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**Port Stephens  
Local Traffic Committee Minutes**

**Meeting held in the Port Stephens Council Committee room and via Zoom on  
Tuesday 6<sup>th</sup> February 2024, at 9:30am**

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Present:

Ruby Porter, representing Kate Washington MP, Cr Giacomo Arnott, Kane Hitchcock – Transport for NSW, Anthony Biscan – Port Stephens Coaches, William Ridley - CDC Hunter Valley Buses, Joe Gleeson (Chairperson), John Maretich, Andrew Behrens, Adam Stewart, Anna Brown – Port Stephens Council

Apologies:

Tim Crakanthorp MP, Cr Leah Anderson, Senior Constable Josh Tyacke - NSW Police, Mayor Ryan Palmer, Busways

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**A. Business arising from previous meeting**

**633\_11/23 Shoal Bay Road, Shoal Bay - Request for Disabled Parking**

**B. Listed matters**

- 01\_02/24 Bagnall Avenue, Soldiers Point – Request to move bus stop**
- 02\_02/24 Farmers Lane, Raymond Terrace – Request for a review of linemarking and signage**
- 03\_02/24 President Wilson Walk, Tanilba Bay – Bus Services**
- 04\_02/24 Cook Parade, Lemon Tree Passage – Request for Loading Zone**
- 05\_02/24 Kuranga Avenue, Raymond Terrace – Request for parking restrictions**
- 06\_02/24 Roads, Nelson Bay – Introduction of Smart Parking**
- 07\_02/24 Roads, Anna Bay – Introduction of Smart Parking**
- 08\_02/24 Roads, Fingal Bay – Introduction of Smart Parking**

## **A. Business arising from previous meetings**

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**Item:** 633\_11/23

### **47 Shoal Bay Road, Shoal Bay – Request for disabled parking**

**Requested by:** Cr Anderson

**File:**

**Background:**

Follow up to previous discussions. Civil Assets to investigate and present feedback for February meeting.

(RE: 633\_11/23)

**Comment:**

There is insufficient road-width available to meet minimum standards for accessible parking at this location. While the pavement could be widened, this would reduce the available footpath width, which is already very narrow along Shoal Bay Road.

Council's Civil Assets team also advises: "The location will be assessed after the peak tourism period has ceased and a viable long term solution can be implemented. Council Rangers have also been requested by Civil Assets, that they do not issue PINs to valid mobility permit holders."

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

NSW Road Rules – Rule 203 - Stopping in a parking area for people with disabilities

AS2890.5 – Parking Facilities – On-street parking

TfNSW signs database – R5-1-3

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

**Discussion:**

Council officers advised that there are discussions underway, looking at the possibility of Council obtaining an easement over the property at 47 Shoal Bay Road. This would allow for potential widening of the road and footpath, to accommodate an accessible parking space.

