



Burwood Council

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CAR SHARE POLICY

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Purpose

The purpose of the Policy is to manage the car share parking in the Burwood Local Government Area (LGA) in a fair and equitable manner. The Policy ensures that car share operators are provided equal access to defined car share spaces as well as providing residents and businesses in the Burwood LGA access to an environmentally sustainable alternative to car ownership.

Scope

This policy applies to car share spaces located on Burwood Council streets or property.

Definitions

Car Share Operator – 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.

Dedicated Parking Space – 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.

Member of a Car Share Scheme – A person, business or organisation who has paid a joining fee to become a member of a Car Share Scheme.

Eligibility of Operators

The car sharing program is open to both existing and new operators who meet the requirements of this policy. In order 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.
- 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.

Multiple car share operators can provide services within the Burwood LGA in line with Council's Car Share Policy. Allocated car share spaces may not be transferred between operators.

Obligations of Operators

Car share operators must meet the obligations set out below:

- **Vehicle Types** – An operator must provide vehicles whose CO₂ emissions do not exceed 185g/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 3 days due to vehicle maintenance or repair. In such an event a replacement vehicle is

to be made available to members.

- Reports – Car share operators must provide Council quarterly reports for all vehicles located in the Burwood 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.
- Parking – Operators must ensure that vehicles parked in dedicated car share spaces display valid permits or a temporary letter of authorisation issued by Council at all times.

Process

1. Application

Car Share operators may apply to Council for the installation of a dedicated car share space. Car share spaces may be placed on-street or within a Council operated off-street car park and will be limited to a maximum of 5% of the available parking spaces in any single street or length of road. For new Car Share spaces it must be demonstrated that at least 10 current members will have reasonable proximity access to the space.

Operators must provide Council documentation outlining its ability to meet the eligibility criteria and obligations outlined in the Policy.

Dedicated car share spaces may be contracted for a period of three years performance based, with a two year option period.

2. Consultation

Council will consult with residents and businesses in the immediate vicinity of a proposed car share space. The number and location of spaces will be proportionate with demand. All proposals to allocate car share spaces will be considered by the Burwood Local Traffic Committee and determined by Council.

3. Installation

Once approved, dedicated and exclusive spaces for authorised car share vehicles will be installed by Council, by way of RMS approved signage only.

4. Fees

A fee will be charged to the operator for the initial application, ongoing annual approval as well as to partly cover costs associated with the implementation of a dedicated car share space. Additional fees may be charged if the dedicated parking bay is to be placed in an existing metered ticket parking area. Car share operators may request to linemark parking bays at their own cost however must obtain approval from Council prior to any works being undertaken. Fees are reviewed annually and set out in Council's Statement of Revenue Policy.

5. Review

Following the initial 12 month placement of a new car share space a review of its usage will be undertaken. Where the usage of a car share space is less than 10 trips per month and is less than 40 hours per month (averaged over three consecutive months), an operator may be required to show cause as to why the space should not be withdrawn or reallocated.

Post Approval Monitoring

In the case of non-compliance with obligations outlined in this Policy, Council may, acting reasonably, suspend or revoke any or all spaces assigned to an operator, or suspend an operator's eligibility to apply for additional spaces.

Authority to take action for non-compliance rests with the Deputy General Manager Land, Infrastructure and Environment. Operators will be given an opportunity to make representations prior to any action for non-compliance with this policy. In case of the revocation of spaces, the Deputy General Manager is authorised to reallocate spaces to an alternative operator.

Related Information

- Guidelines for the Implementation of On-Street Car Share Parking, Technical Direction, TDT 2007/04, NSW Roads and Traffic Authority, September 2007

Review

This Policy will be reviewed every four years.

Contact

Manager Traffic & Transport on 9911 9911.