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**Port Stephens  
Local Traffic Committee Minutes**

**Meeting held in the Port Stephens Council Committee room and via Zoom on  
Tuesday 3<sup>rd</sup> December, 2024 at 9:30am**

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**Present:**

Mayor Leah Anderson, Cr Ben Niland, Ruby Porter – representing Kate Washington MP, Cr Giacomo Arnott representing Tim Crakanthorp MP, Sgt Kynan Bell - NSW Police, William Ridley - CDC Hunter Valley Buses, Anthony Biscan – Port Stephens Coaches, John Maretich, Andrew Behrens, Anna Brown, Joe Gleeson (Chairperson) - Port Stephens Council

**Apologies:**

Mark Morrison – TfNSW, Dave Davies - Busways

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**A. Business arising from previous meeting**

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

**B. Listed matters**

**39\_12/24 William Street, Karuah - Request for 'No Stopping' restrictions**

**40\_12/24 Diggers Drive, Tanilba Bay - Changes to regulatory signage in the school zone**

**41\_12/24 Beach Road, Nelson Bay – Request for parking restrictions**

**42\_12/24 Messines Street, Shoal Bay – Relocation of mobile library parking**

**43\_12/24 Muir Street, Medowie – Changed intersection priority at Peppertree Road**

**44\_12/23 Tomaree Street, Nelson Bay – Request for a (works) construction zone**

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

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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. 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, 2024 until 30<sup>th</sup> January, 2025
- Easter long weekend - 18th April, until 21st April, 2025
- October long weekend and school holidays - 26th September, until 10th October, 2025

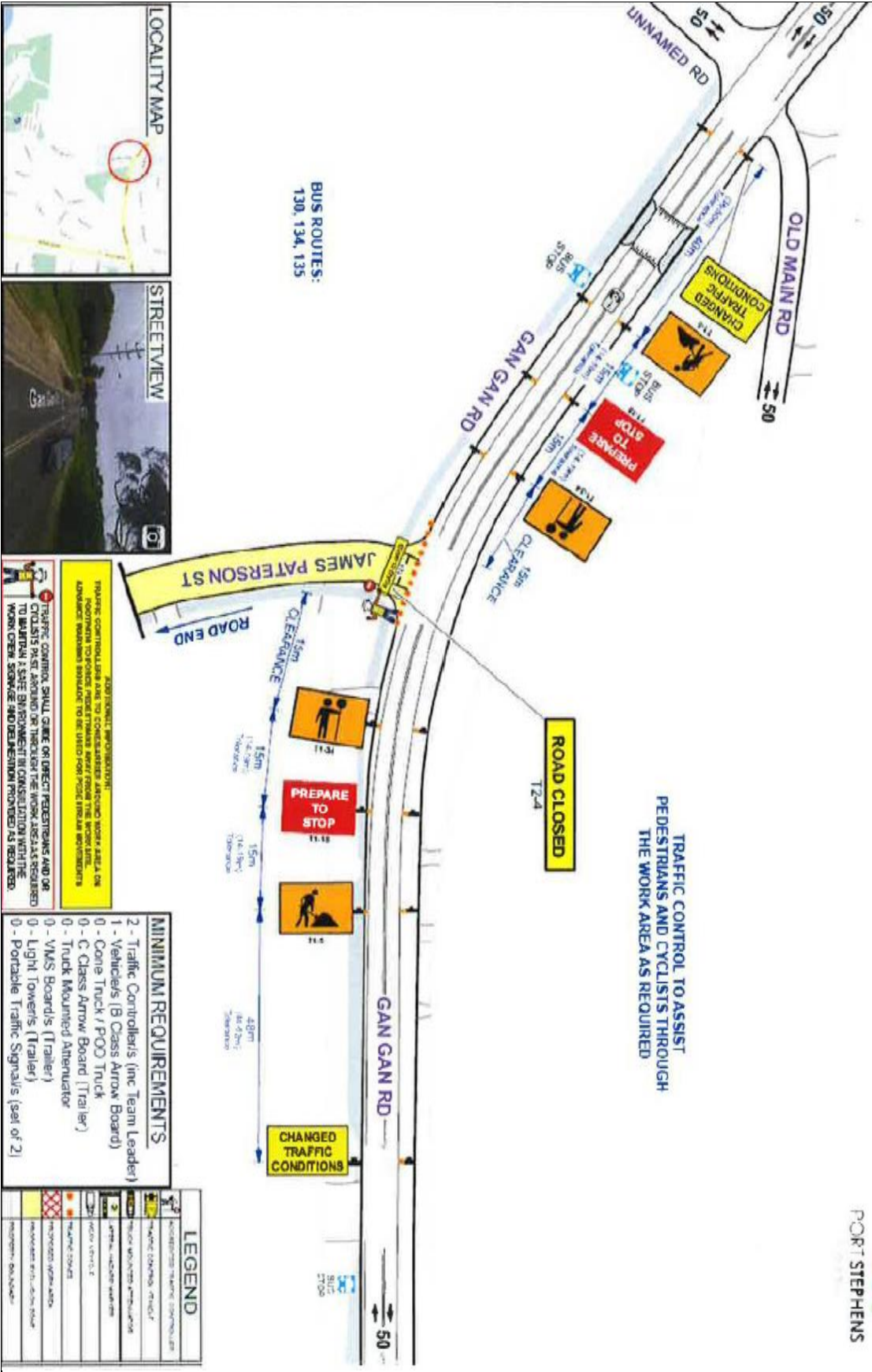
While traffic controls may be in place during the whole of the periods nominated, it is envisaged that traffic controllers will only be required during the absolute peak times – typically coinciding with public holiday long weekends.