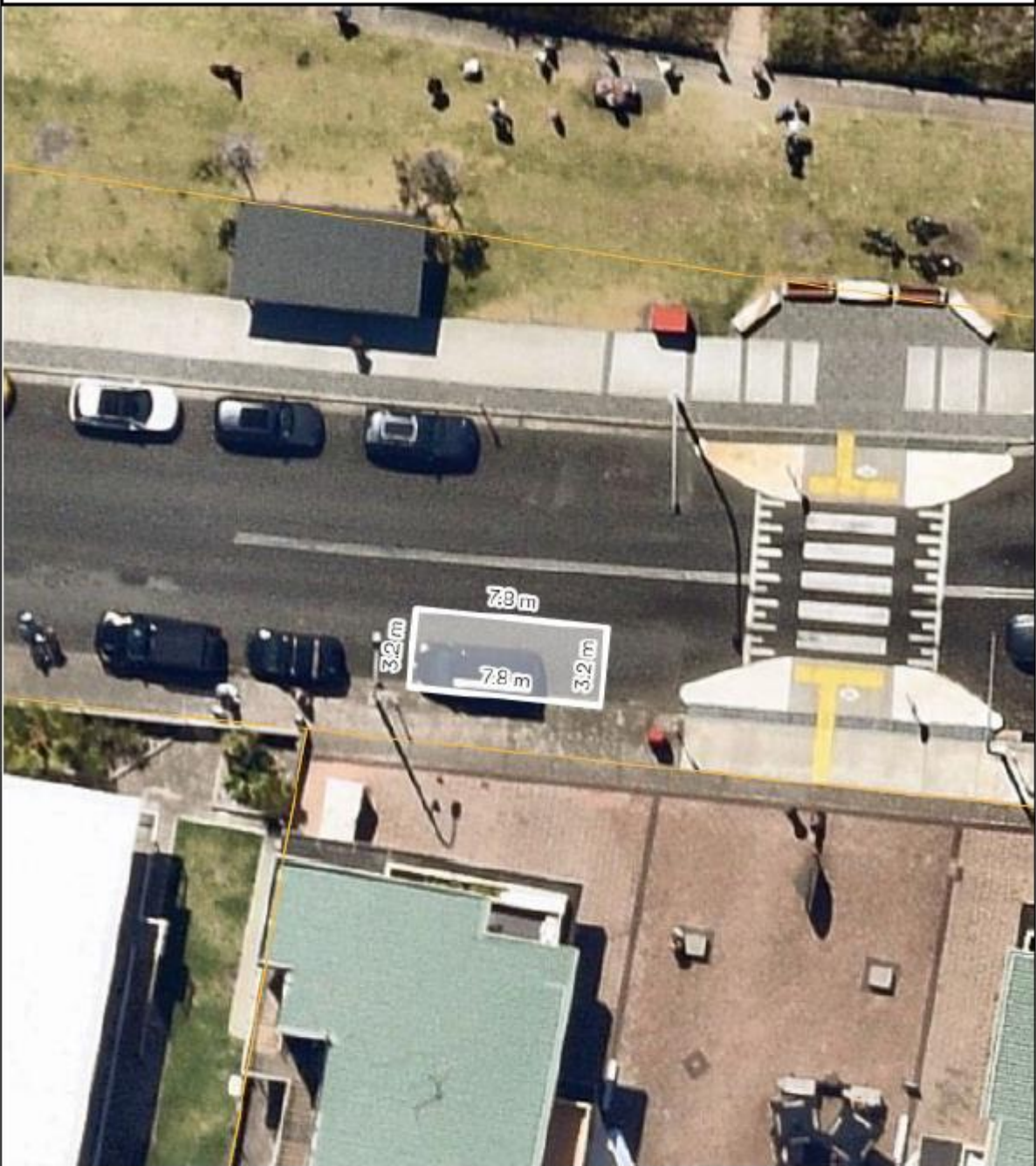
The TfNSW representative enquired whether Australia Post had been consulted in this matter.

**Committee's recommendation:**

For Council officers to provide an update of this request at future meetings.

**Support for the recommendation:**

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



Legend

## B. Listed matters

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**Item:** 01\_02/24

### **Bagnall Avenue, Soldiers Point – Request to move bus stop**

**Requested by:** Port Stephens Council

**File:** 138-2023-40-1

**Background:**

Council has received a Roads Act application for the relocation of the bus stop and shelter at No.2B Bagnall Avenue, Soldiers Point. Prior to approval, works have occurred, including removal of the bus shelter and slab, and installation of what appears to be a DDA non-compliant slab. Council's Compliance team is now involved, and residents are understandably upset about the relocation without consultation or approval.

**Comment:**

It was noted that the preferred location for the new bus stop is adjacent to Blue Tongue Reserve and appears to be a suitable location. This would be approximately 85m west of the existing bus stop.

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

NSW Road Rules – Rule 195 – Stopping at or near a bus stop

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

**Discussion:**

The Port Stephens Coaches representative supported the proposed new location for the bus stop, noting that it would improve safety and provide better spacing between stops.

**Committee's recommendation:**

That the relocation of bus stop ID: 231727 is supported, at Bagnall Avenue, Soldiers Point, 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

- = Proposed relocation
- = Existing bus stop
- = Proposed bus stop

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**Item:** 02\_02/24

**Farmers Lane, Raymond Terrace – Request for review of linemarking and signage**

**Requested by:** Port Stephens Council

**File:** 6-2022-230-2

**Background:**

Council's Development Engineering team are requesting for the Local Traffic Committee to review and comment on signage and linemarking for a proposed subdivision at Potters Lane, Raymond Terrace.

