

**66\_12/23 Victoria Parade, Nelson Bay – Installation of motorbike parking**

**67\_12/23 Government Road, Shoal Bay – Changes to parking restrictions**

**68\_12/23 Hunter Street, Raymond Terrace - Temporary changes to parking**

**Addendum – Council’s agreed levels of engagement**

## **A. Business arising**

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**Item:** 54\_11/19

### **Birubi Point Aboriginal Place - Peak Season Event Management Plan**

**Requested by:** Port Stephens Council

**File:** 19/308339

**Background:**

Port Stephens Council has prepared an event management plan to cover the peak holiday periods at Birubi Point Aboriginal Place. The aim of the event management plan is to treat major holiday periods at Birubi as events in order to formalise Council's response to improving safety and accessibility to the headland.

**Comment:**

The Birubi Point Aboriginal Place Peak Season Event Management Plan is a comprehensive document that sets out procedures for emergency situations, access, waste management and traffic management at Birubi headland, Anna Bay.

As part of the traffic management plan, there are some temporary traffic control measures that will be implemented during peak holiday periods. These measures are intended to control and improve traffic flow. The measures include:

- Use of traffic controllers to direct and control traffic flow when necessary
- Use of temporary parking controls to alleviate congestion in certain locations
- Use of signs and barriers to direct and control traffic

Temporary parking controls include extended 'No Parking' along the eastern side of James Paterson Street, as well as a temporary bus zone in the lower car park at Birubi headland. Council is seeking the endorsement of the Event Management Plan for ongoing use at Birubi during future peak holiday periods which will include:

- Upcoming Christmas/New Year school holidays - 20th December, 2023 until 27th January, 2024
- Easter long weekend - 29th March, until 1st April, 2024
- October long weekend and school holidays - 30th September, until 13th October, 2024

While temporary parking controls will be in place during the whole of the periods nominated, it is envisaged that traffic controllers will only be required during the absolute peak times – typically coinciding with public holiday long weekends.

**Legislation, Standards, Guidelines and Delegation:**

NSW Road Rules - Rule 183 – Stopping in a bus zone, Rule 168 – No parking signs  
RMS signs database – R5-20, R5-40

Traffic control devices installed under Part 5.3 Div. 2 Road Transport Act 2013

**Committee's recommendation:**

Endorse the Birubi Point Aboriginal Place Peak Season Event Management Plan, including the installation of temporary, regulatory parking controls for the time periods listed above, and as shown on the attached document.

## Engagement level

### Level 1 – Inform

Action: Provide stakeholders with information to assist understanding of the changes and the Local Traffic Committee recommendation once endorsed