#### **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

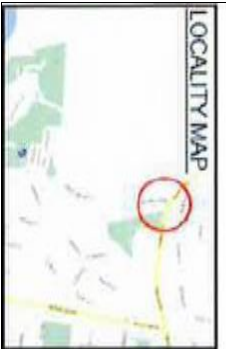
# EVENT MANAGEMENT



TRAFFIC CONTROL TO ASSIST PEDESTRIANS AND CYCLISTS THROUGH THE WORK AREA AS REQUIRED

ROAD CLOSED T24

BUS ROUTES:  
130, 134, 135



**ADDITIONAL INFORMATION:**  
TRAFFIC CONTROLLERS ARE TO CONSIDER ALL WORK AREAS ON ALL ROADWAYS TO BE USED FOR ROAD WORK REQUIREMENTS. ADVANCE NOTICE SHOULD BE GIVEN TO ALL ROAD USERS.  
TRAFFIC CONTROL SHALL CARE ON DIRECT PEDESTRIANS AND OR CYCLISTS BY STANDING OR THROUGH THE WORK AREAS AS REQUIRED TO MAINTAIN A SAFE ENVIRONMENT IN CONSULTATION WITH THE WORK AREA SUPERVISOR AND DIRECTION PROVIDED AS NECESSARY.

- MINIMUM REQUIREMENTS**
- 2 - Traffic Controllers (inc Team Leader)
  - 1 - Vehicles (B Class Arrow Board)
  - 0 - Cone Truck / POD Truck
  - 0 - C Class Arrow Board (Trailer)
  - 0 - Truck Mounted Attenuator
  - 0 - VMS Boards (Trailer)
  - 0 - Light Towers (Trailer)
  - 0 - Portable Traffic Signals (set of 2)

**LEGEND**

	TRAFFIC CONTROLLER
	ARROW BOARD
	CONES
	C CLASS ARROW BOARD
	TMA
	VARIABLE MESSAGE SIGN
	LIGHT TOWER
	PORTABLE TRAFFIC SIGNAL

**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

## B. Listed matters

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Item: 39\_12/24

### William Street, Karuah - Request for 'No Stopping' restrictions

**Requested by:** Port Stephens Council

**File:**

**Background:**

A new subdivision development at Karuah, has a requirement for installation of 'No Stopping' restrictions along the perimeter road, to satisfy Rural Fire Service requirements.

The requirement is for 'No Stopping' along both sides of the unnamed access road, connecting to Peachey Circuit.

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

NSW Road Rules – Rule 167 – No stopping signs

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

**Discussion:**

Committee members requested that 'No Stopping' signs be added in Peachey Circuit to indicate the end point of the restrictions.

**Committee's recommendation:**

Approve installation of 'No Stopping' restrictions in William Street Karuah, as shown on the attached sketch, Annexure A.