**Comment:**

Site constraints have made it impractical for a regular 'T' intersection or a roundabout to be constructed at this location. Future traffic volumes will be low for this access street.

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

NSW Road Rules - Rule 98 – One way signs, Rule 100 – No entry signs

TfNSW signs database – R2-4, R2-17

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

**Discussion:**

Cr Arnott requested that this matter be deferred to allow for consultation with Council's Strategic Planners. He also requested that clearer maps be provided to Committee members to show the context of the road connection to the wider area. The TfNSW representative requested that pavement directional arrows be added to the plan.

**Committee's recommendation:**

That this matter be deferred.

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	





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**Item:** 03\_02/24

**President Wilson Walk, Tanilba Bay – Bus Services**

**Requested by:** A resident

**File:** Cr Wells

**Background:**

A request has been received from a Tanilba Bay resident regarding public bus services on the Tilligerry Peninsula. They would like bus access to be improved to the only supermarket on Lemon Tree Passage Road. There is currently a bus stop outside the former supermarket site on President Wilson Walk, but that supermarket has been closed for more than a decade. The resident states that elderly people and those with physical disability find it difficult to access the supermarket when the nearest bus stop is almost 400m away.

Options could include the installation of another bus stop closer to the corner of President Wilson Walk and Lemon Tree Passage Road (see below in red) or re-route route 137 so that it services Lemon Tree Passage Road with a stop outside the supermarket.

**Comment:**

This was considered previously at the Local Traffic Committee (Feb 2011), where a similar request was supported by Committee members.

At the time, the bus operator advised that there was no funding available to allow the additional distance required.

**Discussion:**

The Hunter Valley Buses representative agreed to conduct further investigation into the options proposed and deal with this “offline” (outside of LTC). Local Traffic Committee members agreed that this item be brought back to a future Traffic Committee meeting once a decision was made that might result in a bus stop needing to be created.

**Committee’s recommendation:**

That this matter be further investigated.

