

FILE NO: PSC2005-2646

TITLE: BUS SHELTER POLICY

OWNER: ASSETS SECTION MANAGER

1. PURPOSE:

- 1.1 The Bus Shelter Policy purpose is to provide the guidelines for Council to enter into an agreement with community groups and private businesses to enable the provision of bus shelters for the community, and public transport patrons.
- 1.2 This policy and related documents will also allow the display of advertising on bus shelters in accordance with Council's document: Bus Shelter Advertising Application Form – Terms & Conditions which seeks to provide a source of funding which can be invested back into maintaining and providing Bus Shelter Infrastructure across the Local Government Area.
- 1.3 The community group or private businesses will be responsible for the installation, maintenance, cleaning, replacement or removal and care of the shelter.
- 1.4 The community group or private businesses will be able to advertise on bus shelters they install to generate an income source to provide the ongoing cleaning and maintenance service.

2. CONTEXT/BACKGROUND:

- 2.1 The provision of shelters at bus stops plays an important part in increasing public transport patronage in Port Stephens providing shelter and comfort to 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 community groups and has resulted in more shelters being installed in the local area.

3. SCOPE:

- 3.1 Council is responsible for controlling and monitoring activities being undertaken in its road reserves.
- 3.2 Community groups and private businesses can assist Council in the provision of bus shelter infrastructure within the road reserve in accordance with Council requirements.
- 3.3 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 in at a bus stop.
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5. STATEMENT:

- 5.1 Council's intent is to allow community groups and private businesses 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 and ongoing maintenance costs.
- 5.2 Priority for the provision of transport infrastructure shall be determined based on an assessment of the existing standard of transport infrastructure in the vicinity.
- 5.3 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.
- 5.4 Community groups or private businesses 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.
- 5.5 From time to time Council will purchase bus shelters. Council will retain the ownership and associated advertising rights of any bus shelters constructed by them.
- 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 1992.
- 5.8 As an alternative to clause 5.4, entities may wish to consider a sponsorship agreement towards a Council owned, maintained and managed bus shelter under Council's Sponsorship Policy should financial or in-kind contributions be offered in return for the right to be associated with a project or activity.

6. RESPONSIBILITIES:

- 6.1 The Civil Assets Manager is responsible for implementing, complying with, monitoring, evaluating, reviewing and providing advice on this policy.

7. RELATED DOCUMENTS:

- 7.1 Roads Act 1993 (NSW).
- 7.2 Local Government Act 1993 (NSW).
- 7.3 Port Stephens Council Code of Conduct.
- 7.4 Port Stephens Council Information and Direction Signs in Road Reserves Policy.

- 7.5 Port Stephens Council Public Art Policy and Guidelines.
- 7.6 Disability Discrimination Act 1992 (Cth).
- 7.7 Disability Standards for Accessible Public Transport 2002 (Cth).
- 7.8 Port Stephens Council Bus Shelter Advertising Application Form – Terms & Conditions.
- 7.9 Port Stephens Council Sponsorship Policy.

CONTROLLED DOCUMENT INFORMATION:

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EDRMS container No.	PSC2005-2646	EDRMS record No.	25/123240
Audience	Community, Assets Section, Civil Assets, Staff and General Manager		
Process owner	Assets Section Manager		
Author	Civil Assets Manager		
Review timeframe	4 years	Next review date	13 May 2029
Adoption date	25 Nov 2014		

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

Version	Date	Author	Details	Minute No.
3	28 Aug 2020	Civil Infrastructure Engineer and Civil Assets Manager	<p>Updated to 2019 Policy Template including global review of policy and following changes:</p> <p>1.1 & 1.2 – Reworded to improve sentence structure.</p> <p>1.3 & 1.4 – Addition of two new purposes.</p> <p>2.1 – Removal of words ‘and’ and ‘existing’.</p> <p>2.2 – Reworded to improve sentence structure.</p> <p>3.2 – Deleted previous Clause 3.2 – no longer relevant.</p> <p>3.3 - Replaced with digits 3.2 to align with correct formatting and deleted wording ‘as mutually agreeable’ and replaced with ‘in accordance with Council requirements’.</p> <p>3.4 – Replaced with digits 3.3 to align with correct formatting.</p> <p>4.1 – Formatting update to new template. Removed word ‘under’, replaced with ‘in’.</p> <p>5.1 – Removal of word ‘for’ replaced with ‘to allow’ and removal of word ‘cost’ in sentence.</p> <p>5.2 - Deleted as no longer relevant</p> <p>5.3 – Replaced with digits 5.2 to align with correct formatting. Point ‘a.’ removed and point ‘b.’ now forming part of the sentence following 5.2.</p> <p>5.4 – Replaced with digits 5.3 to align with correct formatting.</p> <p>5.5 – Replaced with digits 5.4 to align with correct formatting.</p> <p>5.6 – Replaced with digits 5.5 to align with correct formatting and new sentence added.</p> <p>5.7 – Addition of the year the Act was executed ‘1992’.</p>	162

Version	Date	Author	Details	Minute No.
			6.1 – Removal of sentence and replaced with updated version and position title. 7.7 & 7.8 – Additional Related Documents.	
4	27 Sept 2022	Civil Assets Manager	Created in New Policy Template & Global Review with following changes 1.1, 1.2, 1.3, 1.4 – Reworded to improve purpose. 1.2 – Reworded to match current reference document. 7.4 – Updated name of document. 7.6 – Updated name of document.	262
5	13 May 2025	Asset Section Manager & Civil Assets Manager	1.1, 1.3, 1.4, 3.2, 5.1, 5.4 – added “private businesses”. 6.1 – Reworded to improve content. 5.8 – Added clause referencing Sponsorship Policy and added to relevant documents. 7 – Related documents updated to reflect owners. Amended review timeframe to 4 years in accordance with Council’s policy and management directive review process.	101