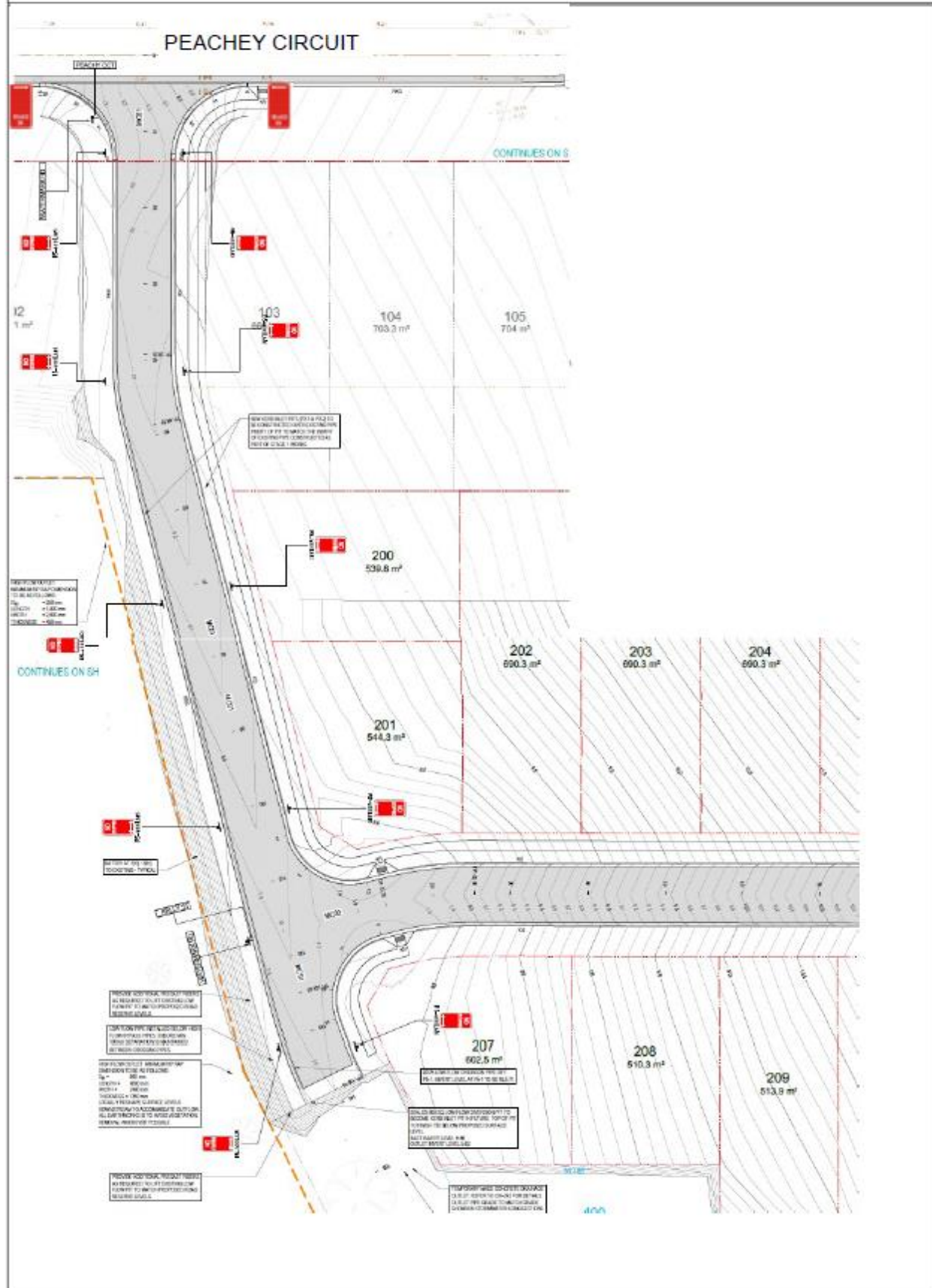
Engagement level

**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	



Item: 40\_12/24

## Diggers Drive, Tanilba Bay – Changes to signage at Tanilba Bay Public School

**Requested by:** Port Stephens Council

**File:**

**Background:**

A review of regulatory signage has been undertaken at Tanilba Bay Public School to improve sight distances for safe movement and to provide consistency of signage in the school zone. The school has been consulted as part of the process.

At Diggers Drive, it is proposed to reduce the size of the existing 'No Parking' zone. The school requests that parents/carers pick up students from the school gate which requires them to leave their vehicles (meaning that most parked vehicles are in breach of the road rules). Parents should be encouraged to park on the school side so that students may enter and exit vehicles from the footpath.

It is also proposed to install 'No Stopping' linemarking at the corner of Estramina Way to highlight the existing rule and improve sight distance for pedestrian movement.

At King Albert Avenue, it is proposed to remove the existing 'No Parking' sign on the island and replace with yellow 'No Stopping' line marking. It is also proposed to install hatching to cover over outdated line marking and define the car parking area from the turning circle.