Engagement level

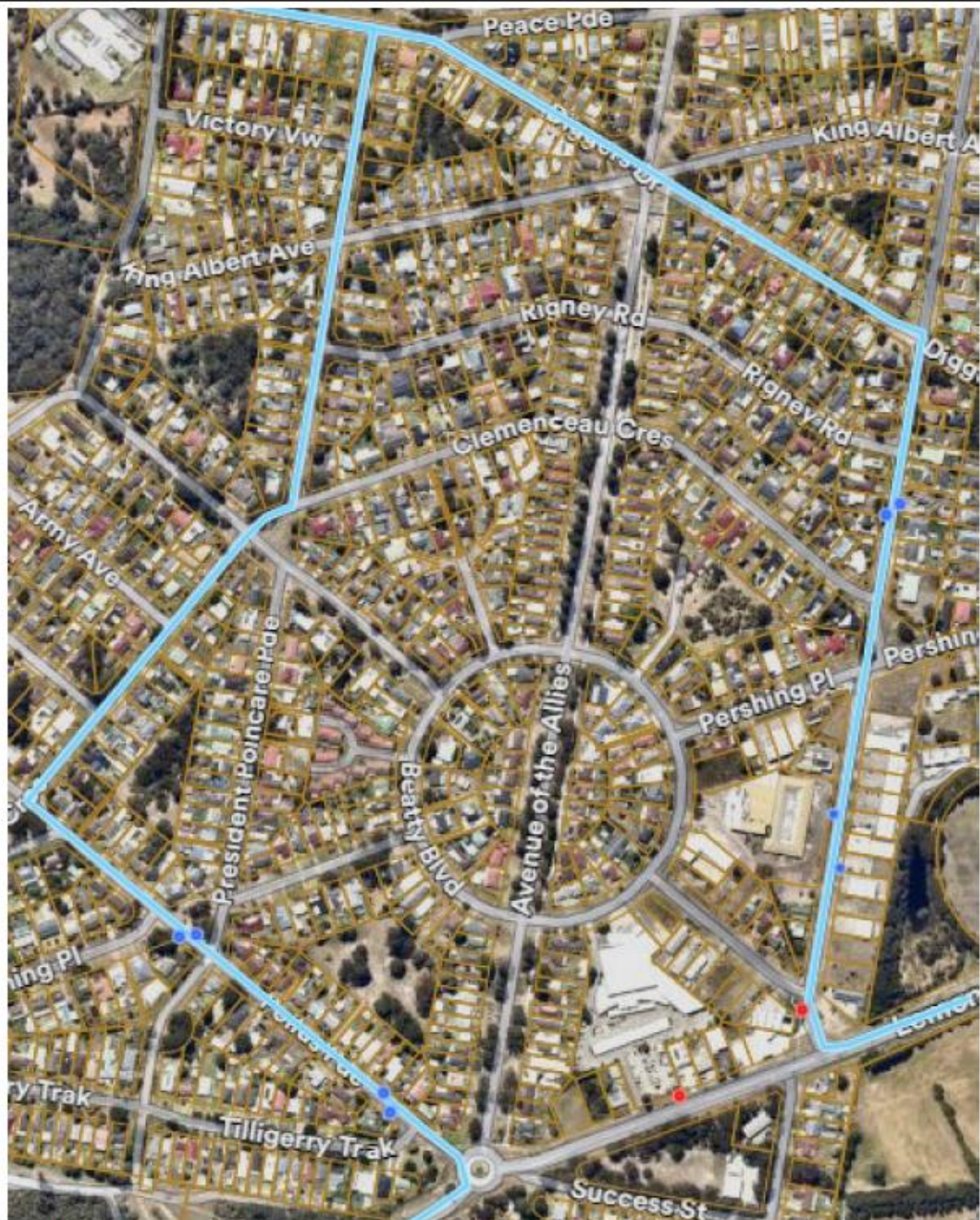
**Level 1 – Inform**

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 bus route
-  = Existing bus stops
-  = Proposed bus stops

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**Item:** 04\_02/24

**Cook Parade, Lemon Tree Passage – Request for Loading Zone**

**Requested by:** Port Stephens Council

**File:**

**Background:**

Clearer direction for the public is required for the use of the space provided in the newly revitalised Lemon Tree Passage foreshore precinct. A loading zone is requested to enable the drop-off of goods to nearby businesses as well as passengers alighting from vehicles.

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

NSW Road Rules – Rule 179 – Stopping in a loading zone

RMS signs database – R5-23

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

**Committee’s recommendation:**

Install ‘Loading Zone’ pavement marking and hatching in the layby area, 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	





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**Item:** 05\_02/24

**Kurunga Avenue, Raymond Terrace - Request for parking restrictions**

**Requested by:** A resident  
**File:** 365893-2023

**Background:**

Council has received multiple requests for a 'No Parking' zone to be installed on the side boundary of the child care centre on Kurunga Avenue, Raymond Terrace. Staff from the child care centre are parking in Kurunga Avenue, and when the bus travels down the road, it is not leaving enough space for another vehicle travelling to pass.

**Comment:**

It was noted during inspections that there were a lot of vacant spaces within the child care centre car park.

Some 'No Stopping' restrictions at the intersection would assist with vehicles being able to safely turn into Kurunga Avenue.

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

NSW Road Rules – Rule 169 – No stopping on a road with a yellow edge line  
TfNSW – TS05462:1.0 Delineation and pavement marking  
Traffic control devices installed under Part 5.3 Div. 2 Road Transport Act 2013

**Discussion:**

Cr Arnott raised concerns regarding the loss of on-street parking and questioned the need for improved sight distance at this location.

**Committee's recommendation:**

That this matter be deferred.

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	





**Item:** 06\_02/24

## **Roads, Nelson Bay – Introduction of a Smart Parking scheme at Little Beach**

**Requested by:** Port Stephens Council

**File:** 365893-2023

**Background:**

As part of the investigations and continued roll out of paid parking across Port Stephens Council, endorsement is sought for the introduction of Smart Parking at Little Beach.

Smart Parking is designed to improve the turn-over of parking spaces to create more equitable access to parking in Little Beach. Smart Parking also provides a revenue stream to support local infrastructure projects. The existing resident and business Park Free Permit Scheme currently used in Nelson Bay will be extended to include paid parking at Little Beach. Similarly, parking guidance and payment apps will be extended to the Little Beach area.

