
**Port Stephens
Local Transport Forum Minutes**

**Meeting held in the Port Stephens Council Committee room and via Zoom on
Tuesday 2nd September, 2025 at 9:30am**

Present:

Mayor Leah Anderson, Ruby Porter representing Kate Washington MP, Cr Giacomo Arnott representing Tim Crakanthorp MP, Sen Const Rod Minter – NSW Police, Jamie Smoother – TfNSW, Anthony Biscan – Port Stephens Coaches, John Maretich, Andrew Behrens (Chairperson), Bridget Jenkins - Port Stephens Council

Apologies:

Cr Ben Niland, William Ridley CDC Hunter Valley Buses Busways, Joe Gleeson & Anna Brown - Port Stephens Council

A. Matters arising

627_08/25 Roads, Port Stephens – Changes to the Authorisation and Delegation Instrument for Councils

B. Listed matters

18_09/25 Admiralty Avenue, Tanilba Bay – Request for parking restrictions

19_09/25 Sturgeon Street, Raymond Terrace – Request for parking restrictions

A. Matters arising

Item: 627_08/25

Roads, Port Stephens – Changes to the Authorisation and Delegation Instrument for Councils

Requested by: Port Stephens Council

Background:

The 2025 Authorisation and Delegation Instrument for Councils has been in operation since 1st August. This instrument replaces the previous 2011 Delegation to Councils and the 2023 Temporary Delegation to Councils.

Key changes from the 2011 Delegation to Councils are:

- Local Traffic Committee (LTC) is renamed Local Transport Forum (LTF)
- Councils may sub-delegate functions to staff
- Fewer matters now need to be referred to the LTF
- There is no voting and no requirement for unanimous agreement

Council's have greater discretion with regard to the operation of the LTF. Generally, council may decide which proposals to send to the LTF for advice or coordination.

Prior referral to the LTF is only required where:

- regulation of traffic exceeds 6 months in duration
- public transport is negatively affected for more than 24 hours
- For proposals affecting buses, consultation with bus operators is required
- Transport and NSW Police must be given 7 days' notice of on-road public events

For Port Stephens, it is not envisaged that there will be a lot of change to the operation of the LTF, when compared to the LTC. Bus operators are already well represented and matters have rarely required voting in order to be resolved.

Discussion:

Reviewed and discussed key points from Local Transport Forum functions and responsibilities document which outlines LTF membership, focus, roles and responsibilities, how it works and administration.

B. Listed matters

Item: 18_09/2025

Admiralty Avenue, Tanilba Bay– Request for parking restrictions

Requested by: A resident

File: 435649-2025

Background:

Council has received an email from a customer today relating to buses on Admiralty Avenue, Tanilba Bay. The email detailed that increased parking in the area has seen an increase in buses veering off the roads and onto the front lawns and verges of properties, tearing them up and getting close to potentially hazardous embankments.

Comment:

CDC buses were contacted for comment and have advised that this is an issue for buses in this location.

On inspections, it was observed that the road pavement is quite narrow and even though it is one-way travel on this road, there is no room for vehicles to pass without driving on the verge, when vehicles are parked here.

Legislation, Standards, Guidelines and Delegation:

TfNSW signs database – R5-40

Design of Roads and Streets - DORAS

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

Proposal from the Forum:

Install 'No Parking' on the northern side of Admiralty Avenue, Tanilba 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 Transport Forum proposal once endorsed



 = No Parking

Item: 19_09/2025

Sturgeon Street, Raymond Terrace – Request for parking restrictions

Requested by: A resident
File: 435649-2025
Background:

A local property owner has contacted Council with safety concerns regarding vehicles parking at the corner of Sturgeon and Swan Streets, Raymond Terrace. The location is opposite Raymond Terrace Public School and parents angle park along the fence of No.12 Swan Street. The resident raised concerns with vehicles reversing while people are walking along the road and with restrictions to sight distance from vehicles being parked too close to the corner.

Comment:

On inspections, it was observed that the layback kerb at this location appears to be designed to allow for off-road parking. It was also observed that, as the vehicles are parked well back from the roadway, there is no real obstruction to sight distance. It would improve safety if parking were deterred in the statutory 'No Stopping' area adjacent to the corner.

Legislation, Standards, Guidelines and Delegation:

TfNSW signs database – R5-400

Design of Roads and Streets - DORAS

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

Proposal from the Forum:

Install 'No Stopping' on the south-west corner of Sturgeon and Swan Streets, Raymond Terrace, 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 Transport Forum proposal once endorsed



The meeting closed at 9:51am.