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

NSW Road Rules – Rule 167 – No stopping signs, Rule 168 – No parking signs, Rule 169 – No stopping on a road with a yellow edge line,

TfNSW signs database – R5-400, R5-41

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

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

Make changes to the existing signage at Tanilba Bay Public School, as shown on the attached sketches, 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	





-  = 'No Stopping'
-  = Existing - 'No Parking - 8-9.30am, 2.30-4pm School Days'
-  = Proposed - 'No Parking - 8-9.30am, 2.30-4pm School Days'





= 'No Stopping'



= Proposed hatching

Item: 41\_12/24

**Beach Road, Nelson Bay - Request for 'No Stopping' restrictions**

**Requested by:** Port Stephens Council

**File:**

**Background:**

Halifax Holiday Park has requested installation of parking restrictions to assist in reducing the number of vehicles being parked long term, within the park. An area adjacent to the administration building is intended for use by staff and short-term visitors but has been increasingly occupied by vehicles being left for days at a time.

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

NSW Road Rules – Rule 168 – No parking signs

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

**Committee's recommendation:**

Approve installation of 'No parking – authorised vehicles excepted' restrictions in Halifax Holiday Park, 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	





— = 'No parking - Authorised vehicles excepted'

Item: 42\_12/24

**Messines Street, Shoal Bay – Changes to the parking space for the mobile library**

**Requested by:** Port Stephens Council

**File:**

**Background:**

The proposed upgrading of the car parking area at the corner of Government Road and Shoal Bay Road will mean that the mobile library will no longer be able to safely access the current parking space. An alternative location has been agreed upon, adjacent to the tennis courts in Messines Street.

The area currently has 90° angle parking with 9P meter registration restrictions, which will be augmented with 'No Stopping' restrictions to cover the time required for the visits of the mobile library truck.

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

NSW Road Rules – Rule 167 – No stopping signs

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

**Committee's recommendation:**

Approve installation of 'No Stopping – 8.30am-5.30pm Wednesday, library vehicles excepted' restrictions in Messines Street, in addition to the existing 9P restrictions, 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 - Angle parking - '9P Meter Registration, Permit Holders Excepted, 8:30am - 5:30pm, Monday - Sunday, Public Holidays Included'
-  = Proposed - 'No Stopping, 8.30am-5.30pm Wednesday, Library vehicles excepted'



Item: 43\_12/24

## Muir Street, Medowie – Changed intersection priority at Peppertree Road

**Requested by:** Port Stephens Council

**File:**

**Background:**

The recent opening of the Tall Trees estate at Medowie has led to some confusion among drivers at the intersection of Peppertree Road and Muir Street. Although the road is a well-defined 'T' intersection, drivers turning in and out of Muir Street have not previously encountered traffic proceeding along Peppertree Road.

A median island would also be an important addition to provide a pedestrian refuge and to improve visibility of the changed conditions.

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

NSW Road Rules – Rule 69 - Giving way at a give way sign or give way line at an intersection (except a roundabout)

RMS signs database – R1-2

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

**Discussion:**

Cr Niland suggested that the intersection changes could all be done in paint until such time as more permanent works are required, as traffic movements increase.

**Committee's recommendation:**

Approve installation of barrier lines, give way controls and a median island on the northern leg of Peppertree Road, at the Muir Street intersection, 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	



Item: 44\_12/24

**Tomaree Street, Nelson Bay – Request for a works (construction) zone**

**Requested by:** A developer

**File:**

**Background:**

Construction works are commencing soon at the development on the corner of Tomaree and Yacaaba Streets, Nelson Bay and the developer requests a works (construction) zone on both street frontages.

**Comment:**

The requested location currently has 'Loading zone' restrictions from 5-7am, to allow for garbage collection from the Mantra, with 9P metered parking restrictions at other times. Construction work would normally only be permitted from 7am-5pm, Mon-Fri and 7am-3pm Sat. The spaces could potentially be available for parking outside of these times and days.

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

NSW Road Rules – Rule 181 - Stopping in a works zone

RMS signs database – R5-25

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

**Discussion:**

Committee members noted that the development will need to cater for ongoing access to garbage collection for the Mantra site.

**Committee's recommendation:**

Install time-limited works zone signs along the Tomaree and Yacaaba Street frontages of No.17-19 Yacaaba Street, 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 works zone - 7am-5pm Mon-Fri, 7am-3pm Sat