Technical investigations were undertaken to identify what traffic, parking or road safety issues may be present and their potential solutions. For the subject locations, Council engineering staff undertook site inspections and assessments.

The investigations also included community engagement regarding the Smart Parking settings, changes to parking regulation and desired projects for revenue to be spent on. The results of the engagement confirmed that the local community is generally supportive for the installation of Smart Parking at Little Beach to assist with a range of parking and movement issues. Additionally, there was strong support for the Smart Parking scheme including the permits to allow free parking for residents and rate payers of the Port Stephens Local Government Area.

**Comment:**

Little Beach Smart Parking will operate in a similar manner as the existing Nelson Bay Smart Parking scheme, with the same permit scheme exemptions for residents, ratepayers and business owners.

The proposed parking restrictions, as indicated on the attached plans are:

**Dark Blue** – 9P Meter Registration, Permit Holders Excepted, 8:30am - 5:30pm, Monday - Sunday, Public Holidays Included

**Light Blue** – 4P Meter Registration, Permit Holders Excepted, 8:30am - 5:30pm, Monday - Sunday, Public Holidays Included

**Orange areas** - Indicates 'No Parking Area – Resident permit holders excepted'

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

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 noted the consultation undertaken for this item and the need to restrict parking in the connecting streets, to reduce the impacts of people seeking to avoid paying for parking.

**Committee’s recommendation:**

Approve the introduction of Smart Parking at Little Beach, as shown on the attached plans.

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	



**Proposed Little Beach and Ngiloka Local Area Parking Plan**



Dark blue = 9 Hours Parking, light blue = 4 Hours Parking  
Parallel Parking 21 spaces (Beach Side), Rear to kerb Parking 18 spaces (Residential Side), Meroka Carpark 21 spaces, Dixon Street 4 spaces  
Red markers indicate Meter locations, Green Markers indicate cash meters, Orange areas indicate No Parking 'Permit Holder Accepted'



**Item:** 07\_02/24

## **Roads, Anna Bay – Introduction of a Smart Parking scheme at Birubi Headland**

**Requested by:** Port Stephens Council

**File:** 365893-2023

**Background:**

As part of the investigations and continued roll out of paid parking across Port Stephens Council, endorsement is sought for the introduction of Smart Parking at Birubi Headland.

Smart Parking is designed to improve the turn-over of parking spaces to create more equitable access to parking at Birubi. Smart Parking also provides a revenue stream to support local infrastructure projects. The existing resident and business Park Free Permit Scheme currently used in Nelson Bay will be extended to include paid parking at Birubi. Similarly, parking guidance and payment apps will be extended to the Birubi area.

Technical investigations were undertaken to identify what traffic, parking or road safety issues may be present and their potential solutions. For the subject locations, Council engineering staff undertook site inspections, measurements and assessments in addition to traffic management studies, being the Birubi Point parking assessment report (September 2021). This report identifies that during peak periods parking space utilisation is approaching capacity, and supports the expansion of Smart Parking as a demand management tool.

The investigations also included community engagement regarding the Smart Parking settings, changes to parking regulation and desired projects for revenue to be spent on. The results of the engagement from confirmed that the local community is generally supportive for the installation of Smart Parking at Birubi to assist with a range of parking and movement issues. Additionally, there was strong support for the Smart Parking scheme including the permits to allow free parking for residents and rate payers of the Port Stephens Local Government Area.

**Comment:**

Birubi Smart Parking will operate in a similar manner as the existing Nelson Bay Smart Parking scheme, with the same permit scheme exemptions for residents, ratepayers and business owners.

The proposed parking restrictions, as indicated on the attached plans are:

**Dark Blue** – Zone 1 - 4P Meter Registration, Permit Holders Excepted, 8:30am - 5:30pm, Monday - Sunday, Public Holidays Included

**Light Blue** – 4P Meter Registration, Permit Holders Excepted, 8:30am - 5:30pm, Monday - Sunday, Public Holidays Included

**Yellow** – Motorbike parking

**Pink** – Accessible parking

**Orange** – Loading zone

**Red** – No Stopping

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

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

**Committee’s recommendation:**

Approve the introduction of Smart Parking at Birubi, as shown on the attached plans.

