

FILE NO: PSC2005-2646

TITLE: BUS SHELTER POLICY

POLICY OWNER: ASSETS SECTION MANAGER

1. PURPOSE:

- 1.1 The Bus Shelter Policy purpose is to allow community groups to provide bus shelters for the community and the revenue gained through advertising on these bus shelters will be used by community groups for their purposes such as providing the Community with services to allow advertising on the bus shelter as a revenue source. The inclusion of advertising on bus shelters is a way for Council and community groups to fund the capital cost and maintain the shelter.
- 1.2 This policy and related documents will also allow the display of advertising on bus shelters in accordance with Council's document: Advertising on Bus Shelters in *Port Stephens – Term of Agreement* seeks to ensure consistency and equity in the provision of bus shelters across the Local Government Area.

2. CONTEXT/BACKGROUND:

- 2.1 The provision of shelters at bus stops plays an important part in increasing public transport patronage in Port Stephens and providing shelter and comfort of existing bus passengers. This policy seeks to ensure consistency and equity in the provision of bus shelters across the Local Government Area.
- 2.2 Installation of the privately funded shelters has generally been initiated by the organisations involved and has resulted in more shelters being installed than would otherwise be the case if Council funding alone were relied upon.

3. SCOPE:

- 3.1 Council is responsible for controlling and monitoring activities being undertaken in its road reserves.
- 3.2 Council provides public transport infrastructure to the community such as bus shelters and seating.
- 3.3 Community groups can assist Council in the provision of bus shelter infrastructure within the road reserve as mutually agreeable.
- 3.4 Council will have clear and consistent guidelines regarding the provision of transport related infrastructure by other bodies or organisations.

4. DEFINITIONS:

4.1 An outline of the key definitions of terms included in the policy.

Bus Shelter a roofed structure for people to wait under at a bus stop

5. POLICY STATEMENT:

- 5.1 Council's intent is for community groups to provide bus shelters for the Port Stephens community and to use the revenue gained from advertising on the shelters to pay for the capital cost and ongoing maintenance costs.
- 5.2 Council's requirements and priorities for the provision of bus shelters are to be assessed as part of the Capital Works Program.
- 5.3 Priority for the provision of transport infrastructure shall be determined based on an assessment of:
 - The level of demand for a facility, both existing and potential future demand
 - The existing standard of transport infrastructure in the vicinity.
- 5.4 Once priorities are confirmed, expressions of interest for the supply and erection of appropriately designed bus shelter structures will be sought through Council's normal procurement process.
- 5.5 Community groups will retain ownership and associated advertising rights of any bus shelters constructed by them and will be required to enter into a formal agreement with Council.
- 5.6 Council reserves the right to favour offers from external providers that will promote community involvement and enhance community ownership of public infrastructure.
- 5.7 Bus shelters shall conform to Council Design requirements and shall be compliant with the Commonwealth Disability Discrimination Act.

6. POLICY RESPONSIBILITIES:

- 6.1 Civil Asset Planning Manager is responsible for complying with implementing, monitoring, evaluating and reviewing the policy.

7. RELATED DOCUMENTS:

- 7.1 *Roads Act 1993.*
- 7.2 *Local Government Act 1993.*
- 7.3 Code of Conduct.
- 7.4 Signage Policy.
- 7.5 Sustainable Procurement.
- 7.6 Public Arts Policy and Guidelines.

CONTROLLED DOCUMENT INFORMATION:

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Process owner	Assets Section Manager		
Author	Civil Assets Planning Manager		
Review timeframe	Two years	Next review date	August 2020
Adoption date			

VERSION HISTORY:

Version	Date	Author	Details	Minute No.
1	25 Nov 2014	Civil Assets Planning Manager	Adopted	319

2	28 Aug 2018	Civil Assets Planning Manager	Created in New Policy Template & Global Review with following changes 1.2 & 1.2 – Reworded to improve purpose. 2.1 – Removal of sentence. 7.1, 7.2 & 7.6 - Additional Related Documents. 7.3 – Removal of Related Document. Adopted By Council.	270
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