### **Support for the recommendation:**

1	Unanimous	✓
2	Majority	
3	Split Vote	
4	Minority Support	
5	Unanimous decline	



**PROJECT:** Birubi Aboriginal Place - Event Management

**DATE:** Peak holiday times

**LOCATION:** Anna Bay



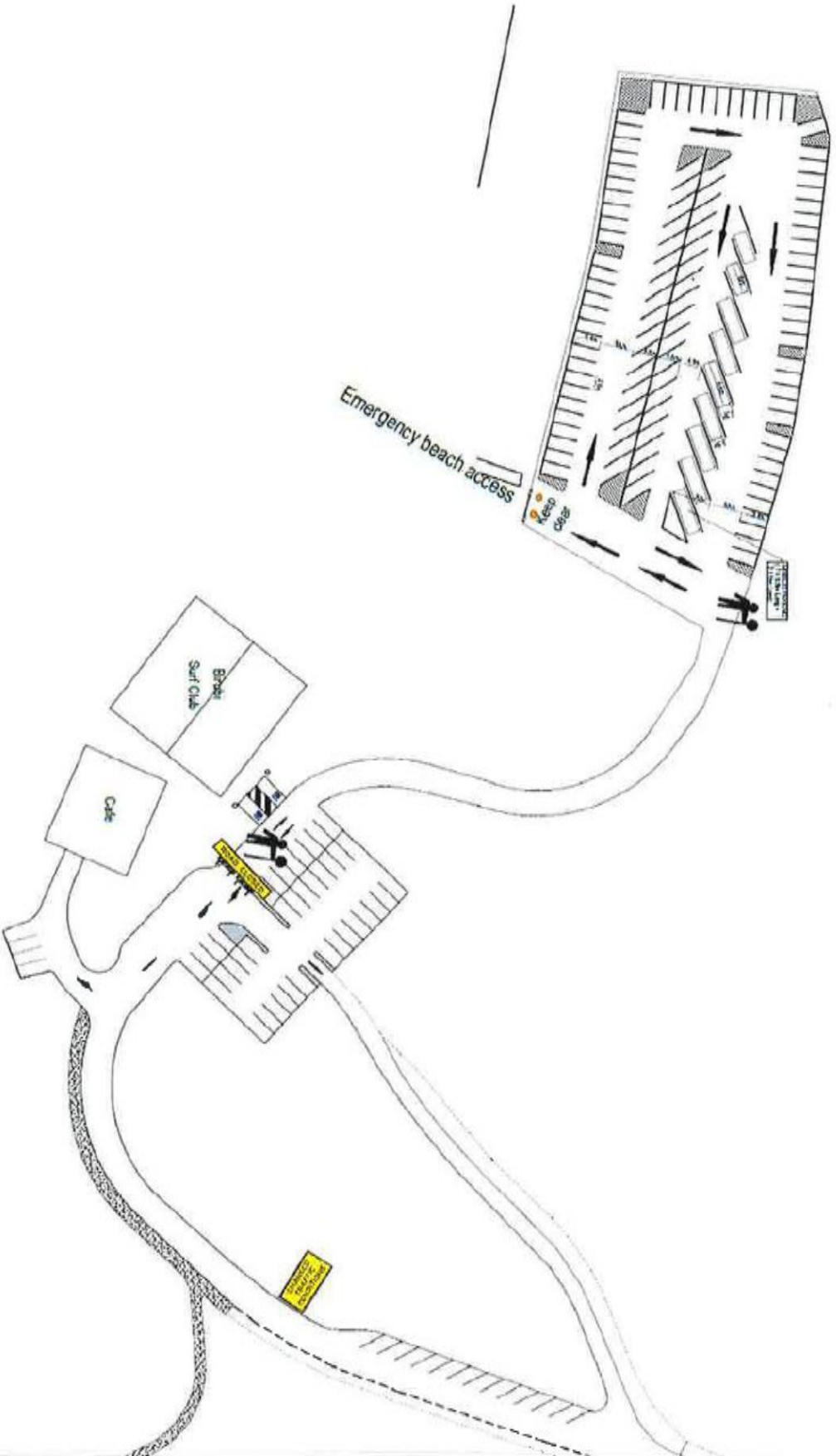
**Event Management times:** Peak holiday periods

**Equipment required:** 'No Parking - 6am-6pm'  
No Stopping

PROJECT: Birubi Aboriginal Place - Event Management

DATE: Peak holiday times

LOCATION: Anna Bay



Event Management times: Peak holiday periods

For implementation once the bottom car park is at capacity

## **B. Listed matters**

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**Item:** 63\_12/23

### **Warren Street Seaham - Changes to parking at Seaham Public School**

**Requested by:** Seaham Public School

**File:**

**Background:**

The school and parent body of Seaham Public School would like Council to look into some changes to parking and movement around the school.

**Comment:**

It was noted that the school bus zone, on the western side of Warren Street is not used in the mornings and could be used for the morning school drop off.

**Legislation, Standards, Guidelines and Delegation:**

NSW Road Rules – Rule 168 – No parking signs

RMS signs database – R5-40

Traffic control devices installed under Part 5.3 Div. 2 Road Transport Act 2013

**Discussion:**

Council officers consulted with the Public School as well as parents of school children at the School and all were supportive of the proposed change.

**Committee's recommendation:**

Change the existing school bus zone on Warren Street, Seaham, to be 'No Parking 8-9.30am, school days, as shown on the attached sketch, Annexure A.

#### Engagement level

##### Level 1 – Inform

Action: Provide stakeholders with information to assist understanding of the changes and the Local Traffic Committee recommendation once endorsed



#### **Support for the recommendation:**

1	Unanimous	✓
2	Majority	
3	Split Vote	
4	Minority Support	
5	Unanimous decline	





Legend

-  = No parking - 8-9.30am, Bus zone - 2.30-5pm, School days (proposed)
-  = No stopping (existing)



**Item: 64\_12/23**

**Still Street, Seaham – Changes to parking at Seaham Public School**

**Requested by:** Seaham Public School

**File:**

**Background:**

The school and parent body of Seaham public School have requested that Council look into some changes to parking and movement around the school. Dixon and Still Streets are narrow and are difficult to navigate when people are parking on either side. Residents in Still Street currently have rocks on the road frontage to prevent people parking on the reserve, however, this further narrows the street. There are requests for increased drop off/pick up zones.