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	

**Proposed Birubi Beach and Robinson Reserve Local Area Parking Plan**

Blue = 4 Hour Parking, Green = 15 Min Bus Zone, Orange = Loading Zone, Pink = Accessible, Yellow = Motorable, Areas left unmarked indicate no change to existing.

Red markers indicate Meter Locations, Green Markers indicate Coin Meters, All area nominated as 4 Hour Parking (see staff and surf club volunteers can be issued all day permits for Beach car park)



**Item:** 08\_02/24

## **Roads, Fingal Bay – Introduction of a Smart Parking scheme at Fingal Bay**

**Requested by:** Port Stephens Council

**File:** 365893-2023

**Background:**

As part of the investigations and continued roll out of paid parking across Port Stephens Council, endorsement is sought for the introduction of Smart Parking at Fingal Bay

Smart Parking is designed to improve the turn-over of parking spaces to create more equitable access to parking in Fingal Bay. Smart Parking also provides a revenue stream to support local infrastructure projects. The existing resident and business Park Free Permit Scheme currently used in Nelson Bay will be extended to include paid parking in Fingal Bay. Similarly, parking guidance and payment apps will be extended to the Fingal Bay area.

Technical investigations were undertaken to identify what traffic, parking or road safety issues may be present and their potential solutions. For the subject locations, Council engineering staff undertook site inspections, measurements and assessments.

The investigations also included community engagement regarding the Smart Parking settings, changes to parking regulation and desired projects for revenue to be spent on. The results of the engagement from confirmed that the local community is generally supportive for the installation of Smart Parking in Fingal Bay, to assist with a range of parking and movement issues. Additionally, there was strong support for the Smart Parking scheme including the permits to allow free parking for residents and rate payers of the Port Stephens Local Government Area.

**Comment:**

Fingal Bay Smart Parking will operate in a similar manner as the existing Nelson Bay Smart Parking scheme, with the same permit scheme exemptions for residents, ratepayers and business owners.

The proposed parking restrictions, as indicated on the attached plans are:

**Dark Blue** – 9P Meter Registration, Permit Holders Excepted, 8:30am - 5:30pm, Monday - Sunday, Public Holidays Included

**Light Blue** – 4P Meter Registration, Permit Holders Excepted, 8:30am - 5:30pm, Monday - Sunday, Public Holidays Included

**Yellow** – 2P Meter Registration, Permit Holders Excepted, 8:30am - 5:30pm, Monday - Sunday, Public Holidays Included

**Green** – Bus zone

**Red** – No Stopping



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

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

**Committee’s recommendation:**

Approve the introduction of Smart Parking at Fingal Bay, as shown on the attached plans.

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	



The meeting closed at 10.36am

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## **B. Listed matters**

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**Item:** 09\_02/24

### **Verona Road, Shoal Bay – Installation of temporary No Stopping signage**

**Requested by:** Port Stephens Coaches

**File:**

#### **Background**

Further to item 604\_02/24, Council have commenced rehabilitation works along Tomaree Street as part of an upgrade to roads in Shoal Bay. Bus routes in the area were required to temporarily detour to a new route for the duration of the works. Lines of communication between Port Stephens Coaches and Port Stephens Council have remained open in order to manage the changes.

Port Stephens Coaches reports difficulty in navigating around parked vehicles in Verona Road on the detour route and requests the installation of temporary No Stopping signage along the northern side of Verona Road, between Rigby and Tomaree Streets. The proposed signage only relates to the detour while construction is taking place and will be removed once works are finished and the bus route reverts to the normal route along Tomaree Street. It is envisaged that the signage will be required for approximately six weeks dependent on project progress.

The measures are necessary for safe passage and continuity of bus services to residents. Port Stephens Council will pro-actively inform residents of the short term changes prior to signage installation.

#### **Comment:**

Signage installation is temporary and will be removed once construction has finished and buses revert to the normal bus route along Tomaree Street.

#### **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 install No Stopping signage as shown in 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	

Port Stephens Local Traffic Committee

Item No. 09\_02/24

Annexure A

Wednesday 21 February 2024

Street: Verona Road, Shoal Bay

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**Legend:**



Proposed: Temporary installation of No Stopping

(Note: No Stopping will be removed after construction works have finished)