Draft Car Share Policy

1.0 Purpose

The Car Share Policy (Policy) outlines Canterbury-Bankstown Council's (Council) approach to the allocation, installation and management of dedicated parking spaces for car share operators, on land under the care and control of Council, including on-street and off-street parking.

2.0 Scope

This Policy applies to car parking spaces that are owned or managed by Council within the Canterbury Bankstown Local Government Area (LGA) and to car share operators that provide access to vehicles for members of car share scheme.

It does not apply to peer-to-peer car rental schemes where an individual will provide public access to their privately owned and registered vehicle for a fee. It does not apply to long-term car rental schemes.

This Policy also does not apply to agreements between car share operators and private parties for parking vehicles on private property, for example in residential complexes or within privately managed car parks.

3.0 Terms and Definitions

In this Policy the terms below have the following meanings.

Term	Definition
Car Share Operator	A company or organisation who provide car share vehicles which are available for use by the members of a car share scheme.
Car Share Vehicle	A vehicle that has been authorised for shared use by the car share operator's members.
Dedicated Car Share parking space	A parking space located on-street or in a Council operated car park which has been dedicated to a car share operator for the purpose of placing a car share vehicle.
Member of a Car Share Scheme	A person, business or organisation who has paid a joining fee to become a member of car share scheme.

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4.0 Policy Statement

Council is committed to supporting a road network that is Moving and Integrated. This Policy seeks to reduce the demand for parking and private car ownership across the LGA through encouraging the use of car share.

Car share supports the local economy by reducing the need for businesses and households to own a vehicle and increases social inclusion by providing access to a range of vehicles for low-income households. The uptake of car share will reduce private vehicle usage, increase use of active and public transport, reduce vehicle emissions and facilitate efficient use of public street space.

This Policy is aligned to the Moving and Integrated destination of the Community Strategic Plan *CBCity 2036* that supports providing an accessible city with great local destinations and many options to get there with improved movement and increased travel mode options for the community.

Councils' Local Strategic Planning Statement *Connective City 2036* sets out an ambitious movement and place plan that prioritises better public transport and space for pedestrians, while also considering how the City's roads and streets will efficiently move people and goods and ensure CBCity is also a great place for people to live, work and visit.

5.0 Policy Criteria

5.1. Car Share Operator Eligibility

Designated car share spaces will only be allocated to car share operators who meet the below criteria:

- Have a developed network, or can demonstrate they are developing a network, of cars in accessible locations to members of the car share scheme;
- Provide a minimum booking duration of one hour and a maximum booking duration of three days;
- Supply a booking service through internet and phone 24 hours per day, seven days per week, along with customer care;
- Membership is available to any person with a valid driving license subject to driving checks and credit checks; and
- Confirm in writing their acceptance of the obligations set out in this Policy.

5.2. Car Share Operator Obligations

Operators of a car share scheme must meet the following obligations:

- All passenger vehicles should have a minimum 4-star Vehicle Emission Star Rating (VESR). In the case of other vehicle types such as vans or utilities, an operator must demonstrate that the vehicle is a high environmental performer for its class;
- All passenger vehicles are to have a minimum 4-star ANCAP safety rating;
- The exterior of vehicles must clearly identify the company name;
- A vehicle is to be provided and available in the designated space within three days after the installation of signage;

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- In the event where members are unable to park within the dedicated on-street or off-street parking spaces, the member must park in the closest legal available unrestricted parking space and provide photographic evidence to the car share operator. The car share operator must organise for the car share vehicle to be relocated back to the dedicated car share space within 24 business hour;
- A quarterly report should be provided to Council to assess the use of the program for all vehicles in the LGA, including vehicles using undesignated street parking. The quarterly reporting is to include the following:
    - The total quantity of vehicles available;
    - The total quantity of vehicles allocated with designated street parking spaces;
    - The total quantity of vehicles using non-allocated street parking spaces;
    - The total number of members (including residential and business members);
    - Location description and spatial location per vehicle;
    - Total number of bookings per vehicle;
    - Total number of hours booked per vehicle;
    - Average number of bookings per day per vehicle;
    - Average time period of booking per vehicle;
    - Average and median trip distance per vehicle;
    - Number of members, vehicles, booking duration and distance details based on suburbs;
    - The proportion of bookings on weekdays and weekends per vehicle;
- The car share operator will agree to conduct an annual survey of CBCity members' travel habits and car ownership levels with the results to be provided to Council;
- The car share operator must, upon request, demonstrate to the satisfaction of Council that the operator is financially sound, and capable of meeting obligations to the Council and members;
- The car share operator will ensure that its vehicles are comprehensively insured and registered at all times; and
- The car share operator must ensure that a current Council issued Authorised Car Share Vehicle Permit or temporary Letter of Authorisation is obtained and displayed on each vehicle at all times. This permit identifies an authorised car share vehicle and authorises the car to park in its dedicated parking space.

5.3. Application for and Installation of designated car share spaces

Council reserves the right to reject, or determine by refusal, any application to establish a designated car share space.

- Councils' Traffic and Transport team will assess proposed dedicated car share spaces against below:
    - Be a legal parking spot;
    - Within close proximity to public transport services;
    - Adjacent to community hubs, activity centres or public facilities;

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- Within a medium to high density residential area, retail or commercial streets; and
- Have good visibility to ensure safety and accessibility for car share users.

- The car share operator must submit one application for each proposed dedicated car share space.
- The car share operator is responsible for determining if the proposed dedicated car share space is likely to meet their commercial and or other requirements.
- Consultation will be carried out with residents and businesses in the immediate vicinity (within 50 metres) of a proposed dedicated car share space.
- Designated car share spaces are to be endorsed by the Local Traffic Committee.
- Costs associated with the application, installation, removal, maintenance and administration of dedicated car share spaces will be met by the car share operator, in accordance with Councils' Schedule of Fees and Charges (subject to annual review).
- The designated car share space is not permitted to be transferred or shared between car share operators.

5.4. Management of designated car share spaces

- In the case of non-compliance, Council may, acting reasonably, suspend or revoke any or all spaces assigned to an operator.
- Advertising or promotion of car share schemes is not permitted on traffic signposts or other traffic control devices.
- Car share operators must ensure that vehicles are parked safely and in accordance with NSW Road Rules.
- The designated car share space will be reviewed at 12 months of establishment.

6.0 Approval and Review

6.1. Policy Owner

Manager City Plan and Transformation

6.2. Authorisation

Adopted by Canterbury-Bankstown Council on [DD/MM/YYYY].

6.3. Reviews and Modifications

- The next review is due on [DD/MM/YYYY].

7.0 Related Documents

7.1. Laws and Standards

- Local Government Act 1993

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- Roads Act 1993
- Guidelines for the Implementation of On-Street Car Share Parking, Technical Direction, TTD 2018/001, October 2018
- Australian Standard 2890: Parking Facilities
- Austroads Guide to Traffic Management Part 11: Parking

7.2. Policies and Procedures

- Schedule of Fees and Charges
- Environmental Sustainability Policy

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