**Comment:**

It was noted on inspections, that all pick-up and drop-off should be undertaken on the school side of the road. If the 'No Stopping' were to be extended as well as the 'No Parking', there would be sufficient space for the road to function safely.

The issue of rocks along the road edge was also noted but it is not proposed to tackle this issue at the current time.

Supplementary School drop off pick/up zone signs with 'No Parking' will assist parents who don't know the 'No Parking' rules. The school should also be requested to exit children at the gate closer to front of queue to increase efficiency and not have children exiting through an operational driveway.

**Legislation, Standards, Guidelines and Delegation:**

NSW Road Rules – Rule 168 – No parking signs

RMS signs database – R5-40

Traffic control devices installed under Part 5.3 Div. 2 Road Transport Act 2013

**Discussion:**

Council officers consulted with the Public School as well as parents of school children at the School and all were supportive of the proposed change.

**Committee's recommendation:**

Extend the existing 'No Stopping' and 'No Parking' (school zone times) at Seaham Public School, Still Street, Seaham, as shown on the attached sketch, Annexure A.

Engagement level

Level 1 – Inform

Action: Provide stakeholders with information to assist understanding of the changes and the Local Traffic Committee recommendation once endorsed

**Support for the recommendation:**

1	Unanimous	✓
2	Majority	
3	Split Vote	
4	Minority Support	
5	Unanimous decline	



Legend

- = No Parking - 8:00 - 9:30am, 2.30 - 4.00pm School days (proposed)
- = No Stopping (existing)

**Item: 65\_12/23**

**Tomaree Road, Shoal Bay – Request for ‘No Stopping’ restrictions**

**Requested by:** A resident

**File:**

**Background:**

Council has received a request from local residents, for ‘No Stopping’ along one side of Tomaree Road, Shoal Bay, between Messines Street and Verona Road. The road is relatively narrow and the complaint is that when vehicles are parked on both sides of the road, there is only room for one travel lane.

**Comment:**

Inspection Committee members noted that the presence of parked vehicles provides a traffic calming effect, reducing the incidence of excessive speeding. It was also noted that it is a bus route with bus stops on both sides of the road.

**Legislation, Standards, Guidelines and Delegation:**

NSW Road Rules – Rule 167 – No stopping signs

RMS signs database – R5-400

Traffic control devices installed under Part 5.3 Div. 2 Road Transport Act 2013

**Discussion:**

The Transport for NSW representative suggested that installing piecemeal traffic restriction treatments may set a precedent that may be requested in other streets / localities. The Port Stephens Coaches representative advised that cars occasionally park in the bus stops and bus drivers need to find the safest available place to pull over for passengers to board & alight. This is frustrating for drivers but it is more of an impact for passengers and it was noted that bus drivers rarely have issues in passing through the parked cars safely. Committee members requested that no parking restriction changes be made at present but that the location be monitored during the peak holiday traffic period with the results to be brought back to a future Local Traffic Committee meeting for discussion and consideration.

**Committee’s recommendation:**

Council officers to monitor parking and traffic flow during the peak holiday traffic period with the results to be brought back to a future Local Traffic Committee meeting for discussion and consideration.

Engagement level

**Level 2 – Consult**

Obtain stakeholder feedback on the project to aid decision making



**Support for the recommendation:**

1	Unanimous	✓
2	Majority	
3	Split Vote	
4	Minority Support	
5	Unanimous decline	





Legend

-  = No stopping (proposed)
-  = Bus zones (proposed)

Item: 66\_12/23

## Victoria Parade, Nelson Bay – Installation of motorbike parking

**Requested by:** Port Stephens Council

**File:**

**Background:**

Council officers have requested installation of motorbike parking in the area adjacent to the angle parking at the entry to the Fly Point area.

**Comment:**

It was noted on inspections that this area could be utilised for motorbike parking without reducing the number of parking spaces.

**Legislation, Standards, Guidelines and Delegation:**

NSW Road Rules – Rule 202 - Stopping on a road with motorbike parking sign

AS2890.5 – Parking Facilities – On-street parking

RMS signs database – R5-1-4

Traffic control devices installed under Part 5.3 Div. 2 Road Transport Act 2013

**Committee’s recommendation:**

Install motorbike parking signs and line marking in Victoria Parade Nelson Bay, as shown on the attached sketch, Annexure A.

