

# Car Share Policy

## Policy administration

<b>Dates</b>	Policy approved 31/10/2022 This policy is effective upon its approval. Policy is due for review (up to 4 years) 10/2026
<b>Approved by</b>	Council Meeting 31/10/2022 Council Resolution CCL096-22
<b>Policy Type</b>	<input type="checkbox"/> Executive Policy <input checked="" type="checkbox"/> Council Policy
<b>Exhibition Period</b>	N/A
<b>Policy Owner</b>	Manager Strategic Placemaking Strategic Placemaking Asset & Infrastructure
<b>Related Documents</b>	N/A
<b>References &amp; Legislation</b>	Guidelines for the Implementation of On-Street Car Share Parking, Technical Direction, TDT 2007/04, NSW Roads and Traffic Authority, September 2007
<b>Document Identifier</b>	Policy #: Pol-089.01 Doc #: D23/037945
<b>Breaches of Policy</b>	Breaches of any policy will be dealt with and responded to in accordance with adopted codes and/or relevant legislation.
<b>Record Keeping</b>	All documents and information obtained in relation to the implementation of this policy will be kept in accordance with the NSW State Records Act 1998, Georges River Council's Corporate Records Policy and adopted internal procedures.

## Purpose

To manage Car Share Operators (CSO) and dedicated car share parking spaces in a fair and equitable manner within the Georges River Council Local Government Area (LGA). This Policy will ensure CSO are provided equal access to defined car share spaces as well as providing residents and business in the LGA access to an environmentally sustainable alternative to car ownership.

This policy also establishes an effective, accountable, sustainable and transparent framework for managing CSO in the LGA.

## Scope

The policy applies to CSO and the dedicated car share parking spaces located on-street or in Council owned off-street parking spaces, such as car parks.

## Definition of Terms

Term	Meaning
<i>Georges River Council</i>	The delegated authority to issue parking permits under the Transport Administration Act 1988
<i>LGA</i>	The Georges River Local Government Area (LGA)
<i>On-street parking</i>	Available parking facility at the side of a public road
<i>Off-street parking</i>	Available parking facility within an enclosed parking lot
<i>Car Share Operators (CSO)</i>	A company or organisation who provide a car share vehicle which is available for use by the member of a car share scheme for a period commencing with a minimum of 1 hour
<i>Authorised Car Share Vehicle</i>	A vehicle that has been authorised for shared use by the Operator's members. Parking is regulated by authorised car share vehicle signage.
<i>Dedicated Parking Space</i>	A parking space located on-street or in a Council operated car park which has been dedicated to a single car share operator for the purpose of placing a car share vehicle
<i>Member of a Car Share Scheme</i>	A person, business or organisation who has paid a joining fee to become a member of a Car Share Scheme
<i>Georges River Local Traffic Advisory Committee</i>	Make recommendations to Council on applications from Car Share Operators and any proposed changes to existing on-street and off-street parking

## Policy Statement

### 1. Eligibility of Operators

The Car Share Policy is open to CSO who meet the requirements of this policy.

Multiple CSO will be permitted to provide a service within the Georges River Council LGA.

To qualify for a dedicated car share space, the operator must:

- Have in place, or be developing, a network of cars in locations that are accessible to all members of the public.
- Allow any licensed driver over the age of 18 to join, subject to reasonable terms and conditions.
- Supply an internet and phone-based booking system available to members 24 hours per day, 7 days per week, allowing immediate booking of vehicles.
- Ensure that no vehicle is booked for longer than four days unless a replacement vehicle is provided for the space.
- Prohibit the routine long-duration reservation or exclusive use, including overnight use, of a car sharing space by any one user, either individual or business.
- Confirm in writing their acceptance of the obligations set out in this policy.

### 2. Obligations of Operators

CSOs must meet the obligations set out below:

- Vehicle Types – An operator must provide vehicles in which CO<sub>2</sub> emissions do not exceed 175g/km. For vehicles such as utilities or vans, operators must demonstrate that the selected vehicles achieve a high green vehicle guide rating within their class.
- Vehicle Availability – Dedicated car share bays cannot remain empty for a period of more than 72 hours due to vehicle maintenance, repair or any other reason unless Council is notified in writing. A replacement/ temporary vehicle is required to be made available to members.
- Reports – CSO must provide Council quarterly reports for all vehicles located in the Georges River LGA. The report is to include at a minimum information and statistics on the number of members by suburb, total number and duration of bookings per vehicle, total trip distance per vehicle, average number of bookings made per day, the total number of hours the vehicle is available each quarter as well as quantifying the environmental benefits where possible.
- Road closures – CSO must acquaint themselves with upcoming road closures due to special events or other purposes and make arrangements to remove or relocate vehicles during that time
- Sharing of spaces – The allocated Car Share spaces are not permitted to be transferred or shared between operators.
- Unavailability of dedicated parking spaces – 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 CSO. The CSO must organise for the Car Share vehicle to be relocated back to the dedicated Car Share space(s) within 24 business hours.

- Financial Soundness – A CSO must, upon request, demonstrate to the satisfaction of Council that the operator is financially sound, and capable of meeting obligations to Council and members.
- Associated costs – The CSO must bear all cost(s) associated with line marking and associated maintenance of each parking space. Approval must be granted by Council to proceed with the line marking works.

### **3. Process**

#### **3.1 Application**

Approved CSOs must complete the application form outlining the proposed location(s) of new car share space(s) within Georges River LGA. The application form will require documentation outlining the operator's ability to meet the eligibility criteria and obligations outlined in the Policy.

The new car share space(s) must demonstrate that there is a minimum of 10 current members who will have reasonable proximity access to the space.

The processing time of all new applications is eight (8) weeks.

Council reserves the right to reject any application to establish a car share space. Council will also refuse speculative and large-scale placement of car share vehicles in the absence of reasonably foreseeable resident and business demand.

#### **3.2 Fees**

A fee will be charged to the approved CSO for the initial application as stated within Council's Fees and Charges. The Operator will bear all cost(s) associated with line marking and maintenance of each parking space once approval has been sought by Council.

#### **3.3 Consultation**

Once the proposed locations have been approved, Council will conduct community consultation with residents and businesses in the immediate vicinity of the proposed car share space.

All new proposed car share spaces will be presented to the Georges River Local Traffic Advisory Committee for consideration prior to approval by Council.

#### **3.4 Installation**

Once approved, approved signage will be installed by Council to allow exclusive use by the CSO.

### 3.5 Review

The Car Share space will be reviewed every three (3) years following the placement of the car share space. Where the usage of the car share space does not meet the policy guidelines, Council will request for the space to be reassessed or reallocated.

## 4. Non-Compliance

In the case that the CSO does not comply with the Car Share Policy, Council may, acting reasonably, suspend or revoke any or all spaces assigned to an operator or suspend an operator's eligibility to reapply within the Georges River LGA.

## Responsibilities

Position	Responsibility
<i>Car Share Operator</i>	Comply with the guidelines set within the Car Share Policy when operating within Georges River LGA
<i>Senior Asset Engineer – Traffic and Transport</i>	Monitor and evaluate this policy and make appropriate recommendations to Council on any proposed alterations to this policy. Undertake community engagement and make recommendations to the Georges River Local Traffic Advisory Committee
<i>Georges River Local Traffic Advisory Committee</i>	Make recommendations to Council on applications from Car Share Operators
<i>Council</i>	Review and resolve recommendations of the Local Traffic Advisory Committee

## Version Control and Change History

Version	Amendment Details	Policy Owner	Period Active
1.0	Car Share Policy	Manager Strategic Placemaking	31/10/2022