### Engagement level

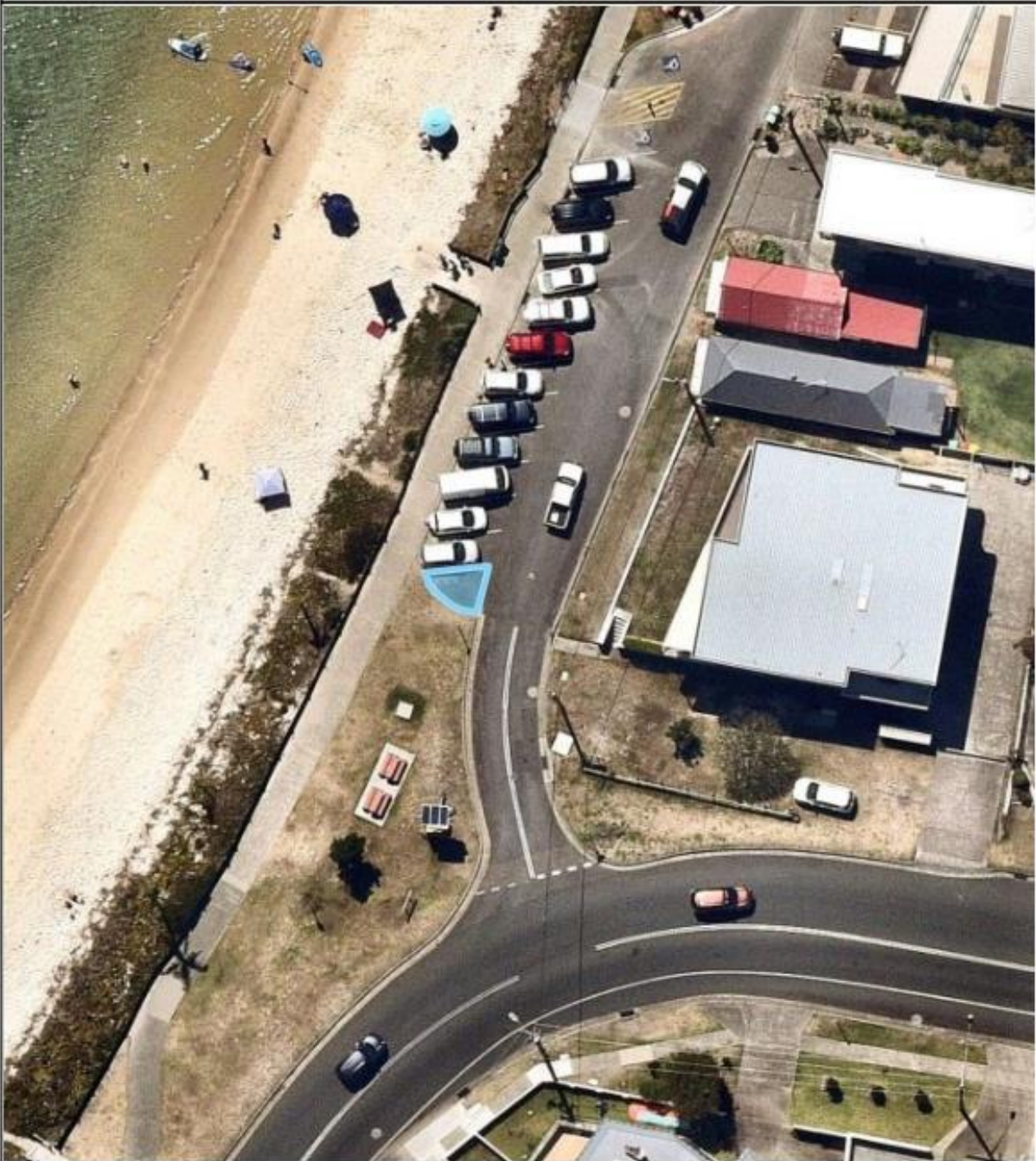
#### Level 1 – Inform

Action: Provide stakeholders with information to assist understanding of the changes and the Local Traffic Committee recommendation once endorsed

### **Support for the recommendation:**

1	Unanimous	✓
2	Majority	
3	Split Vote	
4	Minority Support	
5	Unanimous decline	





Legend



= Motorcycle parking (proposed)

Item: 67\_12/23

## Government Road, Shoal Bay – Changes to parking restrictions

**Requested by:** Port Stephens Council

**File:**

**Background:**

Port Stephens Council is finalising the introduction of the smart parking at Shoal Bay and some further adjustments have been identified. These are the introduction of parking on the western side of Government Road in the area between Messines and Bullecourt Streets, where 'No Stopping' was recently installed.

**Legislation, Standards, Guidelines and Delegation:**

NSW Road Rules – Rule 205 – Parking for longer than indicated

RMS signs database – R5-1

NSW Road Rules: 204 - Meaning of certain information on or with permissive parking signs, 205 - Parking for longer than indicated, 207 - Parking where fees are payable, 317 - Information on or with traffic control devices, 318 - Limited effect of certain traffic control devices

Transport for NSW "Pay Parking Guidelines" (November 2019).

Transport for NSW "Permit Parking Guidelines". (November 2021)

Traffic control devices installed under Part 5.3 Div. 2 Road Transport Act 2013

**Discussion:**

Committee members commented that introducing on-street parking at the proposed location may impact the line of sight of vehicles exiting the off-street car park.

Committee members requested that no parking restriction changes be made at present and that the item be deferred pending Council giving further consideration to the proposed parking restriction changes in the context of the soon-to-be installed Smart Parking.

**Committee's recommendation:**

Council officers to give further consideration to the proposed parking restriction changes in the context of the soon-to-be installed Smart Parking and safe vehicle movements. The item is to be brought back to a future Local Traffic Committee meeting for discussion and consideration.

### Engagement level

**Level 1 – Inform**

Action: Provide stakeholders with information to assist understanding of the changes and the Local Traffic Committee recommendation once endorsed



**Support for the recommendation:**

1	Unanimous	✓
2	Majority	
3	Split Vote	
4	Minority Support	
5	Unanimous decline	





Legend

-  = 2P Meter Registration, Permit Holders Excepted, 8:30am - 5:30pm, Monday - Sunday, Public Holidays Included
-  = No Stopping

## B. Listed matters

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**Item:** 68\_12/23

### **Hunter Street, Raymond Terrace – Temporary Changes to Parking**

**Requested by:** Port Stephens Council

**File:**

#### **Background**

In line with protocols for event safety for the upcoming Australia Day celebrations in Raymond Terrace, temporary changes are required to parking signage on Hunter Street. Previous Australia Day events included the road closure of Hunter Street, however, the organising committee has not applied for one this year. This year's event will rely on Council vehicles parked at strategic locations to block access to crowds (anti-terrorism measures). Other measures were considered but are more expensive and require longer timeframes to install and remove. The proposed removal of the current No Stopping zone opposite Glenelg Street will allow Council vehicles to park and block access to the rotunda for increased pedestrian safety during the event. All current signage is to be reinstated after the event.

#### **Comment:**

Signage removal is temporary and will revert to the existing signage following the Australia Day event.

#### **Legislation, Standards, Guidelines and Delegation:**

NSW Road Rules – Rule 167 – No stopping signs

RMS signs database – R5-23

Traffic control devices installed under Part 5.3 Div. 2 Road Transport Act 2013

#### **Committee's recommendation:**

Temporarily remove No Stopping signage, as shown on the attached sketch, Annexure A.

#### Engagement level

##### Level 1 – Inform

Action: Provide stakeholders with information to assist understanding of the changes and the Local Traffic Committee recommendation once endorsed

#### **Support for the recommendation:**

1	Unanimous	✓
2	Majority	
3	Split Vote	
4	Minority Support	
5	Unanimous decline	





Legend:

- Existing Signage — No Stopping
- Existing Signage — 2P (0830-1800 M-F and 0830-1230 Sa)
- Proposed: Temporary removal of No Stopping  
(Note: No Stopping sign will be reinstated after the event)



## **Addendum:**

### Engagement level

#### **Level 1 – Inform**

Provide stakeholders with information to assist them in understanding the problems, alternatives and/or solutions.

#### **Level 2 – Consult**

Obtain stakeholder feedback on the project to aid decision making.

#### **Level 3 – Involve**

Work with stakeholders throughout the project, ensuring issues and concerns are understood and incorporated in decision making.

#### **Level 4 – Collaborate**

Partner with stakeholders throughout the project to develop alternatives and identify the preferred solution.

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The meeting closed at 10:15am.